

## **NEGLIGENCE OF EXAM DUTY AND VIOLATION OF EXAM PROCEDURES**

Examination work also is a part of Official duty. All Teaching and Non Teaching Staff are bound to attend the duties in connection with conduct of exams. Any kind of negligence or violation or intentional act in this regard will be viewed seriously and appropriate disciplinary action will be taken against such Staff members. The Controller/ Joint Controller are authorized to take appropriate disciplinary action against the incumbents who neglect or prevent or cause delay to the exam work. Also disciplinary action will be taken against the incumbents who are alleged to have done favouritism, breaking of confidentiality of exam works and violation of rules, regulations and other Exam procedures. Prior permission should be obtained from the Joint Controller for exempting from Exam duty for which they will apply for the same on account of unavoidable reasons by substantiating the application with proper Certificates and proof along with the recommendation of the Chief Superintendent or Camp Officer. The Joint Controller will verify the genuineness of request and initiate further steps.

Appointments of both Joint Controller and the Chief Superintendent must be accepted. In the case of dereliction of Exam duty, The Chief Superintendent can call for explanation and act thereupon. Grave faults will be reported to the higher authorities. Disciplinary action includes debarring from Exam duties. Incumbents committing grave defaults or willful acts will be debarred from Exam duties.