



पूर्वोत्तर क्षेत्रीय जल और भूमि प्रबंधन संस्थान  
NORTH EASTERN REGIONAL INSTITUTE OF WATER AND LAND  
MANAGEMENT

(जल संसाधन, नदी विकास और गंगा कायाकल्प विभाग, जल शक्ति मंत्रालय, भारत सरकार के अधीन एक संस्थान)  
(An Institute under the Department of Water Resources, River Development and Ganga Rejuvenation,  
Ministry of Jal Shakti, Govt. of India)

No. NRWM/ADM/EXAM.CONF/542/2022-23/ 18

Dated: 08.04.2022

**NOTIFICATION FOR WRITTEN TEST**

This is to notify that the written test for the post of **Library & Information Assistant** in Group-‘B’ category in Level-6 (Rs. 35,400-1,12,400) in the Pay Matrix will be held following the “Guidelines and Selection Procedure for Direct Recruitment in Group-‘B’ post of NERIWALM 2022”. **List of shortlisted candidates for written test is enclosed as Annexure-I and list of candidates not considered for written test is enclosed as Annexure-II. Written Test** will be held as per the schedule given below:

**Name of the post: Library & Information Assistant**

(a)	Date, time, nature, duration and venue of the written test	Date : <b>30.04.2022</b> Time : <b>10.30 hrs to 12.30 hrs</b> Nature: Multiple Choice Questions Duration: 2 hrs Venue: NERIWALM
(b)	Documents to be submitted for verification	Valid photo identification proof (i) Aadhaar Card (ii) Passport OR (iii) PAN card (iv) Voter ID
(c)	Call letter to be produced at time of written test	Print out of the notification and self-signed will be considered as call letter
(d)	Skill/trade test, if any (to be qualifying nature only)	Not applicable
(e)	Time of reporting for test and rules for late entry and early departure from examination hall.	30 minutes before examination, No late entry and No early departure from examination hall.
(f)	Likely duration of stay for selection procedure	2.30 hrs.
(g)	Intimation regarding admissibility of TA/DA to SC/ST candidates only	TA/DA etc. are not admissible.

This is issued with the approval of Director, NERIWALM.

(A.K. Sharma)

Deputy Director (Admin.)

उप निदेशक (प्रशासन)

Deputy Director (Administration)

पूर्वोत्तर क्षेत्रीय जल तथा भूमि प्रबंधन संस्थान, तेजपुर  
North Eastern Regional Institute of Water and  
Land Management, Tezpur

Copy for information to:

1. P.S. to Director, NERIWALM.
2. Chief Vigilance Officer, NERIWALM.
3. NERIWALM website: [www.neriwalm.gov.in](http://www.neriwalm.gov.in)

List of shortlisted candidates called for Written Test.

Post: Library & Information Assistant.

