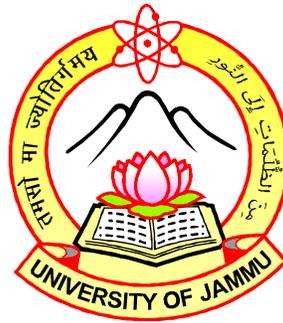


**STATE ELIGIBILITY TEST FOR ASSISTANT  
PROFESSORS FOR THE UT OF JAMMU &  
KASHMIR AND UT OF LADAKH  
(JKSET/LASET 2021-2022)  
(Accredited by UGC, New Delhi)**

**CONDUCTED BY**



**UNIVERSITY OF JAMMU  
JAMMU**

**INSTRUCTION MANUAL**

**BRIEF INSTRUCTIONS & GUIDELINES OF JKSET/LASET  
FOR COORDINATORS/EXAMINATION SUPERINTENDENTS/  
OBSERVERS/INVIGILATORS /RELATED FUNCTIONARIES/CANDIDATES**

**Jammu & Kashmir State Eligibility Test Agency (JKSET Cell)**

**University of Jammu**

**Jammu – 180006**

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## TIMING AT A GLANCE FOR THE PAPER- WISE DISTRIBUTION OF TEST BOOKLETS CONTAINING OMR SHEETS FOR JKSET/ LASET EXAMINATION – 2022

The Jammu and Kashmir State Eligibility Test Agency, the University of Jammu, Jammu is holding a State Eligibility Test for the Assistant Professors. The examination will comprise of two papers viz. Paper-I and Paper-II and will be held in a single day and a single session from 10:00 a.m. to 1: 30 p.m. It is compulsory for candidates to appear in both the papers. There will be a gap of 30 minutes between Paper I and Paper II, however, the candidates are not allowed to leave the Examination Hall in between. A candidate who does not appear in Paper-I, will not be permitted to appear in Paper-II. Candidates are allowed to carry the Test Booklets of Paper I & II and carbon less duplicate copy of OMR Answer sheet only after the examination is over i.e., at 1.30 p.m.

<b>Papers</b>	<b>Reporting at Control Room</b>	<b>Distribution to Invigilators</b>	<b>Distribution of Test Booklet Containing OMR Sheets to the Candidates</b>	<b>Taking out OMR Sheets out of Test Booklet without opening seal</b>	<b>Opening of Seal of the Test Booklet &amp; Start of Examination</b>	<b>Closing of the Examination</b>
<i>Papers - I</i>	8.30 A.M	9.00 A.M	9.45 A.M	9.50 A.M	10.00 A.M (to OPEN seal )	11.00 A.M (Time for Paper-I over)
<i>Papers - II</i>	10.30 A.M	10.45 A.M	11.15 A.M	11.20 A.M	11.30 A.M (to OPEN seal )	1.30 P.M (Time for Paper-II over)

Note:

- No candidate is allowed to leave the examination hall between 11.00 to 11.30 A.M.
- For Visually Handicapped (VH) candidates, 20 (Twenty) minutes compensatory time shall be provided for Paper – I and 40 (forty) minutes for Paper – II separately.

## **GUIDELINES FOR OBSERVERS**

UGC and JKSET Agency have appointed Observers to various examination centers to oversee the conduct of this Examination.

1. The Observer should contact the Center Superintendent soon after reaching the center who will inform him/her about accommodation, if required, and other arrangements.
2. He/She should check all arrangements and take essential measures in consultation with Coordinator.
3. He / She should inspect the examination center and the seating arrangements well in time and ensure that the JKSET Norms have been followed.
4. He/She should reach the examination center by 8:00 a.m. on the day of examination.
5. He/She should of the JKSET norms.
6. He/She should inspect the identified Examination venue(s) and must remain present in the Examination Center until the Examination is over.
7. The BOXES containing Test Booklets for Paper-I and Paper-II should be opened at 8:30 a.m. for Paper-I and 10:00 am for Paper-II respectively on the day of examination in presence of Observers and the certificate of opening should be signed by Observer(s), Superintendents and Deputy Superintendents / Assistant Superintendents (Please refer Form No III).
8. He / She must be present at the time of opening of the packets containing Test Booklets, emergency packet (with all the subjects having a copy (Paper-I&II) and check the seal as well as count the Test Booklets packets subject wise with the list supplied by SET and as per instructions in his/her presence.
9. The Observers shall check the sealing of emergency Paper packets available with the Superintendents of the center. The packet should be opened in presence of the Observer(s) and Superintendents only.
10. The Observers shall check whether the Examination Superintendents, Invigilators, other staff and the candidates have followed the instructions

given by the JKSET for the test or not.

