

## CHAPTER -II

### INSTRUCTIONS FOR CANDIDATES

1. Bringing of books etc. to the Examination Hall - candidates should bring their own pens, pencils, etc. into the Examination Hall. Any other books, note books etc., brought by them should be left outside the Examination Hall.
2. Reference books should not have notes - In the reference books used by the candidates in the Examination Hall (where the use of books is allowed), there should be no notes or other irrelevant matter. Notes of the nature of cross-references, glossary, or index of references to orders of the Government of India may be allowed, but notes of the nature of solutions to questions will not be allowed in any case.
3. What to write on answer books - (a) The candidates should -
  - (i) Write only their Name, respective Roll Numbers and Subject of Exam in the space provided on the top of the title page of their answer books on each subject, they should NOT write their names anywhere on or in their answer books. They will be penalized for writing the name.
  - (ii) Write the subject of the Examination and other particular on the top of the title page of their answer books;
  - (iii) Write on both sides of the paper, leaving a quarter margin. The margin should be on the left hand on the front side and on the right hand on the back side;
  - (iv) NOT write any irrelevant matter or anything else except the actual answers in their answer books; and
  - (v) NOT write anything on the question paper.(b) A second (third etc.,) answer book will not be supplied so long as any blank page remains unused at the end of the first (second etc.) answer book.  
(c) Candidates may use, for rough notes or calculations, the inner side of the cover and, if necessary, a page or pages of the answer books. The rough notes should be crossed through afterwards.  
(d) They will not use pencil in writing their answers, Pencil may, however, be used for mathematical drawings, rough work etc.  
(e) They will not take any article or any book with them to their table which they are not authorized to take with them.
4. Directions on Question papers - The candidates should read the directions on question papers and should observe them fully.
5. No leaves to be torn - Candidates should NOT tear off any leaves from the answer books.
6. Indication of number of answer books used - If a candidate uses more than one answer book, he should state, on his first answer book, the total number of books he has used and fasten all the answer books securely together. In the supplementary answer script given to a candidate (after he has used up the main answer book) the candidate will write the number of the supplementary scripts used by him.
7. Instructions on answer book - The candidates should carefully read and follow the instructions on the cover of the answer book.
8. Signal of time limits - A signal will be given at the beginning of the examination in each paper. A signal will also be given fifteen minutes before closing time and again at the closing time, when the candidates must stop writing or revising their answers.
9. Handing over of answer books to Supervising Officers - Every candidate should hand over his answer books personally to the Supervising Officer or one of the Invigilators on duty, if he leaves

before the expiry of the time for the paper.

10. Candidates who stay till the end - If a candidate stays till the end, he must remain at his seat until his answer books have been collected by the Supervising Officer/Invigilator.
11. Excess answers - If a candidate answers more questions than the number required to be attempted, only those attempted first (up to the prescribed number) will be taken into account for valuation, and the remaining answers will be ignored.
12. Candidates using unfair means - If a candidate is found to be using or attempting to use unfair means in the examination hall, he will be treated in accordance with Rule 15 under Chapter I.
13. Instructions of the Supervising Officer - Every candidate must obey all instructions and directions given by the Supervising Officer/Invigilator in the examination hall. If a candidate fails to do so or indulges in disorderly or improper conduct, he will render himself liable to expulsion from the examination, and in addition to such disciplinary action as may be deemed necessary.
14. Silence to be observed - Silence must be observed in the Examination Hall.
15. Smoking prohibited - Smoking in the examination hall is strictly prohibited.

## ANNEXURE-‘A’

### DONT’s

1. Do not write your name or anything else except the actual answers to the questions anywhere inside your answer book. You will be penalized for writing your name.
2. Do not leave any page unused except at the end of the answers and do not fold pages.
3. Do not tear off any leaves from your answer books.
4. Do not leave behind your answer book on your table.
5. Do not keep any book, article etc. with you which you are not authorized to keep.
6. Do not leave your seat without the permission of the Supervisor.
7. Do not write any irrelevant matter such as appeal to examiner for marks.
8. Do not smoke in the Examination hall.
9. Do not write on the blotting paper or on the question paper.
10. Do not write or revise your answers after the expiry of the allotted time.
11. Do not leave the examination hall, if you wish to leave it until half an hour after the commencement of the examination.
12. Do not answer a question twice.
13. Do not make any special sign or mark in or outside the answer book.

### DO’s

1. Do count the pages of your answer books. Do check up that the pages are correct and are not torn or loose.
2. Do write your Roll No. and all other particulars in the space provided for the purpose.
3. Do use both sides of the papers in the answer book leaving a quarter margin on the left hand on the front side and on the right hand on the backside.(you may use, for rough notes or calculations, the inner side of the cover and, if necessary, a page or pages of the answer book. The rough notes should neatly be crossed through afterwards).
4. Do write in ink. Ball pen, Pencil may however be used for mathematical drawing, rough work etc.
5. Do put the correct no. of the question on the margin at the beginning of each answer.
6. Do draw a prominent line at the end of each answer.
7. If any right-hand page is accidentally left blank do write on it “Please turn over”.
8. If you wish to cancel any work, do draw your pen through it or write ‘cancelled’ across it; otherwise it may be valued.
9. An additional book will be supplied on request when the book is exhausted. If you have used more than one answer book do tie them together securely with a tag provided for the purpose and do indicate on the cover of the first (main) book the total no. of books used. Write the number of the additional answer books on the supplementary answer book provided.
10. Do hand over your answer book personally to an invigilator before leaving the examination hall.
11. Do attach all loose sheets, such as maps, forms etc. inside the cover of your answer book.
12. Do page mark the answer book serially.
13. Do observe silence in the examination hall.