Sl No.	Name	Roll No.
1	ARCHANA SARMA	LIA - 001
2	APSARA BORGHAIN	LIA - 002
3	ABHIJIT THAKURIA	LIA - 003
4	ANURADHA KUMARI	LIA - 004
5	ARBINDA ROUT ROY.	LIA - 005
6	AMIT NATH	LIA - 006
7	APARNA DEKA	LIA - 007
8	BARNALI DUTTA	LIA - 008
9	BISWAJIT CHUTIA	LIA - 009
10	BISWAJIT MAITY	LIA - 010
11	BRAHMA DUTTA BARUAH	LIA - 011
12	BRAJEN KALITA	LIA - 012
13	BADAL KUMAR THAKUR	LIA - 013
14	BINAY KRISHNA DAS	LIA - 014
15	BIKASH MEDHI	LIA - 015
16	M.BINI TOMBI SINGHA	LIA - 016
17	BISWAJIT DEB	LIA - 017
18	CHANDAN JYOTI BAISHYA	LIA - 018
19	CHAYANIKA PUZARI	LIA - 019
20	DIPA KALITA	LIA - 020
21	DHRUBA JYOTI BORGHAIN	LIA - 021
22	DEBASHI PHUKAN	LIA - 022
23	DIGBIJOY DAS	LIA - 023
24	DIMPI SAIKIA	LIA - 024
25	DIMPEE DEKA	LIA - 025
26	GARGI MUKHARJEE	LIA - 026
27	SRIGADA GANESH	LIA - 027
28	HITESH SAINI	LIA - 028
29	HIMAKSHI KALITA	LIA - 029
30	HARSHIT RAJ	LIA - 030
31	INDRANIL CHAKRABORTY	LIA - 031
32	JYOTSNA MAHANTA	LIA - 032
33	JINTUMANI BARMAN	LIA - 033
34	JYOTSNA MISRA.	LIA - 034
35	JYOTIRMOY KASHYAP	LIA - 035
36	JITU DAS	LIA - 036
37	JYOTSHNA GOGOI	LIA - 037
38	KULADIP BARMAN	LIA - 038
39	KASINATH MISHRA	LIA - 039
40	KISHOR TALUKDAR	LIA - 040
41	KANGKAN JYOTI KALITA	LIA - 041
42	MRUTYUNJAY DAS	LIA - 042
43	MAHESH MV	LIA - 043
44	MANJEET	LIA - 044
45	MURCHANA BORAH	LIA - 045
46	MANISH SARMA	LIA - 046
47	NILUTPAL SAIKIA	LIA - 047
48	NIVA DEVI	LIA - 048
49	NITYA DIXIT	LIA - 049
50	NAYAN JYOTI SARMAH	LIA - 050



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51	NIHARIKA BORAH	LIA - 051
52	NIJWM BASUMATARY	LIA - 052
53	SMT. PRIYAM SAIKIA	LIA - 053
54	PRATIMA SWARGIARY	LIA - 054
55	POMPY DEKA	LIA - 055
56	PRIYA PUNDHIR	LIA - 056
57	PAPORI GAUTAM	LIA - 057
58	PORISHMITA HAZARIKA	LIA - 058
59	PARISHMITA HAZARIKA	LIA - 059
60	RONIT BABA DEKA	LIA - 060
61	RIDIP LAHKAR	LIA - 061
62	RATNA KANTA BORAH	LIA - 062
63	RAM SUMER YADAV	LIA - 063
64	RAKESH BHOWMIK	LIA - 064
65	RUPSIKHA CHOUDHURY	LIA - 065
66	RAJIB KALITA	LIA - 066
67	RIMPI KONWER	LIA - 067
68	RIMA HAZARIKA	LIA - 068
69	SANDEEP KUMAR	LIA - 069
70	SMRITI REKHA CHANGMAI	LIA - 070
71	SHYAMAL BAISHYA	LIA - 071
72	SUPRATIK ROY	LIA - 072
73	SUBHAM SONAR	LIA - 073
74	L.SOMOJIT SINGHA	LIA - 074
75	SMITA CHETIA	LIA - 075
76	SUBHAM RAJ SINGH	LIA - 076
77	SANGEETA KALITA	LIA - 077
78	SWAPNA SOURAV	LIA - 078
79	SUSMITA BISWAS	LIA - 079
80	SIDHARTHA BATSYA	LIA - 080
81	SUBHAM GIRI	LIA - 081
82	SUDHARSHAN SURANA	LIA - 082
83	SOM BAHADUR	LIA - 083
84	SANJEEV KALITA	LIA - 084
85	SUJIT RAYCHAUDHUR	LIA - 085
86	MD TARIQUL ISLAM	LIA - 086
87	UMESH	LIA - 087
88	UTKARSH SINGH	LIA - 088
89	VINAY ANAND	LIA - 089
90	VARUN KUMAR	LIA - 090
91	VEERESHPRASAD SAWADI	LIA - 091
92	VISHAL DEY	LIA - 092
93	WASHIM ALI	LIA - 093
94	ADITI KASHYAP	LIA - 094
95	BEDANTA KALITA	LIA - 095
96	DEBABRAT SENAPATI	LIA - 096



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 Land Management, Tezpur

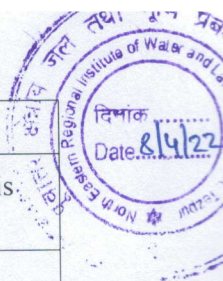
List of candidates not considered for written test.



