



State Child Protection Society (SCPS)



Rules of Examination

For the candidates who are applied as Internal Employee and currently working as Community Worker:

There will be no written test for the candidates who have applied as Internal Candidate and currently working as community worker under DCPU.

For the candidates who are applied as External:

The Weightage of Written Test will be 60% and Final Assessment Round (Personal Interview) will be 40%. Minimum cut off will apply

Position Name	Candidate Type	Process	Process Weightages
Social Worker	Applied as External	Written Test + Interview	60% + 40%

1. No person will be allowed in an examination room during an examination except the candidates concerned and those supervising the examination.
2. Candidates must appear at the examination room at least twenty minutes before the commencement of the examination.
3. Candidates are expected to dress formally and neatly. Candidates can be disallowed from the Examination or any other assessment stage in case of shabby, indecent or informal dressing. The qualitative decision on nature of dressing rests with the Evaluator or any other official in-charge of conducting the Assessment Process.
4. Candidates are expected to visit the washroom or attend to any such natural needs before they step into the examination hall.
5. Candidates shall bring their photo identification (signed Photo ID) and place it in a conspicuous place on their desks. Photo identification should be the same as the one entered by the candidate while filling the application. In case the same is not available, an alternate, equivalent should be available. The photo id should contain a photo and a signature which is clear and legible.
6. Candidates shall place their watch or timepiece on their desks.
7. All coats and jackets should be placed on the back of each candidate's chair. All notes and books, pencil cases, turned off cell phones, laptops and other unauthorized aids as well as purses should be stored inside candidate's knapsack or large bag, which should then be closed securely and placed outside the examination hall or any other place specified by the invigilator. Candidates are NOT allowed to have a pencil case on their desk and any pencil cases found on desks will be searched. All watches and timepieces on desks will be checked. Candidates are not allowed to access their knapsack or bag or the contents until the exam is over. Candidates are not allowed to reach into the pockets or any part of their coat or jacket until the exam is over.
8. The Invigilator or Examination authority has the right to assign an alternate seat to the candidate where deemed fit.
9. Candidates shall not communicate with one another in any manner whatsoever during the examination. Candidates may not leave the examination room unescorted for any reason, and this includes using the washroom.
10. No materials or electronic devices shall be brought into the room or used at an examination except those authorized by the Examiner. Unauthorized materials include, but are not limited to: books, notes, or aid sheets. Unauthorized electronic devices include, but are not limited to: cellular telephones, laptop



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computers, calculators, MP3 players (such as an Ipad), Personal Digital Assistants ("PDA" such as a Palm Pilot or Blackberry), pagers, electronic dictionaries, Compact Disc Players, Mini Disc Players, Smart Watches and Smart Glasses or any other Bluetooth or NFC enabled devices.

11. Candidates who bring any unauthorized materials or electronic devices into an examination room or who assist or obtain assistance from other candidates or from any unauthorized source are liable to be debarred permanently from applying to positions with the organization, and will lead to expulsion.
12. In general, candidates will not be permitted to enter an examination room later than fifteen minutes after the commencement of the examination, nor to leave except under supervision until at least half an hour after the examination has commenced.
13. Candidates shall remain seated at their desks during the final ten minutes of examination.
14. At the conclusion of an examination, all writing shall cease. The Invigilator may mark deviations in this requirement and suitable action may be initiated in such cases.
15. The candidate is required to handover the filled OMR Sheet along with appropriate section of the Examination Hall Ticket to the invigilator without fail.
16. THE HRA or SCPS, Bihar IS NOT RESPONSIBLE FOR PERSONAL PROPERTY LEFT IN EXAMINATION ROOMS
17. Candidates will be disqualified from the examination room or post examination and/ or not allowed to sit in examination room in the following circumstances:
 - a. Late arrival
 - b. No ID proof original available
 - c. No Hall Ticket Available
 - d. Photo in Hall Ticket not visible
 - e. Carrying of prohibited items into classrooms
 - f. Copying of Question Papers or Answers
 - g. Arguments leading to disturbance of examination process
 - h. Proxy candidates
 - i. Cheating related incidents
 - j. Candidates appearing under the influence of alcohol or other substances
 - k. Candidates not wearing decent clothes appropriate to the decorum of the educational institution
 - l. Any other reason that may be deemed as improper by the examination controller.
18. In the event of disqualification, the candidate will be made aware of the same only during the publication of results. Proof of disqualification will comprise of an incident report signed by two deputed personnel available at the examination centre. Identity of examiners will not be disclosed to disqualify applicants in such cases.

***Note:**

- ❖ ***The weightages provided above are indicative only, the weightages may be revised in case additional assessment stages are implemented.***
- ❖ ***Whenever exceptional positive deviations are observed in scores of a particular candidate be it in written test or GD or Interview or any other assessment process, the HR Agency reserves the right to undertake the***



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reassessment of the candidate, or a set of candidates, or all candidates to validate the assessment results and to eliminate possible incidences of malpractice.

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