No. 1(4)/2014-Pers.III
Government of India
Ministry of Electronics and Information Technology

New Delhi-110003
Dated: 03.12.2018

Office Memorandum

Subject: Setting up various norms relating to Limited Departmental Competitive Examination for promotion to the various posts in the Ministry of Electronics and Information Technology-regarding.

Ministry of Electronics and Information Technology conducts Limited Departmental Competitive Examination (LDCE) for filling up the posts earmarked for LDCE quota as indicated in the Recruitment Rules of respective posts. The LDCEs in the Ministry are being conducted as per Rules of Departmental Competitive Examination vis-a-vis provisions of Recruitment Rules of the said post. Since the year 2014, National Institute of Electronics and Information Technology (NIELIT) has been entrusted with the responsibility to conduct the LDCEs on behalf of this Ministry. NIELIT is required to ensure strict vigilance during the conduct of the examination so far to avoid use of unfair means by the students and also proper performance of the various duties in conducting examinations, viz. paper setting, assessment and declaration of marks by the candidates.

2. From the previous experience, it has been observed that quite significant number of representations are received from the candidates during or after each examination relating to various issues like challenging the questions, key answers, options of answers, evaluation of question paper etc., resulting in unnecessary delay in completion of the LDCE process. Therefore, the present procedure being followed by NIELIT has been reviewed and in order to maintain the transparency and also to avoid such delay, the norms on various issues have been finalized and annexed herewith at Annexure-I for strict compliance by all the stakeholders.

3. Where it is necessary or expedient so to do to relax/amend for any improvement or for any unforeseen circumstances, it may, by order and for reasons to be recorded in writing, relax/amend any or of the provisions of these instructions with respect to any class or category of persons.

Enclosure-Annexure-I

(Sanjit Choudhury)
Deputy Director

Copy to:

(i) All concerned.
(ii) JS (Pers.)/DS (Pers.)/Pers.I/Pers.II.
(iii) Controller of Examination, NIELIT.
(iv) Intra-MeitY.
(v) Notice Board.
1. **Norms for Paper Setters:**

(a) The paper setter shall be the external faculty/expert on the subject. A panel of subject expert from outside the Ministry and its organizations shall be prepared for this purpose for the fairness and transparency in the system.

(b) An undertaking from the Paper Setter should also clearly undertake that he/she has not just copied the questions from a particular book available in the markets/websites and the questions framed are original work of paper setter.

(c) Error up to a Maximum of 5% of total value of marks of questions is acceptable and beyond 5%, a penalty may be put on the Paper Setter by NIELIT.

2. **Norms for Question Paper Setting:**

(a) NIELIT will issue standard detailed written instructions/guidelines including norms but not limited to mentioned below to the Paper Setter appointed for the purpose.

(b) Two sets of papers are required to be set for each LDCE. Question papers should be prepared with the help of the authentic latest edition of reference books/guidelines/instructions on the subject. The Paper Setter will ensure that each question paper has been set according to the syllabus of the subject, blue print and recommended syllabus.

(c) Paper setters while setting the question papers shall ensure that sets of question papers are comparable, as far as possible, with regard to the scope of the answer, difficulty level, time limit and conformity with the syllabus.

3. **Norms for Evaluation of Answer Sheet:**

(a) NIELIT will issue standard detailed written instructions/guidelines including the norms but not limited to for evaluation mentioned below to the Evaluator appointed for the purpose.

(b) The evaluation of answers sheets must be done by the respective Paper Setters.

(c) Before evaluation of the answer scripts, the evaluator should at the first sight go through the entire answer scripts of all the candidates in order to ensure high degree of reliability in scoring and uniformity in marking.

(d) The marks in respect of answers are to be written in **Red Ink** by the Evaluators in figures as well as words indicated in the form of a fraction, i.e. mark allotted as numerator and maximum marks for answer as denominator. For example if marks awarded are 4 out of maximum marks 5 for a particular question, it shall be indicated as 4/5 to avoid moderation in awarding marks.

(e) If any correction is required to be done in the marks awarded, the earlier marks awarded shall be simply struck off by drawing a line across in such
a way that marks earlier awarded are clearly visible and the marks awarded later are to be written in figures as well as words.
(f) Any cutting is to be re-validated by signatures of the Evaluator.
(g) If no marks is to be given, then 0(zero) is to be written by the Evaluator.
(h) At the end of the last attempted answer the word ‘END’ should be written and remaining blank pages should be crossed with a pen.
(i) In case of Multiple Choice Question (MCQ), the procedure for evaluation would be as per mechanical OMR evaluation.