**Post: Library & Information Assistant.**

Sl No.	Name	Reason for non-consideration
1	ABHILASH BORTHAKUR	Over Aged
2	ARADHANA BORAH	Over Aged
3	KM.ANITA	Over Aged
4	ASHWINI KUMAR R	Over Aged
5	A.DINESH KUMAR PATRO	Qualification is not as per advertisement
6	AKRAMUL AHMED	Over Aged
7	ARUN KUMAR	Final Mark sheet & Pass certificate not submitted
8	AJIT KUMAR RAY	Over Aged & Received after last date
9	BABLI DEY	Application not submitted in prescribed format & Qualification is not as per advertisement
10	BHASKAR KAMAL BAISHYA	Over Aged
11	BEDANGA RANJAN BORA	Received after last date
12	BATRITIMON KHARUJON	Over Aged & Received after last date
13	BADDALA VENKATASIVA REDDY	Received after last date
14	CHALLAGUNDLA VIVEKANANDA SWAMY	Received after last date
15	CHINNASEL VAM C	Received after last date
16	DHAN MAYA CHETRY	Over Aged
17	DEEPSHIKHA BORUAH	Over Aged & Received after last date
18	DINESH KUMAR MEENA	Received after last date
19	DVENDRA CHUKKA	Over Aged & Received after last date
20	DHRITY NAYANA DEVI	Received after last date
21	DIPANKAR KOTOKI	Received after last date
22	EKTA KUMARI SHARMA	Over Aged
23	GOBIND KUMAR MAHATO	Received after last date
24	HRISHIKESH JYOTI BAISHYA	Over Aged
25	HEMANT KUMAR	Received after last date & Application not submitted in prescribed format
26	IMRAN HUSSAIN	Qualification is not as per advertisement
27	INDRASKHI DAS	Received after last date
28	JAYANSHU SONI	Received after last date
29	JYOTISIKHA DAS	Received after last date
30	JOHN HENERY KUMAR	Received after last date
31	KALPANA HAZARIKA	Qualification is not as per advertisement
32	LIM.S	Over Aged
33	LIPIKA NATH	Over Aged
34	MANOJ KUMAR SAHOO	Over Aged

৩য় নির্দেশক (প্রশাসনিক)  
 Deputy Director (Administration)  
 জল তথা ভূমি প্রকল্প সেক্টর, তেজপুর  
 North Eastern Regional Institute of Water and  
 Land Management, Tezpur



35	MALINI PALIT	Over Aged & Received after last date
36	MANISH KUMAR	Over Aged, Received after last date & Qualification is not as per advertisement
37	MANASH KUMAR	Over Aged
38	MANISHA KUMARI	Received after last date & Application not submitted in prescribed format
39	NISA KUMARI	Application not submitted in prescribed format & Received after last date
40	PAWAN KUMAR	Application not submitted in prescribed format
41	PUNYA PRASOON MISHRA	Final Mark sheet of BLIS & MLIS not submitted
42	PARAMITA SARKAR	Received after last date
43	RAJESH CHANDRA DAS	Over Aged
44	RAVI SINGH RANA	Final Mark sheet of BLIS and Pass certificate not submitted
45	RAHUL	Qualification is not as per advertisement & Received after last date
46	ROOPLEKHA SRIMANI	Received after last date
47	RAKESH KUMAR MAHAWER	Over Aged & Received after last date
48	RAJSHREE DUTTA	Received after last date
49	SHREYA GANGULY	Application not submitted in prescribed format
50	SUBHASHINI BORAH	Over Aged
51	SANJIB DEKA	Over Aged
52	SAGARIKA DAIMARI	Over Aged
53	SAMIKA DAULAGUPU	Over Aged
54	SUMKI DUTTA	Over Aged
55	SIRAJUL HAQUE	Qualification is not as per advertisement
56	SWAPNALI DAS	Over Aged & Received after last date
57	SUDIPTA KALITA	Received after last date
58	SOMESH KUMAR	Received after last date
59	SARITA ARJEL	Received after last date & Qualification certificate not submitted from class 10th to Graduation
60	SUBHROJIT SENGUPTA	Received after last date & Over Aged
61	SANJEET KUMAR	Received after last date
62	SHALU	Received after last date, Application not submitted in prescribed format & Qualification is not as per advertisement
63	SANGITA SAIKIA	Received after last date
64	SUDHA R SAHANI	Over Aged, B. Lib Certificate & Mark sheet not submitted & Received after last date
65	MD. TARIQUE	Application not submitted in prescribed format & Qualification is not as per advertisement
66	VISHWAJEET KUMAR	Received after last date