11. The Observers are advised to remain in the center during the examination. They must remain present and ensure that the unused Test Booklets and used OMR Answer sheets for Paper – I and II are packed and sealed in his / her presence only. They should not leave the Center without prior information to the Coordinator of the center.
12. The Observers must complete the Observers Report enclosed and send it to the Member Secretary, JK SET, University of Jammu, Jammu - 180006” within one day from the date of examination.
13. If necessary, Member Secretary of JKSET may be contacted on phone (O) 0191-2451160.

## **GUIDELINES FOR CENTER COORDINATORS**

- Center Coordinators shall be responsible for the identification of local institutions, with appropriate facilities, for the conduct of JKSET/LASET Examination following all the norms; interaction with the Head of local institutions selected as examination venues, and finalize all arrangements, submission of bank details and estimated expenditure on the conduct of the JKSET/LASET examination to the JKSET office so that Advance Money can be transferred to the Coordinator of the center two days prior to the date of examination.
- They shall identify and appoint required number of properly qualified Superintendents and Dy. Superintendents, invigilators etc. for the JKSET/LASET examination in consultation with the JKSET office and arrange to hold a meeting of all the examination personnel to discuss the modalities of conduct at least 3 days before the date of the examination.
- They will supervise and ensure strict punctuality and adherence to JKSET/UGC norms in all aspects of the conduct of JKSET/LASET examination with the help of Observers.
- There will be two separate Test Booklets; one each for Paper-I, and Paper-II.
- Each booklet will have respective OMR Sheets designed separately for Paper I & Paper II and duly inserted inside the Test Booklets.
- Paper-I (in 4 series W, X, Y & Z) is common for all candidates and Paper II are from the optional subjects opted by the Candidates and is also in 4 Series A, B, C & D.
- Paper-I will be held from 10.00 to 11.00 a.m. and Paper-II from 11.30 to 1.30 p.m. However, no candidate will be allowed to leave the examination hall in between the papers.
- BOXES containing Test Booklets for Paper –I should not be opened before 8.30 a.m. and those of Paper-II (Second Session) not before 10.00 a.m. on the day of examination.
- The Boxes/Packets should be opened by Superintendent in presence of at least

two persons from amongst the Observers/Coordinator and Dy. Supdts./Assistant Supdts./ Invigilators (presence of UGC/JKSET Observer must be ensured) only after completing Certificate of Opening the Test Booklets (Form-III) and signed by all three persons.

- In case it is found that the number of test booklets received in a particular subject fall short of number of candidates registered at the Center, the required number of Test booklet should be taken from the “Emergency (EMR)” Packets or got photocopied. The same should be supervised by the Observers/Coordinators, Superintendents of Examination. The Superintendents shall make prior arrangement for the photocopying of the material.
- For Visually handicapped persons, 20 minutes extra time in Paper-I and 40 minutes extra time in Paper-II shall be provided. Moreover, a scribe is to be provided to such candidates
- **Covid-19 guidelines including wearing of Mask and use of Sanitizer is to be strictly followed in the Examination Center.**

