

INSTRUCTIONS FOR ANSWERING ON THE OMR SHEET

1. Do not fold, tear or staple this OMR Answer Sheet. Bring to the notice of the Invigilator any defect that you detect in the OMR Sheet.
2. Use Black Ball Point Pen only. Do not use pencil or ink/gel pen.
3. This OMR Answer Sheet consists of two pages, i.e. 1st page (Original) and another carbonless copy. Do not attempt to separate or displace them while answering or after completion of the examination.
4. Write your full name and affix your signature as on your Admit Card in the proper boxes provided in the OMR Answer Sheet.
5. Fill up necessary particulars such as Name, Preliminary Written Examination Roll No., Question Booklet No. etc. carefully & correctly in the boxes provided in the OMR Answer Sheet. Also take care to answer questions in the language segment (Bengali / Nepali) in the language you opted for in your Application Form.
6. Encode Preliminary Written Examination Roll No. & Question Booklet No. correctly. Incorrect encoding of Written Examination Roll No. & Question Booklet No. will lead to cancellation of the OMR Answer sheet.
7. Please darken the appropriate circle fully while answering on the OMR Sheet as shown below:



8. The circle should be marked dark enough so that the letter A, B, C or D printed within the circle cannot be seen. However, do not use excessive pressure as the OMR sheet may get damaged.
9. Do not write anything outside the boxes. Rough work must not be done on the OMR Answer Sheet. Use blank pages of the question booklet for rough work.
10. There will be negative marking in this Preliminary Written Examination. One fourth (1/4) of full marks of a question will be deducted for each wrong or multiple answers i.e. marking more than one circle against a question.
11. Please do not leave the Examination Hall before the Invigilator collects all the OMR Answer Sheets from the candidates and do not take away the OMR Answer Sheet.
12. Noncompliance of any of the above instructions will lead to penalties.