उप निदेशक (प्रशासन)  
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North Eastern Regional Institute of Water and  
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## INSTRUCTIONS TO THE CANDIDATES



- i. Candidate **MUST** bring a recent valid photo ID proof like Aadhar Card, Passport, PAN Card, Voter ID.
- ii. Candidates shall be permitted to appear for the examination **ONLY** after verification of their credentials by the centre officials.
- iii. To facilitate the verification of their identity, candidates must report at the examination venue at least 30 minutes before the scheduled commencement of the examination.
- iv. Candidates will be permitted to occupy their seats 20 minutes before the scheduled start of the examination.
- v. **CANDIDATES WILL NOT BE ALLOWED TO** appear 10 minutes after start of the exam.
- vi. Candidates will **NOT** be permitted to leave the examination hall before end of exam.
- vii. Candidates should **NOT** bring any calculators/ mobile phones/ charts/ tables/paper/books/sheets into the examination hall.
- viii. During the examination, candidates may be checked for possession of any of the prohibited items. If the candidate is found to possess any of the prohibited items, candidate will be debarred from the examination and/or subjected to disciplinary action, which may include ban from appearing in future examinations.
- ix. Candidates must bring their own pen, pencil, transparent water bottle and transparent pocket size hand sanitizer.
- x. Candidates are requested to wear face **MASK** in the examination hall and follow state specific COVID Protocol.
- xi. All candidates **MUST** adhere to the COVID related protocols in compliance with the orders and directives of Government of India and local administration. As per Govt. order, any candidate who is Covid-19 positive or has any other infectious disease **MUST NOT** come out of home/hospital.
- xii. On the exam day, candidate must **NOT** have **COVID** symptoms, **NOT** in quarantine and was **NOT** in close contact with any COVID patient during the last fortnight. Violation of any of the above guidelines including impersonation or breaking of code of conduct exam will lead to cancellation of candidature and legal action.

*Babbar*  
08/04/2022  
उप निदेशक (प्रशासन)  
Deputy Director (Administration)  
पूर्वांचल क्षेत्रीय जल तथा भूमि प्रबंधन संस्थान, तेजपुर  
North Eastern Regional Institute of Water and  
Land Management, Tezpur

**GUIDELINES AND SELECTION PROCEDURE FOR DIRECT  
RECRUITMENT IN GROUP 'B' FOR THE POST OF LIBRARY &  
INFORMATION ASSISTANT 2022**  
**OF**  
**NORTH EASTERN REGIONAL INSTITUTE OF WATER AND LAND  
MANAGEMENT (NERIWALM)**  
**MINISTRY OF JAL SHAKTI, DEPARTMENT OF WATER RESOURCES,  
RD & GR, GOVERNMENT OF INDIA**

Direct recruitment involves selection of suitable persons in terms of knowledge, skill and aptitude from eligible persons outside the organization. Such selection process shall not only aim at inducting the best possible talent into the organization but shall also be fair, objective and transparent. It is, therefore, necessary that the entire recruitment process (each stage of recruitment) be carried out meticulously as per laid down rules and procedures and duly recorded so that the selection process is beyond any doubt. The guideline covers detail selection procedure for Direct Recruitment in Group-B post of Library & Information Assistant NERIWALM. Various steps and relevant rules/procedures are enumerated in the succeeding paragraphs.