## **INSTRUCTIONS FOR EXAMINATION SUPERINTENDENTS**

1. There are two separate Test Booklets one each for Paper-I and Paper-II. The examination in Paper-I & Paper-II is to be held from 10.00 a.m. to 11.00 a.m. & 11.30 a.m. to 1.30 p.m. respectively. However, no candidate is allowed to leave the examination hall in between the papers.
2. There will be one invigilator for a group of 20 candidates or part thereof.
3. Seating Plan
  - a) Necessary arrangements for the examination namely, arrangement of seats, pasting of sticker of roll numbers on the desks/tables, display of directions for the candidates, Seating plan, etc. should be completed a day before the date of examination. JKSET/LASET Agency will provide the printed Roll Number Stickers.
  - b) Seating plan should be prepared from front to back as per form VII.
  - c) Drinking water facility be made available to the candidates.
  - d) All maps, motto's etc. if any, on the walls in the examination hall/room(s) should either be temporarily removed or covered with some paper.
  - e) The Test Booklets should be kept on all the desks (Irrespective of presence or absence of the candidate) from front to back in such a manner that no two neighboring candidates get Test Booklet of the same series.
4. Opening of Examination Hall/Room:

The examination hall/room(s) should be opened at 9.30 a.m., so that the candidates have no difficulty in locating their seats.
5. Opening of the Boxes containing Test Booklets:

Boxes containing test booklets of Paper-I and Paper –II should not be opened before 8.30 a.m. and 10 a.m. respectively on the date of the examination by the Superintendents in presence of at least two persons namely, Coordinator/Observer and Dy. Superintendents/ invigilators. The Certificate

(Please refer Form –III) should be signed by all the persons present (presence of UGC/JKSET/LASET Observer must be ensured).

Under no circumstances, the Test Booklets be opened except as mentioned above.

6. Checking of Test Booklets

Immediately after the Boxes containing Test Booklets are opened, it should be verified that the required number of Test Booklets have been received for all the rooms/halls at the Center.

In addition to this, each Test Booklet should be checked with reference to page numbers, serial number of the questions and code number of the subject offered by the candidates. This may be got done by the candidates after distribution of the Test Booklet.

In case, it is found that the number of Test Booklets received in a particular subject falls short of the number of candidates registered at the Center, the required number of Test Booklets should be taken from the “EMERGENCY (EMR)” packets or got photocopied.

The work of taking test booklets from the “EMERGENCY (EMR)” packets or photocopying should be supervised by the Observers/Coordinators and the Superintendents of Examination. For this purpose, the Superintendents shall make prior arrangements for the photocopying of the material.

7. Checking of Identity of the Candidates:

The identity of the candidates should be checked by the invigilators with photograph pasted duly attested on his /her Admit Card with the photo attendance sheet provided by JKSET/agency and a valid photo ID card issued by government authority.

8. The invigilator should be specifically instructed to ask the candidate to:

- a) Take out the OMR Answer sheets of Paper-I and Paper-II respectively from Test Booklet without opening SEAL of Test Booklets.
- i) OMR Answer Sheet of the Test Booklet of Paper-I at 9.50 a.m.

- ii) OMR Answer Sheet of the Test Booklet of Paper-II at 11.20 a.m.
- b) Write the roll number on every Test Booklet and OMR Answer Sheet.
- c) Read carefully the instructions appearing on the cover page of the Test Booklet and OMR Answer Sheets.
- d) Ask the candidates that after opening of the Test Booklet of Paper-I and Paper II, tally the pages and number of questions in the booklet. Faulty booklets due to pages/questions missing or duplicate or not in serial order or any other discrepancy should be got replaced immediately by a correct booklet within 5 minutes. Afterwards the Test Booklet will not be replaced in any case.
- e) The Test Booklets containing OMR Answer Sheets of Paper-I shall be distributed to the candidates at 09.45 a.m. and for Paper-II at 11.15 a.m. Original OMR Answer Sheets for each paper shall be returned to the invigilator at the end of each paper.
- f) An Invigilator should not accept the Original OMR Answer sheet back from any candidate without verifying that it contains the information required to be given by the candidate concerned.
- g) Candidates are allowed to carry the Test Booklets of Paper-I & II and carbon less duplicate copy of OMR Answer Sheets after the examination is over.
- 9. It should be ensured that unused Test Booklets and OMR Answer Sheets are collected from the Invigilator, 20 minutes after the commencement of the examination from all the rooms/hall.
- 10. Persons not connected with the examination should not be allowed, in any case, to remain inside the examination hall.
- 11. No Person whose dependent is appearing for the examination should, in anyway, be associated with the conduct of examination. An undertaking as per form-X, be taken from all the staff.
- 12. The signature of the candidate should be obtained by the Invigilator on the Photo attendance Sheet supplied by JKSET/LASET office for the purpose.
- 13. The following instructions should be observed :

