

**HIGH COURT OF JAMMU & KASHMIR AND LADAKH**  
(Office of the Registrar General at Srinagar)

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**Subject: Instructions for smooth conduct of Higher Judicial Service Examination Scheduled on 18<sup>th</sup> and 19<sup>th</sup> of September 2021.**

**NOTIFICATION**

**No: 984 of 2021/RG**

**Dated: 14.09.2021**

The following instructions are issued to all concerned for smooth conduct of Higher Judicial Service Examination Scheduled on 18<sup>th</sup> and 19<sup>th</sup> of September 2021:

1. The Superintendent of each centre shall in advance instruct the Invigilators and Supervisory Staff to arrive at the examination centre at least one hour before the commencement of the examination. Each Invigilator shall be informed in advance about the hall/room assigned to him and the number of candidates appearing in such hall/room.
2. The Superintendents of the respective centres shall ensure proper verification about the identity of a candidate on the basis of the record available with his Application Form already provided to them before the candidate is permitted entry in the Examination Centre.
3. The sitting arrangement inside the examination hall/room shall be displayed outside the respective hall/room at a conspicuous place. Sitting arrangement should be made in a way to eliminate any possibility of unfair means by the candidates and should be in conformity with the latest SOPs regarding containment of COVID-19 infection and the candidates shall be advised to strictly adhere the same. The distance between candidates should be at least 4 feet apart from each other.
4. The candidates should be permitted to enter into the examination hall/room 30 minutes before the scheduled time fixed for commencement of the examination and should be asked to take their seats as soon as they enter the examination hall/room.
5. No candidate should be allowed to take inside the examination hall/room any book, loose paper or any form of written material or any electronic gadget like laptop, cell phone, smart watch, pager, calculators and articles of like nature. During the course of examination if any such material is found in custody of any candidate, it shall be treated as a case of unfair means.
6. The Invigilators, Supervisory Staff and Helpers shall also not be allowed to take any book or material or any electronic gadget inside the examination hall/room.

7. After the candidates take their respective seats strictly in accordance with the seating plan, they should be asked to search themselves and to part with any objectionable material (other than money, pen(s) and one handkerchief) in their possession.
8. After the candidates take their respective seats, first answer booklet shall be delivered to them at least 10 minutes before the scheduled commencement of the time for examination. The Invigilators shall ask the candidates by making announcement in the hall/room to ensure that answer booklets provided to them contains 25 leaves and any deficiency shall be brought to the notice of the Supervisory Staff forthwith who can replace the same. The candidates shall be specially asked to go through the general instructions given on the first leaf of the cover page of the answer booklet.
9. The properly sealed envelope containing the question papers shall be opened by the Superintendent in the main hall in presence of the Dy. Superintendent and one Invigilator, who shall certify that the envelope was properly sealed and was opened in their presence. The certificate shall be in the following format:

**“This is to certify that an envelope containing question papers was found properly sealed and was opened in our presence at \_\_\_\_ a.m. On its opening \_\_\_\_\_ nos. of question papers were found in the envelope.**

**Superintendent      Dy. Superintendent      Invigilator  
with name”**

10. The question papers shall be delivered to each candidate at sharp 10:30 a.m.
11. No candidate shall be allowed to enter in the examination hall after 15 minutes of the commencement of the examination nor shall any candidate be allowed to leave the examination hall before expiry of the first half of the examination and also 15 minutes before the closing time of the examination.
12. The attendance of the candidates shall be marked by obtaining their signatures on the attendance sheet during the course of the examination.
13. The Dy. Superintendent/Invigilator obtaining attendance shall attest the attendance sheet and shall clearly indicate therein the name and Roll Number of candidate(s) who is/are not found present in the hall/room and the same shall be signed by the Superintendent of the respective centre.
14. The Dy. Superintendent of the concerned examination centre shall randomly sign on 3 different pages of the answer booklet of each candidate and in case a candidate has used continue sheets, Dy. Superintendent shall also sign such sheets on 2 pages.

