

## INSTRUCTIONS FOR MARKING ICR/OMR ANSWER BOOK TITLE PAGE SHEET BY AN EXAMINER

1. Use only Black or Blue Ballpoint pen to fill up marks in boxes and darken the appropriate circle. Never use pencil or red ballpoint pen while filling this sheet. However black ball point is preferable.



DON'T USE PENCIL



2. Please fill up the question wise and total marks in the boxes and darken the appropriate circle as shown below:

Correct Method

4	5
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

Wrong Method

4	5
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

Wrong Method

4	5
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

Wrong Method

4	5
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

Wrong Method

4	5
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

3. Always use font like LED for filling marks in boxes. As Shown below:-



4. Fill all Marks in the space provided for that purpose.
5. Ensure that the data you enter is in the middle of the box and does not touch the edges.
6. In case of mismatch between ICR and OMR data, **ICR Handwritten marks in the boxes considered as final marks.**
7. Very Important : Give marks **only in integer form i.e.** 1,2,3,4,5,6,7 etc. Do not give marks in fraction i.e. 0.25, 0.5, 0.75 etc.
8. Stick **Examiner barcode** (in duplicate) at the space provided on the answer book title page without fail.
9. Remuneration for evaluation work : Rs. 17/- (Rupees Seventeen only) for degree & P.G. Courses and Rs. 12/- (Rupees Twelve only) for diploma courses. This is applicable for new format answer book title page only. The above extra payment of Rs. 2/- will be paid if there are no errors in reading. In case there is an error, the entire extra payment will be forefitted.

S/d  
Registrar