- a) No candidate should be admitted to the examination hall/room 20 minutes after the commencement of the examination.
- b) No candidate should be allowed to go to the toilet during first and the last 20 minutes of the examination in each paper.
- c) No candidate should be allowed to take any examination material to the toilet.
- d) There shall be a gap of 30 minutes between Paper-I and Paper – II, No candidates, however, shall be allowed to leave the examination hall after completion of the paper-I. He/she may however leave the examination hall, if wishes so, after the expiry of half time of the start of Paper-II after submitting OMR sheet.
- e) The Candidates are allowed to carry the Test Booklets of Paper –I & II and carbon less duplicate copy of OMR Answer sheet only after the examination is over i.e. at 1.30. p.m.

14. Using Unfair means:

If any candidate is found using unfair means in the examination, a report (Please refer Form VI) about the same and the incriminating material, if any, recovered from the candidates should be forwarded to the Member Secretary, JKSET/LASET, University of Jammu, Jammu along with the statement of the candidates, Invigilators, Superintendents of examination, Coordinators/Observers.

15. Doubts about questions in the Test Booklets:

If any candidate raises any doubt about any item/question, He/ She should be advised to answer the item/question as printed in the Test Booklet and make a reference to the Superintendent in writing. The same may be send to the Member Secretary, JKSET/LASET, University of Jammu, Jammu.

16. Signature of Invigilator:

The Invigilators should append their signatures on each page of attendance sheet provided by JKSET agency, in the box on computerized OMR Answer Sheet and Test Booklet.

17. The Superintendent of the examination should be available at the Center till the

termination of the examination and completion of sealing of the Used OMR Answer Sheets, Unused Test Booklets and unused OMR Answer Sheets and the other important documents.

18. Used OMR Answer Sheets and other documents should be packed as per the 'packing instructions' given separately at page No. 08.

19. Special Instructions for “Blind” candidates.

The visually handicapped candidates must bring original certificate of being visually handicapped and will be given 20 minutes extra time for Paper-I and 40 minutes extra time for Paper-II. Such candidates appearing at the Center may be provided with the services of a scribe (writer), for which they will have to apply the Center Coordinator, at least 7 days prior to the examination. The scribe should be undergraduate, e.g. B.A/B.Sc. level only. The writer must not be from the same subject (for other than language subject). His /her identity must be checked. Such Candidates are not allowed to bring their own scribes.

20. **Covid-19 guidelines including wearing of Mask and use of Sanitizer is to be strictly followed at all the times.**

## **INSTRUCTIONS FOR DEPUTY SUPERINTENDENTS/ ASSISTENT SUPERINTENDENTS / INVIGILATORS / STAFF**

Complete seating plan (as per Form VII) one day before Examination and display at prominent places.

- The number of candidates in each Row/column should never be in multiple of 4 (i.e. 4, 8, 12, 16, etc)
- Display “Directions for Candidates” at prominent places one day before Examination.
- There shall be two separate Booklets containing OMR answer sheets one each of Paper-I and Paper-II.
- Paper-I will be held from 10.00 a.m. to 11.00 a.m. and for Paper-II will be held from 11.30 a.m. to 1.30 p.m.(candidates shall remain seated between 11:00 a.m. to 11.30 a.m)
- Invigilators are required to report at 8: 15 a.m. All invigilators are required to keep Red Pens with them.
- Mobile Phones of Staff on Duty should compulsorily be kept in Silent Mode and in no case to be used in the Examination Hall.
- One Invigilator should reach the respective Hall /Room at 9.15 a.m. and allow entry of only those candidates with valid admit cards and photo Identity Cards, at 9.30 a.m while another Invigilator shall report to the control Room and collect the Test Booklets with OMR Sheets and Photo attendance sheets.
- The Test Booklets containing OMR Sheets of Paper-I coded as W, X, Y and Z shall be distributed to all the candidates at 09.45 a.m. from front to back serially as per Seating Plan (refer Form VII).
- At 9.50 a.m. the candidates shall be asked to take out the OMR Sheets of Test booklets to read the instructions and fill the required information without opening the seal.

