

**Competitive Examination for Recruitment of Panchayath Development
Officer (PDO) and Grama Panchayath Secretary Grade-1 (GPS-Grade-1) to
RDPR Department.**

Instructions to Candidates

1. Mere appearing for Competitive Examination does not confer any right on the candidate for recruitment.
2. Appearing for Competitive Examination and later process of recruitment is subject to the relevant recruitment Government Orders and also Hon'ble High Court / KAT orders, if any.
3. The eligible candidates have to compulsorily appear for the Competitive Examination as per the schedule to become eligible for further process of recruitment.
4. There are no negative marks for incorrect answers.
5. The names of the candidate will not be included in the Merit list and will not be considered for further recruitment process who fails to appear for both the papers.
6. Candidates will not be allowed to carry ANY Modern Electronic Equipments, calculators, Pagers, Mobile Phones, Bluetooth, Markers, White Fluid, Calculator, Wireless sets, bits of paper, books / note etc. into the Examination Hall. The candidate (s) found in possession of any of these items in the examination hall will be treated as unfair means and his / her result will not be declared.
7. The candidates are not allowed to wear any type of watch in the examination hall / room. Candidates are informed to check the Bell Timings hosted on the KEA Website for Caution Bells at different intervals.
8. The candidate should note that their candidature is strictly provisional. The mere fact that Admission Ticket has been issued and the candidate is allowed to appear for the examination shall not imply that the KEA has finally accepted his / her candidature.
9. Admission Tickets contains two copies. One for candidate and another for KEA. Candidate should affix his / her latest colour passport size photograph on the space provided on the Admission Ticket in both the places and invariably obtain Gazetted Officer seal and signature on the photograph.

10. Candidate has to carry both the admission tickets to the examination hall. KEA copy should be handed over to the Room Invigilator after completion of the second session of the examination.
11. Along with the Admission Ticket candidate has to carry any one valid Identity Card like Passport, Aadhar Card, Driving License, Voter ID, PAN Card.
12. The candidates have to follow the instructions given by the invigilators in the examination hall / room and should not argue with the invigilators or other staff involved in the examination duty at the examination centre. The candidates, who will not follow the instructions, will be treated as unfair means and his / her result will not be declared.
13. Read the instructions given in the Admission Ticket.
14. No candidate will be allowed to appear at the examination centre other than that allotted to him / her in the admission ticket.
15. Any candidate writes / shades anything other than the required entries, which may result in disclosing the candidate identity, or use of abusive language or employ any other unfair means, such as change of marking answers by scratching or using white fluid, such candidate's are liable for disqualification.
16. In case of any discrepancy in the English and Kannada Versions, the English version will be taken as final.
17. The candidate should not carry more than two / three ball point pens (blue / black) to the examination hall and also they should not carry pencil with them to the examination hall.

IMPORTANT PRECAUTIONS TO BE TAKEN WHILE WRITING / SHADING

TOP PORTION OF OMR ANSWER SHEET:

(A) INITIAL 10 MINUTES:

In all the sessions, the initial TEN minutes will be given for the candidates to write / shade the particulars such as Name, Register Number, Version Code and Serial number of the question booklet on the OMR answer sheets in the boxes provided. **OMR answer sheets in which the candidates do not write / shade the correct Register Number and Version code on the OMR Answer Sheet will not be scanned and such candidates will not be assigned any marks.**

The entries pertaining to 'Name', 'Register Number' and 'Question booklet Version code' are very crucial ones. Therefore, candidates are advised to take extra precaution while writing and shading these three items accurately on the top portion of the OMR answer sheet.

The candidates will have to mark correct options on the Optical Mark Reader (OMR) answer sheet, which will be supplied at the beginning of each session of the test. Each question will have only one correct answer. The candidate shall mark the most relevant correct answer by completely shading only one circle against a question number, using BLUE or BLACK ink ball point pen.

(B) NEXT 120 MINUTES:

Important precautions to be taken while shading answers on bottom portion of OMR Answer sheet.

After the initial TEN minutes, 120 minutes will be given to a candidate for shading the answers on the bottom portion of the OMR answer sheet. On the bottom portion, there will be 100 rows corresponding to 100 questions. Against each question number, four circles will be provided corresponding to four options of the question paper. The candidates are required to shade only one circle corresponding to the correct answer.

The scanner is so sensitive to black and blue ink shades that even a slight residual ink mark or an unintended ink dot within a circle on the OMR answer sheet will be taken by it, as filled / shaded, at the time of scanning. Consequently, the candidate may lose marks. Therefore, please do not make any stray pen marks on the OMR answer sheets. As the scoring done by the scanner and the computer in tandem is final, a plea for erasing or neglecting the ink mark on a circle cannot be entertained. Therefore, candidates are advised to take extra precaution while shading the circles on the bottom portion.

(C) END OF PAPER FOR EACH SESSION:

The candidates are required to COMPULSORILY AFFIX THEIR LEFT HAND THUMB IMPRESSION in the space provided on the bottom portion of the OMR answer sheet of the upper with the ink-pad provided by the room Invigilator, after completion of each Session of the Test. However, they need not affix their thumb impression on the lower sheet i.e., the replica of the OMR answer sheet. Thereafter, the invigilators will detach the lower sheet from the upper sheet at the perforations and hand over the lower sheet replica to the candidates and candidates are allowed to carry the same with them. The upper sheet will be retained by the invigilator for returning the same to the Deputy Chief Superintendent of the examination center and in turn to KEA.

NOTE: The OMR answer sheets in respect of all the candidates who have affixed their left hand thumb impression will only be scanned and the results in respect of such candidates will be published. The OMR answer sheets in respect of candidates who have not affixed their left hand thumb impression, for any reason, will not be scanned. Also, the results in respect of such candidates will not be published.

THINK BEFORE YOU INK !

Once you darken a circle, there is no way to erase or to remove it. That way, your decision about a correct answer will be final. The invigilator will not permit you to use marker, white fluid or any other device to hide the shading already done and you will not be supplied with one more set of OMR sheet. If you spoil a sheet in your attempt to rub off the shading done on a circle, you may ruin your opportunities. If two circles are shaded in a row and even if one of the circles is partially rubbed off, the scanner will take it as a multiple attempt. Therefore, think twice before you shade a circle with ink. Darken only one circle for each question as shown against the CORRECT METHOD.

CORRECT METHOD OF SHADING

Qn. No.	Answers
I	① ② ● ④

WRONG METHODS OF SHADING

I	① ② ✓ ④	- Use of Tick mark.
I	① ② ⊗ ④	- Use of Cross mark.
I	① ② ● ④	- Use of Dot.
I	① ② ⊖ ④	- Use of Line mark.
I	① ② ◐ ④	- Partially or half filled circle.
I	① ② ◑ ④	- Marking outside the circle.
I	● ② ● ④	- Marking more than one circle.

Date: 04-01-2017

Sd/-
Executive Director.