### 1.0 NOTIFICATION OF VACANCIES

Existing vacancies to be filled by direct recruitment by NERIWALM shall be notified in the institute's web site ([www.neriwalm.gov.in](http://www.neriwalm.gov.in)) and to be advertised in Employment News/Rozgar Samachar. The vacancy notice shall also be displayed prominently on the notice board of NERIWALM. Closing date for receipt of applications from candidates in India shall be 60 days and for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Anadaman & Nicobar Islands of Lakshadweep and abroad shall be 67 days from the date of publication of advertisement as per approved recruitment rule. The essential qualification mentioned in the advertisement must be in accordance with the laid down recruitment rules. The advertisement/notification shall be designed and worded carefully and shall contain the following information:

- (a) Name of post with pay level.
- (b) Number of posts and number reserved for SC/ST/OBC/PH as per reservation roster.
- (c) Essential eligibility conditions like age, educational qualifications, experience etc. as per recruitment rules.
- (d) Complete postal address for forwarding of the application
- (e) Age relaxation admissible to SC/ST/OBC as per instruction of government of India from time to time.

### 2.0 SELECTION COMMITTEE

Selection Committees are committees constituted according to approved recruitment rule against each of the posts.

*B. S. Das*  
03/03/22

*D. S. Das*  
03/03/22

*A. S. Das*  
03/03/22

### 3.0 SELECTION PROCEDURE FOR DIRECT RECRUITMENT

The Selection Procedure for direct recruitment will consists of following steps:

#### 3.1 Screening of Applications for Eligibility

Screening is an initial process of reviewing bio-data and supporting documents submitted by applicants for short listing eligible candidates who meets the prescribed eligibility conditions as per recruitment rules for appearing next stage of selection process. The appointing authority shall screen and shortlist candidates eligible for appearing written examination. Screening shall be done either departmentally or through a Screening Committee, constituted by appointing authority, as per necessity. It shall be ensured that no applicant, who does not meet the minimum requirement of any of the eligibility criteria, be called for written test/skill test. At the same time, no candidate who otherwise meets the minimum requirement/eligibility criteria be left out.

Crucial date for determining eligibility will be the last date for receipt of application from candidates in India (other than A&N Islands and Lakshadweep). All applications are to be scrutinized in terms of age limits (minimum and maximum), minimum qualification and minimum essential experience prescribed in the Recruitment Rules. Provisional certificate for essential qualification may be accepted. No weightage shall be given for additional qualification other than those prescribed in the Recruitment Rules. Applications not fulfilling any of the minimum requirement of eligibility criteria as per recruitment rule shall be rejected during screening.

All eligible candidates shall be allotted distinctive roll numbers without considering category of the candidate (SC/ST/OBC/UR etc.) and called for the written test. The roll number shall be clearly mentioned in the call letter sent to the candidate. The call letter issued to applicants shall also contain the following:

- (a) Date, time, nature, duration and venue of the written test.
- (b) Documents to be submitted for verification.
- (c) Call letter to be produced in original at time of test.
- (d) Skill test
- (e) Time of reporting for test and rules for late entry and early departure from examination hall.
- (f) Likely duration of stay for selection procedure.
- (g) Intimation regarding admissibility of TA/DA to SC/ST candidates only.

#### 3.2 Written Test

All those candidates, whose supporting documents are received within stipulated last date and fulfilled the essential eligibility criteria as per advertisement found after Scrutiny, may be called for written test, performance of which will be deciding merit of the applicants. The written test will commensurate with the educational qualification prescribed in the

*Authorary*  
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*Q. Anwar - 3/3/22*

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recruitment rules and appropriate for testing the knowledge required for the duties and job requirements of the post.

DoPT, Govt. of India vide OM F.No.39020/09/2015-Estt.B. and OM No. 390/20/01/2013-Estt(B) dated 9<sup>th</sup> October 2015 instructed to discontinue interviews at the junior level posts at Group 'B' (Non-Gazetted), Group 'C'. In accordance with the DoPT directives, marks obtained in written test only shall be deciding the merit and selection of candidates for a DR post (Groups 'B' non-gazetted and 'C').