- For Absent Candidates, the OMR and Test Booklets of Paper-I should be left on his\ her Desk & should be collected after 20 minutes of the Start of the Examination, after which no candidate be allowed to enter the room.
- Ask the candidates to open the seal of Test Booklet of Paper-I at 10.00 am.
- Candidates should write the Test Booklet Code (W, X, Y, Z) of Paper-I on the OMR Sheet.
- Distribute the Test Booklet containing OMR sheet with Code (A, B, C & D) for Paper-II, at 11.15 a.m. from front to back serially as per seating plan with the directions to take out the OMR Sheet from Test Booklets without opening the Seal at 11.20 a.m. to read the instructions and fill the required information without opening the seal. Leave the Test Booklets of Paper-II on the Desk of absent candidates also and collect back the same after 10 minutes of the commencement of exam.
- Candidates who do not appear in Paper-I SHALL NOT BE permitted to appear in Paper-II.
- Ask the candidates to open the seal of Test Booklet of Paper -II at 11.30 a.m.
- No candidate will be allowed to leave the room before 12.30 p.m. However, those leaving before the end of the examination shall not be allowed to carry the Test Booklet and duplicate OMR Sheet.
- No candidate will be allowed to go to toilet during first and last 20 minutes of the Exam in each paper.
- All unused Test Booklets should be returned through invigilator to the Control room 30 minutes after commencement of Examination in each paper, i.e., at 10.30 a.m (Paper I) and 12.00 noon (Paper II), along with Attendance Sheets , Seating Plan & duplicate copy of memo of each subject etc.
- Sign the Test Booklet and OMR Sheet at the specified place only after checking and correcting all the relevant particulars in general especially the Roll No and Series.
- Encircle\Mark the roll No's of the absent Candidates at seating plan with red pen.

- Get the signatures of the candidates on the Attendance Sheet (Form No IV). Write ABSENT with red pen against the Absent Candidates. Attendance Sheets along with Seating Plan & duplicate copy of memo is to be handed over separately at the control room immediately after completion of attendance in 2nd paper.
- Collect the Admit Card from the Candidates along with his/her OMR sheet of II paper. Arrange them roll number wise and hand over to the control room.
- No Electronic Gadgets (Calculator, Mobile, Cellular, Satellite phone, Pager, Digital Diaries etc) Geographical Stencils or Log Tables are to be allowed inside the Examination Hall.
- Collect back the original OMR Sheets from the candidates, arrange Roll No wise and return to the Control Room.
- Candidates should be allowed to carry the Test Booklets of Paper-I & II along with Duplicate Copy of the OMR Sheets only if they sit up to the end of the examination.
- Candidate should be asked that after opening of the Test Booklet of Paper-I and Paper II, tally the pages and number of questions in the booklet within first 5 minutes of the commencement of examination. Faulty booklets due to pages/questions missing or duplicate or not in serial order or any other discrepancy should be got replaced immediately by a correct booklet within 5 minutes. Afterwards the Test Booklet will not be replaced in any case.
- Covid-19 guidelines including wearing of Mask and use of Sanitizer is to be strictly followed during the Examination period.

## **INSTRUCTIONS FOR CANDIDATES**

1. There shall be two separate Test Booklets one each of Paper-I & Paper-II both the papers being MCQs type).
2. Paper-I is from 10.00 am to 11.00 am.
3. Paper-II is from 11.30 am to 1.30 pm.
4. No candidate shall be allowed to leave the examination hall after completion of Paper-I. He/she may, however, leave the examination hall, if wishes so, after the expiry of half time of the start of Paper-II after submitting OMR sheet and Test Booklet.
5. It is mandatory to get a valid photo Identity Proof along with the downloaded Admission Certificate (Admit Card) for entry in Examination Hall.
6. Paste a photograph on space provided at Admit Card (duly attested) and hand it over to the Invigilator/staff in the Examination Center.
7. Electronic Gadgets (Calculator, Mobile\ Cellular phone\ Digital Diaries etc) or Log tables are not allowed in the Examination Hall. Please note that no arrangement, whatsoever, shall be made for keeping these gadgets and candidates shall have to leave them outside the Examination hall on their risk and responsibility.
8. Enter the Examination Hall 30 minutes before the scheduled time i.e. by 9.30am.
9. The Test Booklets containing OMR Sheets of Paper-I shall be distributed to all the candidates at 09.45 a.m. with the directions to take out the OMR Sheet from Test Booklets at 9.50 a.m. to read the instructions and fill the required information without opening the Seal of the Test Booklet.
10. Fill in your Name (in Capital Letter), Subject of Examination, Test Booklet Code, Roll NO, Subject Code, Center and Sign the OMR Sheet.
11. Also fill in the particulars on the Test Booklet.
12. Open the seal of Test Booklet of Paper-I at 10.00 a.m.