3. Norms for Representation on challenging question/key answer and handling of errors:

(a) Answer Key of the Objective type papers will be declared by NIELIT on the website within **10 days** after the completion of examination for perusal of the candidates and seek comments/representations.
(b) The representation on question(s)/Answer Key is to be submitted with-in **five days** after the declaration of key answers directly to NIELIT, thereafter, no representation on the subject shall be entertained.
(c) An Expert Committee will be constituted by NIELIT to deal with the representations received in the question papers or answer keys. The Expert Committee shall have the final authority to decide about the status of question/answer key and further decision on declaring final answer key.
(d) The Expert Committee shall review the representations on question/answer key within next ten days from the last date of receipt of representations. A question shall be treated as wrong if it is:

(i) Out of syllabus
(ii) Typed/printed wrong and
(iii) Wrongly framed/has wrong options

(e) In case of wrong question: Marks would be redistributed and there will be no negative marking if candidate attempted the question. Marks shall be redistributed even if the candidate has not attempted the question.
(f) If there is an error in a particular paper which is more than 20%, that paper will be re-conducted.
(g) The representation on answer key is to be submitted by the candidate along with justification and proof.
(h) The Expert Committee will review and revise the key, if required in case representation found genuine.
(i) Final revised answer key shall be published within one day after finalization by the Expert Committee and no representation on the same shall be accepted/entertained thereafter.
(j) Marks obtained in each written paper would be handed over to the concerned department by NIELIT for onward declaration of the result.

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4. **Re-evaluation Norms of Answer Sheets:** Re-evaluation shall be done only when a candidate applies within **five days** of declaration of marks along with the prescribed fees as fixed by NIELIT. Thereafter, no representation in this regard will be entertained. The system does not allow redressal of unjustified allocation of marks. The representation shall be limited to:

   (i) Rectification of error in totalling of marks; (This will be considered is re-evaluation)
   
   (ii) Evaluation and award of marks for non-evaluated answers;
   
   (iii) Over-marking where marks awarded are more than the maximum marks allotted for particular question.

5. **Instructions for invigilators:**

   (a) No person shall be appointed to act as an Invigilator whose ‘RELATIVE’ is financially dependent on the candidate appearing in the said examination. An undertaking shall be obtained from Invigilator that his ‘Relative’ who is financially dependent is not appearing in examination.
   
   (b) The Invigilator will be required to follow the detailed guideline/instructions issued to them by NIELIT.
   
   (c) The Invigilator shall exhibit the sealed envelope containing question papers on the subject to all the candidates and obtain the signatures of at least two candidates certifying that the sealed envelope containing such question papers have been found in proper condition.
   
   (d) Invigilator will ensure that candidate should not bring any material (Paper, Mobile Phone, calculator, electronic gadgets inside the Examination Hall except Admit Card, Pen/Pencil for the examination.
   
   (e) The Invigilator should furnish an account of the Answer Books used, extra Answer Books (if any) used and Answer Books unused, in the prescribed proforma after the examination.
   
   (f) Invigilator should sign the Answer Sheets of each candidate and extra answer sheet (if any) should be issued to the candidate on demand.
   
   (g) All the Answer Books, should be collected from candidates at the end of the session and will be kept in an envelope, which will be sealed and signed by the Invigilator/Observer.
   
   (h) Invigilator will allow the candidates to carry the question papers only after examination time is over.

6. **Instructions for the candidates during the examination:**

   (a) NIELIT will issue detailed instructions/guidelines to be followed by the candidates at the time of issuing Admit Card to them.
   
   (b) Strict compliance of the instructions issued to them is mandatory.
   
   (c) Candidates must write the papers in their own hand. However, guidelines laid down by Government of India for conducting written examination for Persons with Disabilities (PWD) may be made applicable to the candidates belonging to Persons with Disabilities (PWD) category.

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(d) In case the candidate wishes to make any correction he/she may strike off the answer and write the answer afresh. Use of correction fluid or overwriting is not allowed in any case.

(e) Candidates found guilty of impersonating or procuring impersonation by any person or using any other unfair means in the Examination Hall or misbehaving in the Examination Hall may, in addition to rendering himself liable to criminal prosecution, be liable to be disqualified from the Examination for which he/she is a candidate.

(f) The précis question, if any, should be answered in the special précis sheets only, failing which it will be liable to no evaluation and award of Zero Marks in the question.

(g) At the end of the last attempted answer the word 'END' should be written and remaining pages should be crossed by the candidates.

7. **Power to relax:** The Appointing Authority may whenever necessary for the purpose of any improvement or any unforeseen circumstances, by order and for reasons to be recorded in writing, relax/amend any of the provisions of these instructions with respect to any class or category of persons.