The Head of the Institute, i.e. Director, NERIWALM will nominate suitable officer(s) either internal or external expert to prepare question paper and scheme of the tests. Question paper shall be prepared in English and will adequately cover areas of General Intelligence, English language, Quantitative aptitude, General awareness and domain knowledge. Utmost secrecy will be maintained in setting, printing, making copies, sealing and custody of question papers. Two or more sets of the question papers of equal difficulty level shall be prepared and one set to be randomly selected and used in the actual test. Answer keys shall also be prepared carefully for each set of question paper so as to ensure objective and uniform evaluation of the answer sheets and award of marks. Question-answer sheet will be used in written examination.

**3.3 Structure of Written Test**

Category	Maximum Marks	Time Allotted
General Intelligence, Reasoning and Aptitude	10	02 hours
General Awareness	10	
General English	20	
Questions relevant to the work profile of the post OR domain knowledge.	60	
	<b>100</b>	

**3.4 Knowledge relevant to the work profile of the post OR domain knowledge**

Post	Knowledge relevant to the work profile of the post OR Domain knowledge
Library & Information Assistant	Library & Information Science related knowledge of B.Lib. Level (Classification, Categorization, bibliography and indexing, computer knowledge, knowledge of library software, knowledge of digital library etc.).

**3.5 Preparation of Merit List/Selection list**

*Gateway*  
03/03/22

*[Signature]*  
07/03/22

*[Signature]*  
03/03/22

A final list in the order of merit of all candidates who completed the written test indicating the total marks obtained by them will be prepared and signed by the members of Selection Committee, who shall also certify that none of the candidates are related to any of them in any manner. No extra marks or special weightage are to be given for any higher qualifications than prescribed in the recruitment rules. In case where two or more candidates secure equal marks in written test, the elder candidate (i.e. Date of Birth seniority be followed) be given preference over others. All answer sheets shall be retained by the Establishment of NERIWALM as per records retention schedule of the Govt. of India.

**4.0 PROCEDURE FOR CONDUCT OF WRITTEN EXAMINATION TO ENSURE FREE AND FAIR SELECTION PROCESS**

**4.1 Setting of Question Paper**

- 1 NERIWALM will set the question paper as per format mentioned above and conduct examination as per procedure laid down to ensure free and fair selection.
- 2 Question paper must conform to the syllabus, wherever such syllabus has been prescribed, otherwise it shall be related to subject domain.
- 3 The question paper must indicate the duration, subject/paper, full marks, distribution of marks for each question/part of the questions, number to be attempted, and compulsory questions, if any.
- 4 Question paper will be objective type, prepared in English language and in two sets for random selection. Question paper and answer script will be same and there will be no separate answer script.
- 5 While setting question paper, instructions regarding type of questions, number of sets, language etc. to be clearly mentioned.
- 6 Answer key of the objective type question paper must be provided by the paper setter in an envelope with sealed cover, indicating details of the post for which the set made, set number, etc.
- 7 NERIWALM to arrange the required number of copies of question papers, sealed and hand over the same to the Presiding Officer. Absolute confidentiality to be maintained while setting/making copies of the question papers to guard against leakage.

**4.2 Conduct of Examination**

1. Director, NERIWALM will nominate one officer of the institute not below the rank of Deputy Director (Admin) as Presiding Officer to conduct the written examination.
2. The Presiding Officer may appoint invigilators who must be Group-A officers.
3. The Sealed packets containing question papers shall be opened by the Presiding Officer in presence of 2 (two) candidates and their signature obtained on the body

*Patowary*  
03/03/22

*Q. S. S. M.*  
07/03/22

*Chakraborty*  
03/03/22

of the sealed packets.

