



**GOVERNMENT OF MEGHALAYA
MEGHALAYA STATE RURAL LIVELIHOODS SOCIETY**

(The Nodal Agency of Govt. of Meghalaya for Implementing NRLM, Ministry of Rural Development, Govt. of India)
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ANNEXURE 2:

**STANDARD OPERATING PROCEDURE (SOP)-
PROCEDURE & GUIDELINES FOR CONDUCTING THE EXAMINATION**

- Identification of a centre for conducting the examination.
- The District Mission Manager (DMM) would be required to collect the Question Papers and OMR Sheet from the State Mission Management Unit (SMMU) : for Khasi Region and from the District Mission Management Unit – West Garo Hills : for Garo Region, one day prior to the examination.
- The Question Papers to be handed over to the Deputy Commissioner who will decide where custody will be placed prior to the day of written examination.
- Question Papers to be open on the day of the written examination, in presence of an official, either Magistrate or a Gazetted Officer, for verification as decided by the Deputy Commissioner.
- Presence of paid invigilator, along with a representative of DMMU/ BMMU would be required to be present for invigilation in each classroom, on the day of the written exam.
- Procurement of sanitising products like thermal scanner, sanitiser, gloves, mask, liquid handwash etc... for the officials on duty, would be required in each District.
- The candidates are to download the standard Admit Card format from the MSRLS Website msrls.nic.in. They are required to fill the required details and paste a recent passport photograph.
- Candidates must have a valid ID placed on their desk during the examination (eg: EPIC, Aadhar Card, driver's license, passport, etc.). Without a valid ID, candidates will not be permitted to appear for the exam.
- Candidates are to report to the examination centre 1 hour before the exam or as directed by the Deputy Commissioner's Office.
- Candidates would not be allowed to enter the examination centre after 30 minutes of commencement of the exam.
- Candidates would be allowed to leave the examination centre only after 1 hour from the commencement of the examination.
- Candidates attendance is to be recorded and certified by the invigilator.
- No electronic devices like calculator, mobile phones etc.. would be allowed inside the examination centre. Mobile phones must be placed in a designated area of the room.
- Candidates should have nothing but writing materials and water on, or near their desk. Invigilators may check this at any time.
- Candidates are required to be seated as per their Roll Number.
- Only one OMR Sheet will be provided per candidate.
- Bags and other items brought to the exam room must be placed in designated areas of the room.
- Any expenditure to be made before or during the recruitment exam by the DMMU Selection Committee, maybe incurred from the Chart of Accounts - Component B: State Livelihoods Support- B.2.1.2.3.




 Shri. S. Sharma, IAS, Deputy Secretary, C&RD Deptt., GOM
 and CEO, MSRLS, Shillong