13. Test Booklet containing OMR Code (A, B, C & D) for Paper-II shall be distributed at 11.15 a.m. from front to back serially as per seating plan with the directions to take out the OMR Sheet from Test Booklet without opening the Seal to read the instructions and fill the required information of the Test Booklet.
14. Open the seal of Test Booklet of Paper-II at 11.30 a.m.
15. Candidates will not be allowed to leave the Examination Hall before 12.30 p.m, however, if the candidate wish to leave before 1.30 p.m., then shall not be allowed to take Test Booklets and copy of OMR sheets with them
16. Test Booklets of both papers and Duplicate Copy of the OMR Sheets can be retained by the Candidates provided they sit up to the end of the Examination.
17. No candidate is allowed to go to toilet during first and last 20 minutes of the exam in each session.
18. Candidates who do not appear in Paper-I **SHALL NOT BE PERMITTED** to appear in paper- II.
19. Use only **Blue/Black Ball Point Pen** for answering on OMR sheet. Pencil/Ink/ jell/Pilot pens are not allowed in any case.
20. Candidates are not allowed to use White Fluid (Correction Fluid) on OMR Sheet for correction of responses.
21. Return the Original OMR SHEET of Paper-I at 11.00 am and Paper-II at 1.30 pm along with admit card to the Invigilator before leaving the Examination Hall.
22. Paper-I is of 50 MCQs of 2 marks each (100 marks).
23. Paper-II is of 100 MCQs, of 2 Marks each from the Subject (200 marks).
24. There is **'NO' NEGATIVE MARKING** in either paper.
25. Candidates found copying or resorting to any unfair means are liable to be disqualified from this and future examinations.
26. The Center codes for all Jammu sub- centers is 01; for all Srinagar sub- centers is 02; and for all Leh centers is 03.

27. All subject codes are two – digit codes starting from 01 (Chemical Sciences) to 38 (Urdu).
28. The subject code, to be filled in the OMR sheet for paper-I is **00**.
29. The OMR sheet of Paper-I and Paper-II have been designed for OMR based evaluation. If the candidate does not follow the instructions or does not fill up all columns properly, the OMR Sheet will not be evaluated. Any resultant loss to the candidate on above account for not following the instructions shall be his/ her responsibility.
30. Each question has four alternative responses marked A, B, C and D. The candidate has to completely darken a circle, as the correct response against each question.
31. **After opening of the Test Booklet of Paper-I and Paper II, tally the pages and number of questions in the booklet within first 5 minutes of the commencement of examination. Faulty booklets due to pages/questions missing or duplicate or not in serial order or any other discrepancy should be got replaced immediately with a correct booklet within 5 minutes. Afterwards the Test Booklet will not be replaced in any case.**
32. **Covid-19 guidelines including wearing of Mask and use of Sanitizer is to be strictly followed at all the times in the Examination Center.**

## PROCEDURE FOR PACKING OF EXAMINATION MATERIAL

### Packing Instructions:

Note: All the packets should be marked as per the Material contained in them.