4. Question papers will be distributed to the invigilator in-charge of each room keeping proper account of the same.
5. Before distributing the answer scripts, it may be ensured that question/answer booklet is stamped. The question/answer booklet shall be stamped and signed by invigilator of the examination hall concerned. Before issue of additional pages (for calculation purpose only) it must be stamped and signed by the invigilator.
6. Invigilator in-charge of each hall will get the attendance sheets signed by the candidates and collect the Identification memo/Admit Card/Aadhaar Card from each examinee.
7. Candidates to be directed to write their Name, Roll no., Examination details etc. and sign in every pages of the question/answer booklet.
8. Candidates to be advised to submit the question/answer booklet along with the additional sheet, if issued for calculation purpose.
9. If there is any complain of outside interference or mass copying etc. it should be brought to the notice of the competent authority. In case of any law and order problem, matter should be reported to local police.
10. At the end of the examination, the question/answer booklet shall be counted and tallied (room-wise) with the attendance sheet and a consolidated statement prepared. All blank spaces in the answer scripts shall be scored off / penned through.
11. The used question/answer booklet shall be sealed by the Presiding officer in presence of at least two invigilators with their signature.
12. The attendance sheet, un-used question/answer booklet, un-used additional sheets etc. shall be sealed in a separate packet.
13. The Presiding Officer will submit a report certifying that the examination has been conducted smoothly as per schedule. In case of any delay the Presiding Officer shall record the same with reason. Any untoward incident happened during the examination shall also be reported to the Director, NERIWALM.

#### 4.3 Evaluation of Question/Answer Booklet

1. Evaluation to be done by an officer specifically nominated by competent authority, i.e. Director, NERIWALM.

*Patwary*  
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2. Question/Answer booklet without the candidate details like his name, roll no signature etc. shall be disqualified and reported to the competent authority.
3. Marking shall be done in the indelible ink/ball point pen.
4. Evaluator must not use a lead-pencil.
5. Marks once assigned shall normally not be corrected. Erasing / overwriting is strictly prohibited. Should it become absolutely necessary to incorporate any correction, the originally assigned marks shall be neatly scored off with due initialing each such correction, and fresh mark assigned.
6. The evaluating officer shall allot the marks against each question / part thereof attempted by the examinee.
7. Marks to be allotted for each question / part thereof keeping in view the total marks allotted for each question / part thereof.
8. Total number of questions to be attempted shall be rechecked before totaling the marks.
9. If excess answers have been given, the question last attempted shall be ignored unless that is a compulsory question. In such case the last question attempted from the optional part shall be ignored.
10. Totaling of marks scored shall be re-checked and signed by the evaluating officer.
11. The top-sheet provided in the question/answer booklet shall contain question-wise mark scored by the candidate.
12. The marks have to be awarded strictly based on answer key provided for evaluation. No grace marks are allowed.
13. No rounding off is allowed in respect of fractions / decimals. The aggregate also shall be left as such without rounding off.
14. The evaluated answer sheets to be submitted to the Director, NERIWALM and shall be retained by the Establishment of NERIWALM as per records retention schedule of the Govt. of India. In case there is some complaint /court case then the answer books will be retained till final disposal of the complaints / court case on specific advice from CVO's office.
15. The evaluating officer will make out a separate statement of marks indicating the name and address of the candidate and total marks obtained on a separate sheet and submit the same to the Director, NERIWALM in a sealed cover.

*Patwary*  
03/03/22

*Q. d. S. Mr.*  
07/03/22

*Patwary*  
03/03/22

**5.0 FINAL SELECTION AND DECLARATION OF RESULT**

1. Final selection/merit list will be prepared from the list of qualified candidates as given in the guidelines in detail and placed before the Selection Committees as per approved Recruitment Rules. The Selection Committee will recommend the final selection/merit list for appointment in order of merit to the Appointing Authority i.e. Director, NERIWALM. Final selection/merit list shall be published in the institute website: [www.neriwalm.gov.in](http://www.neriwalm.gov.in).
2. There will be no interview for Direct Recruitment in Group-B and Group-C posts as per DoPT OM No. 39020/09/2015-Estt.B and No.390/20/01/2013-Estt (B) dated 9<sup>th</sup> October 2015.

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*Batowary*  
*03/03/22*

*D. S. ...*  
*03/03/22*

*...*  
*03/03/22*