

**दक्षिण रेलवे Southern Railway**  
**प्रधान मुख्य कार्मिक अधिकारी कार्यालय**  
**Office of the Principal Chief Personnel Officer**  
**प्रधान कार्यालय, कार्मिक विभाग, चेन्नै-600003**  
**Headquarters, Personnel Department, Chennai-600003**

सं/No:PB/CS/30/Policy/Technical Categories/Vol.VI(2)

Dated:30.05.2023

**DRM/MAS, TPJ, MDU, SA, PGT, TVC**  
**CWMs/ GOC, CW&LW/PER, S&T/PTJ, CE/BW/AJJ**  
**Sr.DPOs/DPOs MAS, TPJ, MDU, SA, PGT, TVC**

Sub : Procedure for holding the Suitability Test for appointment  
on compassionate grounds by using OMR Sheets – reg  
Ref: PBC No. 268/2022 & PBC No. 134/2022

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Instructions were issued vide this office PBC No. 268/2022 for the mandatory use of OMR sheets for all the written examinations conducted in connection with departmental selections w.e.f 01.01.2023. At present, conduct of written exam for CGA using OMR Sheet is not being done regularly across Divisions.

It is now decided to conduct the Suitability tests using OMR sheets in the cases of compassionate ground appointments also, in line with the procedures followed in the departmental selections.

In terms of instructions issued in PBC No. 134/2022, the procedure to be followed and officers involved in the use of OMR sheets are reiterated –

- i. Before introducing the use of OMR sheets for the suitability test of compassionate ground appointments, adequate number of OMR Sheets may be procured under proper accountal and acknowledgement from the custodian of OMR sheet at Division/HQ level.
- ii. The details of the roles of officers involved in conducting the suitability test using OMR Sheets is tabulated in Annexure – A.
- iii. While issuing the Alert Notice, suitable instructions regarding the usage of OMR Sheets may be advised to the candidates along with a specimen copy of OMR Sheet and OMR Related Instructions (Annexure – B)

- iv. The Panel approving authority can decide whether the OMR sheets are to be evaluated manually or by using the software based scanning machines.

All other instructions already issued in regard to usage of OMR sheets for selections vide PBCs cited above and all other instructions related to appointment on compassionate grounds should be scrupulously followed.

This issues with the approval of PCPO.

*MBos*  
*30/5/2023*  
(Meena Baskaran)

Dy. Chief Personnel Officer/R&W  
for Principal Chief Personnel Officer

Copy to: PFA, PCSC  
Dy. CPO/CW & LW/PER, WPO/GOC,  
SPO/EWS & TM/AJJ,  
APO/ CW & LW, CEWE/PER,  
APO/S&T/PTJ, APO/Stores/PER

} for kind information

The following are the roles allotted to officers nominated for conducting the CGA Suitability test using OMR sheets at Headquarters & Divisions.



Sl.No	Instructions given in PBC No. 134/2022, 268/2022	Headquarters	Division/ Accounts/ RPF
i)	Suitable instructions for using OMR sheets should be issued to candidates in alert notice along with a Specimen copy of OMR.	Dy.CPO - Incharge of CGA	Sr.DPO/DPO (or) officer so nominated.
ii)	The Personnel Officer making arrangements for conducting the examination will arrange to collect the required number of OMR sheets.		
iii)	The Personnel Officer making arrangements for conducting the examination has to sign the fly leaf portion (in the space for signature of the examination conducting officer), which is detachable and also in the portion below the fly leaf.	APO, so nominated.	APO/DPO (or) officer so nominated.
iv)	The Carbonless copy will be kept in the safe custody of the officer nominated by the authority, who has nominated the selection committee at HQ/Divisions	Officer nominated by CPO/IR	Officer nominated by DRM/ADRM
v)	After the end of the examination, the exam conducting officer does the following	APO, so nominated	APO/DPO (or) officer so nominated
	- The sealed cover of carbonless copy will be signed by the officer conducting the examination and any one of the invigilator.		
	- Thereafter it should be handed over to the nominated officer who will keep the same in safe custody.	Safe custody by officer nominated by CPO/IR	Safe custody by officer nominated by DRM/ADRM
	- The original OMR sheets in sealed cover duly signed will be handed over to the incharge officer.	Dy.CPO - Incharge of CGA	Sr.DPO/DPO (or) officer so nominated.

Sl.No	Instructions given in PBC No. 134/2022	Headquarters	Division/ Accounts/ RPF
vi)	Coding and decoding of OMR Sheets and handing over of original OMR sheets to the Evaluating authority.	Dy.CPO - Incharge of CGA	Sr.DPO/DPO (or) officers so nominated.
vii)	OMR Sheets can be evaluated manually or using scanning machines	To be decided by CPO/IR	To be decided by DRM/ADRM
viii)	The Answer key has to be correctly fed into the scanning machine. The results should be verified and enter the marks in the space provided in OMR Sheet duly affixing his/her signature. He/She shall also provide the tabulated marks of the candidates separately.	Nominated evaluating officer	Nominated evaluating officer

**OMR RELATED INSTRUCTIONS**

**PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE MAKING ANY ENTRY IN THE OMR ANSWER SHEET**

1. This OMR answer sheet consists of two copies, the original copy and the duplicate copy below. Do not attempt to separate or displace them while answering.
2. Use Blue/Black Ball Point Pen only. Gel pens/pencils are not allowed. It is not required to darken the second copy separately.
3. Do not put any stray marks anywhere on the answer sheet. Use of any other paper Calculating machine & mobile technology is prohibited and will lead to disqualification.
4. Your OMR answer sheet will be evaluated through electronic scanning process. Incomplete and incorrect entries may render your answer sheet invalid.
5. Carefully fill up all the necessary particulars in the answer sheet. Change of answer sheet is not permitted.
8. While darkening the appropriate circle(s) in the boxes, darken the chosen circle(s) fully as given below.

Correct Method 	Wrong Methods 
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9. Candidates are to answer questions from the multiple choices of answers A, B, C, D or N/A (Not Attempted). For Questions that you do not wish to attempt please shade the N/A option. Answers marked with N/A option will not be considered for evaluation.
10. Select the right answer to each question and darken the correct circle on the answer sheet. Once darkened, changes are not permitted.
11. There is no negative marks for wrong answer/multiple answer.
12. Please handover the OMR answer sheet along with its duplicate copy to the invigilator before leaving the examination hall.
13. Failure to adhere to instructions above will render your answer sheet is invalid and will not be evaluated.
14. Please affix your signature in the box — 'Signature of the Candidate'.
15. Do not write anything in the box — 'Dummy No'.