



दक्षिण रेलवे /SOUTHERN RAILWAY

मुख्य कार्यालय /Headquarters Office,
कार्मिक शाखा /Personnel Branch,
चेन्नै /Chennai-600003
दिनांक/Dated: 12.08.2022

सं/No: P(R)608/P/Vol.X

PBC No. 134/2022

All PHODs/HODs, DRMs/MAS, TPJ, MDU, SA, PGT, TVC
CWMs/ CW/PER, LW/PER, S&T/PTJ, GOC
Sr.DPOs/DPOs MAS, TPJ, MDU, SA, PGT, TVC
Dy.CPO/CW/PER, SPO/TM&EWS/AJJ, APO/S&T/PTJ

Sub: Procedure for holding selections to posts classified as
Selection posts – 100% objective type question paper-
use of OMR sheets and OMR scanning machines.

Ref: PBC 2/2011, RBE 196/2018 (PBC 263/2018) and PBC 46/2019.

In terms of instructions contained in PBC 46/2019, OMR sheets can be used and evaluated by scanning machines if the number of candidates appearing in the examination is above 50. With a view to facilitate the use of OMR sheets and evaluation of OMR sheets by scanning machines, necessary software and hardware has been procured and kept under the custody of Chairman/RRC. The Computer Section/Personnel Branch/Headquarters will render the required technical assistance in using the above software and hardware.

With a view to facilitate the use of above, the following instructions are issued.

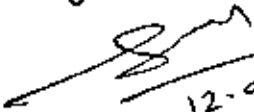
- (i) The decision to use OMR sheets and OMR scanning machines for evaluation should be taken by the authority who has nominated the selection committee duly taking into account various factors, including the number of candidates appearing in the selection.
- (ii) Initially, it is proposed to use the above scanning machine and software only for the selections conducted by Headquarters office. Thereafter, once the system is stabilized, it can be progressively extended to the Divisions and other Units with the approval of PCPO.

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- (iii) If it is decided to conduct the examination using OMR sheets and OMR scanning machines, suitable instructions need to be issued to the candidates well in advance. Therefore, all notifications alerting the candidates for such examinations should contain a specimen OMR sheet along with the instructions for the candidates. The detailed instructions to the candidates may be obtained from Chairman/RRC.
- (iv) In the light of instructions contained in Para (5) of PBC No. 2/2011, the Personnel Officer making arrangements for the conduct of examination will arrange to collect the required number of OMR sheets from Chairman/RRC with proper accountal and acknowledgement. A few additional OMR sheets may also be collected with proper accountal and acknowledgement to meet any unforeseen circumstances, if found necessary.
- (v) The OMR sheet is provided with space for signature of the candidate, signature of the invigilator and signature of the examination conducting officer. The Personnel Officer making arrangements for the conduct of examination has to sign in the fly leaf portion, which is detachable and also in the portion below the fly leaf, where the candidates is required to enter the answers.
- (vi) The OMR sheet will have the facility of carbonless copy. This copy will be kept in the safe custody of the officer nominated by the authority, who has nominated the selection committee at Headquarters/ Divisions/Workshops.
- (vii) After the end of the examination, the original and carbonless copy of the OMR sheet should be separated by the officer, who is nominated to conduct the examination of the department concerned (refer para (8) of PBC 2/2011) and kept in separate sealed cover with proper accountal. The sealed cover containing the carbonless copy should bear the signature of the officer conducting the examination and any one of the invigilators. Thereafter, the sealed cover containing the carbonless copy of the OMR sheets should be handed over to the officer nominated for keeping them in safe custody under clear acknowledgement, on the day of examination or on the following working day. The original OMR sheets will be handled as per the procedure stipulated at Para (6) of PBC 2/2011.
- (viii) The coding and de-coding of OMR sheets should be done as per extant instructions. Only the coded OMR sheets should be handed over to the evaluating officer for evaluation.
- (ix) The OMR sheets can be evaluated manually also. If it is decided to use the OMR scanning machine and software, then the officer nominated for evaluation should contact Chairman/RRC and make necessary arrangements for evaluation.

- (x) The evaluating officer has to ensure that the answer key for all questions is correctly fed into the software. The scanning of OMR sheets will be done only in the presence of evaluating officer.
- (xi) Chairman/RRC will nominate suitable staff for assisting the evaluating officer in the process of evaluation.
- (xii) The OMR reading software will furnish the result of the evaluation duly indicating the number of questions attempted, the number of correct answers, the number of wrong answers, negative marks awarded and the total marks after deduction of negative marks. The evaluating officer shall verify the results and enter the marks awarded in the space provided in the OMR sheets duly affixing his/her signature in the space provided for this purpose in the OMR sheets. He shall also provide the tabulated marks sheets as per extant instructions to the cadre officer.
- (xiii) As indicated in RBE 196/2018, the responsibility for evaluation shall be with the officer nominated for evaluation.
- (xiv) All other instructions already issued in regard to selections should be scrupulously followed, except to the extent they are modified by the above instructions.

This issues with the approval of General Manager.



12-08-22

(M. Senthil Kumar)
Dy.Chief Personnel Officer/Co-ord
for Principal Chief Personnel Officer

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