15. If a candidate demands continue sheet(s), he/she shall be provided the same against a proper receipt in the form of obtaining his signature on a separate paper.
16. The Invigilators shall discourage the candidates from frequent visits to toilet and in no case a candidate shall be allowed to carry his question paper or answer booklet while going to toilet.
17. The Superintendent / Dy. Superintendent / Invigilator shall make an announcement:-
  - a. At the beginning about the commencing time of the examination;
  - b. At the expiry of half time of the examination, and
  - c. Before 20 minutes of the conclusion of the examination.
18. All the doors of the examination halls/rooms should be closed ten minutes before the closing time and no candidate should be permitted to leave the hall/room during this period. The candidates at this stage should be directed to check the entries made by them on the cover page of the answer booklet.
19. No candidate should be allowed to leave the hall before answer books of all the candidates are collected. While collecting the answer books, the Dy. Superintendent/Invigilator should verify that the information required to be filled by the candidates on the cover page of the answer booklet is complete.
20. On collecting the answer booklet from the candidates, it be ensured that the number of answer booklets/continue sheets collected shall tally with the number of such answer booklets/continue sheets which were delivered to the candidates.
21. The collected answer booklets shall be arranged Roll Number wise and sealed in one or two packets under the signatures of Superintendent and Dy. Superintendent with a certificate in the following format:

**“This is to certify that this packet has been sealed in our presence in the examination hall and contains \_\_\_\_\_ number of answer booklets of the candidates who appeared in paper \_\_ of the Higher Judicial Service Examination held on \_\_\_\_\_, September, 2021 at \_\_\_\_\_ Centre.**

**Superintendent**

**Dy. Superintendent**

**Invigilator  
with name”**

22. The answer booklets so sealed in the packet shall be handed over to the concerned officer in respect of which the Superintendent shall be intimated verbally in due course of time.
23. On conclusion of both examination papers the unused answer booklets, unused continue sheets and unused question papers shall be separately

sealed and returned to the Registrar General with the following certificate:

**“This is to certify that out of \_\_\_ nos. of answer booklets, \_\_\_ nos. of continue sheets provided for the \_\_\_\_\_ centre, only \_\_\_ nos. of answer booklets and \_\_\_ nos. of continue sheets were used in both papers and remaining \_\_\_ nos. of answer booklets, \_\_\_ nos. of continue sheets are returned. Further, it is certified that out of \_\_\_ nos. of question papers for Paper-I and \_\_\_ nos. of question paper for Paper-II received for \_\_\_\_\_ centre, only \_\_\_ question papers for Paper-I and \_\_\_\_\_ question papers for Paper-II were used and remaining \_\_\_ nos. of Paper-I and \_\_\_ nos. of Paper-II are returned.**

**Superintendent**

**Dy. Superintendent”**

24. The Superintendents of the concerned centres shall ensure that the whole examination is video graphed including opening of question papers and sealing of answer booklets. On completion of each paper he shall prepare the DVDs/CDs and preserve the same in separate sealed covers and shall be deposited with the officer in respect of which the Superintendent shall be intimated verbally in due course of time.

**By Order.**

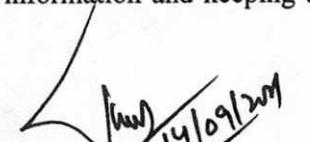
  
(Jawad Ahmed)  
Registrar General

No: 40702<sup>-14</sup>/RG/GS

**Dated:- 14.09.2021**

**Copy of the above forwarded to:**

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K, Srinagar
2. Secretary to Hon'ble Mr. Justice Dhiraj Singh Thakur.
3. Secretary to Hon'ble Mr. Justice Tashi Rabstan.
4. Secretary to Hon'ble Mrs. Justice Sindhu Sharma.
5. Secretary to Hon'ble Mr. Justice Sanjay Dhar.
6. Secretary to Hon'ble Mr. Justice Javed Iqbal Wani  
..... for information of their Lordships.
7. Registrar Judicial, High Court of J&K, Jammu/Srinagar,
8. Joint Registrar Inspection, High Court of J&K, Jammu/Srinagar.  
..... for information,
9. CPC, e-Courts, High Court of J&K, for uploading the same on the official website of the High Court of J&K,
10. In-Charge Librarian, High Court of J&K, Jammu/Srinagar for information and keeping the record of the same.
11. Office copy.

  
Registrar General