- I. After Completion of Examination, Used OMR answer Sheets of Paper-I are to be packed Roll No. wise in the 'One Time Sealer Envelope' (not more than 100 in each envelope). All the OMR answer sheets to be placed between two card boards provided for the purpose and tied firmly with the rubber bands, provided by the agency, to avoid any damage to OMR Sheets during transit. Further all such envelopes should be packed in the 'Empty Carton Box' along with the 1st copy of the dispatch memo (Form V-a) and should be labeled as **“PACKET-I”**.
- ii. OMR Sheets for Paper-II should be packed Subject –wise and Roll No. wise in the 'One Time Sealed Envelope' (not more than 100 in each envelope). Further these packets should be packed in the 'Empty Carton Box' along with the 1st copy of the dispatch memo (Form V-a) and be labeled as **“PACKET -II”/ Subject Name”**.
- iii. All Forms **from I to X**, including all 'Attendance Sheets' Seating Plans, duplicate copies of Memo and other Forms (except Form VII) are to be kept together and labeled **“PACKET No. III**.
- iv. Unused Booklets/OMR Sheets of Paper I, Paper-II to be packed separately and should be labeled as **'Packet No. IV' and V'** respectively.
- v. Admit Cards obtained from the candidates should be packed separately in envelopes provided for the purpose and labeled as **Packet-VI**.
- vi. No relation certificates obtained from the invigilation staff (Form X) be packed separately and labeled as **Packet-VII**.

### **Material to be sent to the JKSET Office, University of Jammu (By the Center Coordinators through Observers)**

- A. Used OMR: All the Boxes/Cartons containing envelopes of Used OMR Sheets of Paper-I (Packet-I) and Paper-II, (**Packet-II/Subject Name**)

B. Following documents as **Packet-III**.

- i. Subject –wise statement of candidates (Form No. I)
- ii. Certificate regarding dispatch of “Test Booklets” (Form No. II)
- iii. Certificate of opening the Test Booklets in each subject/paper (Form No. III)
- iv. Attendance Sheets of all the candidates.
- v. Duplicate Copies of Dispatch Memo of each Subject/Paper (Form No. V- a & b)
- vi. Irregularity report in each subject/paper (Form No. VI)- if any
- vii. Seating Plan (Form No. VII). Absent Candidates should be marked with Red Pen.
- viii. Room wise Statement of Present and Absent Candidates (Form No. IX).

**Material to be retained by the respective Center Coordinators:**

- A. Admit Cards obtained from the candidates be packed separately in envelopes provided for the purpose and labeled as **Packet-VI**.
- B. No relation certificates obtained from the invigilation staff (Form X) be packed separately and labeled as **Packet-VII**.
- C. All un-used OMR Sheets and Test Booklets in various subjects including Emergency Packet (if any) as Packet- IV & V of Paper I and Paper-II respectively.

**NOTE:**

Envelopes for return of used OMR answer sheets with 'one time sealing facility', two 'Empty Cartoon Boxes' with level and Sac Bag, Marker etc. shall also be supplied by JKSET agency for packing of Paper- I & Paper - II separately.

**FORM NO. I**

**JAMMU AND KASHMIR SET AGENCY  
UNIVERSITY OF JAMMU**

**JKSET/LASET ELIGIBILITY TEST FOR ASSISTANT PROFESSORS**

Subject-wise Statement of Total Number of Candidates Registered,  
Appeared and Absent in Paper-I/ Paper-II

(To be sent alongwith the set of forms)

Name of the Examination Center: \_\_\_\_\_ Center No: \_\_\_\_\_

Code No.	Subject of Examination	Candidates Registered	Paper – I		Paper – II	
			Present	Absent	Present	Absent
00	General Paper (Paper-I)					
01	Chemical Sciences					
02	Earth, Atmospheric, Ocean and Planetary Sciences					
03	Life Sciences					
04	Mathematical Sciences					
05	Physical Sciences					
06	Arab Culture and Islamic Studies					
07	Arabic					
08	Buddhist, Jaina, Gandhian & Peace Studies					
09	Commerce					
10	Computer Science & Applications					
11	Dogri					
12	Economics					
13	Education					

14	Electronic Science					
15	English					
16	Environmental Science					
17	Geography					
18	Hindi					
19	History					
20	Home Science					
21	Kashmiri					
22	Law					
23	Library & Information Science					
24	Linguistics					
25	Management					
26	Mass Communication & Journalism					
27	Music					
28	Persian					
29	Philosophy					
30	Physical Education					
31	Political Science					
32	Psychology					
33	Public Administration					
34	Punjabi					
35	Sanskrit					
36	Social Work					
37	Sociology					

