



काष्ठ विज्ञान एवं प्रौद्योगिकी संस्थान
INSTITUTE OF WOOD SCIENCE AND TECHNOLOGY
(भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्)
(Indian Council of Forestry Research and Education)



(पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार की एक स्वायत्त निकाय)
(An Autonomous Body of Ministry of Environment, Forest and Climate Change, Govt. of India)

पी.ओ. मल्लेश्वरम/P.O. Malleswaram, बेंगलुरु/Bengaluru – 560 003

No. 1-5/2022-23/IWST/Estt / 3592

Dated: 16.01.2023

Office Order no 354

The Committee has been constituted for conducting the written examination on **22nd January 2023** from **10.00 AM to 01.00 PM** for recruitment of Forest Guards (3 nos.) to be held at M.S. Ramaiah Institute of Technology, M.S. Ramaiah Nagar, Bengaluru – 560 054.

Observers			
Dr. Veer Singh Gautam, Scientist-B	Smt. R. Athulya, Scientist-B	Dr. Manish Ranjan, Scientist-B	Smt. P.R. Triveni, CTO
Smt. Shalini P. Rao, CTO	Smt. Mamata Ravindra, STO	Dr. Sandeep Chakraborty, STO	Sri Ashok Kumar, Senior Technical Assistant
MTS work			
Sri Chittepu Srinivas, MTS	Sri V.G. Venkatesha Murthy, MTS	Sri Ravichandra, P., MTS	Sri Srinivasa, K., MTS
Drivers			
Sri Kishor, R, Driver	Sri Venkateshwara Rao, Driver	Sri Manjunatha, Driver	Sri Yugandhara Driver
Verifying the admit cards in the Gate			
Smt. G. Jamuna, LDC	Sri M. Manjunath, LDC	Smt. M. Mamatha, Technician	Sri M. Prashanth, Technician

The committee shall act as per the following instructions and any additional instruction from Controller of Examination.

- The examination shall be conducted at designated 18 examination halls at M.S. Ramaiah Institute of Technology. Observer shall be responsible for conducting and supervising the examination in 18 examination halls and each observer will be responsible for supervising 3 designated examination halls. The invigilation will be done by the designated staff of M.S. Ramaiah Institute of Technology.
- On the day of examination, all the members shall be present at the venue of examination by 8.30 am. Vehicle will be provided for commuting between IWST and M.S. Ramaiah Institute of Technology by 8.00 am.
- The sealed question papers sets will be handed over to the observer by the Controller of Examination.
- The observer shall obtain the three number of question paper sets in the sealed covers from Controller of examination.
- Observer shall handover one question paper set to each of the designated invigilators 10 minutes before commencement of the examination and affix their signature on the sealed question paper set and instruct the invigilator to affix their signature before opening sealed cover of the question paper set.
- Each room consists of 30 or 31 candidates and each observer has to supervise the exam conducted in 3 rooms which will be allotted to them by the Controller of examination.
- The invigilator shall distribute the question papers to the candidates 5 minutes before the commencement of the examination and instruct the candidates to write only the roll number and to read the instructions carefully. Candidates shall not be allowed to write the answers until the announcement by the invigilator.
- Invigilator shall announce the start of the examination at 10.00 am after the second bell.

- Candidates shall not be allowed inside the examination hall after 15 minutes of commencement of the examination except with the permission letter from the Controller of examination.
- Attendance of the candidates shall be taken 15 minutes after the commencement of the examination. The invigilator shall verify the admit card of each candidate and get the signature of the candidate on the attendance sheet. The invigilator shall also affix their signature on the first sheet of the question paper. The attendance sheet shall be signed by both observer and invigilator.
- If any suspicion about the identity of the candidate arises and or any malpractice is observed during the examination, the observer shall bring it to the notice of the Controller of Examination/Head of Office.
- If any candidate comes without Admit Card to appear in the exam, they may be allowed after checking their Identity cards issued by the Government authorities and a prescribed permission letter signed by the Controller of Examination. Production of Identity cards by electronic means shall not be accepted.
- The announcement about the remaining time shall be made by the invigilator before 30 minutes and 5 minutes before the closing time.
- After the examination, the invigilator shall collect the answered OMR sheets from the candidates and shall keep them in an envelope and seal it in presence of observer. Both shall sign on the sealed envelope.
- The observer has to handover the sealed answer papers counted and tallied with the Attendance sheet, unused question papers if any, to the observer and in turn the observer shall handover the same to Controller of Examination.
- The committee members shall take permission from the undersigned, if they are not able to attend examination duty due to unavoidable circumstances, intimate to the Controller of Examination.
- No extra time will be provided under any circumstances.
- In Rough sheet Roll No. should be written by the candidate.
- Rough sheets shall be collected in a separate envelope and seal it.
- All are requested to wear the identity card along with tag and mask compulsorily.

Ringling of the Bell:

Sl. No.	Time	Event/Activity
(i)	09.30 AM	FIRST BELL: Reporting and seating of candidates
(ii)	10.00 AM	Second Bell : (Exam Starts) –Invigilators to announce that candidates can start answering
(iii)	10.15 AM	Third Bell : All entry/exit points closed
(iv)	12.30 PM	Fourth Bell : Make an announcement that 30 minutes remaining
(v)	12.55 PM	Fifth Bell : Make an announcement that 05 minutes remaining
(vi)	01.00 PM	Sixth Bell : End of exam Collection of used Question Paper cum Answered OMR Sheet

[Signature]
Director
12/11/2023

Copy to all concerned through their HoD's for information and necessary action