38	Urdu					
<b>Total Candidates</b>						

.....  
**Signature & Name of  
Assistant Superintendent**

.....  
**Signature & Name of  
Superintendent**

**Dated:** .....



**FORM NO. III**

**JAMMU AND KASHMIR SET AGENCY  
UNIVERSITY OF JAMMU**

**JKSET/LASET ELIGIBILITY TEST FOR ASSISTANT PROFESSORS**

Certificate of Opening the Test Booklets  
(common format for all subjects)

Name of the Examination Center: \_\_\_\_\_ Center No: \_\_\_\_\_

We, the undersigned, hereby certify that all sealed packets containing Test Booklets of JKSET for Eligibility for Assistant Professors have been found to be in proper condition. The packets have been opened in our Presence on ..... as per UGC norms for Paper-I and the following subject codes of Paper-II

Subject Codes,

.....  
.....

Paper	Number of Subjects	Time of Opening
Paper - I		
Paper - II		

Signature with names of

1. Dy./Assistant Superintendent .....
2. Superintendent .....
3. Observer/SET Agency Nominee .....

**FORM NO. IV**

**JAMMU AND KASHMIR SET AGENCY  
UNIVERSITY OF JAMMU**

**JKSET/LASET ELIGIBILITY TEST FOR ASSISTANT PROFESSORS**

**Sample of Photo Attendance Sheet**

Center Name/No: \_\_\_\_\_ Subject: \_\_\_\_\_

S. No.	Roll No.	Name of the applicant	Parentage	Photograph	Test Booklet Series of Paper I	OMR Sheet No. of Paper -I	Sig. of Examinee 1st Paper)	Test Booklet Series of Paper II	OMR Sheet No. of Paper -II	Sig. of Examinee (2nd Paper)

Page Total: \_\_\_\_\_

Attendance Verified

Total (Absent) \_\_\_\_\_

Signature of Invigilator \_\_\_\_\_

Total (Present) \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Counter Signature of the Superintendent**

**FORM NO. V-(A) (1st Paper)**  
**JAMMU AND KASHMIR SET AGENCY**  
**UNIVERSITY OF JAMMU**

**JKSET/LASET ELIGIBILITY TEST FOR ASSISTANT PROFESSORS**

**DISPATCH MEMO (to be prepared in Duplicate)**

1st Copy to be placed in the envelope containing OMR Sheets arranged in Roll Order and 2nd Copy to be placed with the photo attendance sheets and seating plan.

1. Name of the Center/Department ..... Center No .....
2. Paper-I .....
3. Number of OMR Sheets received .....
4. Number of OMR Sheets used by candidates.....
5. Number of OMR Sheets un-used and returned.....
6. Number of Packets:.....
7. Total number of candidates allotted as per attendance list.....
8. Total number of Present candidates .....
9. Total number of absentees.....
10. Roll numbers of the Absent Candidates.....

.....  
.....

- |                                  |                                  |
|----------------------------------|----------------------------------|
| 1. Signature of Invigilator..... | 2. Signature of Invigilator..... |
| Name of the Invigilator          | Name of the Invigilator          |
| Mobile No. ....                  | Mobile No. ....                  |

.....

**N.B.**  
For any errors in the OMR Sheets. Attendance sheets or discrepancies in the Absent Roll Numbers. The Invigilators shall be responsible and action as warranted by the University rules shall be taken.

**FORM NO. V-(B) (2nd Paper)**  
**JAMMU AND KASHMIR SET AGENCY**  
**UNIVERSITY OF JAMMU**

**JKSET/LASET ELIGIBILITY TEST FOR ASSISTANT PROFESSORS**

**DISPATCH MEMO (to be prepared in Duplicate)**

1st Copy to be placed in the envelope containing OMR Sheets arranged in Roll Order and 2nd Copy to be placed with the photo attendance sheets and seating plan.

**IMPORTANT: SEPARATE SHEET MAY PLEASE BE USED FOR EACH SUBJECT**

1. Name of the Center/Department ..... Center No .....
2. Paper-II Subject .....
3. Number of OMR Sheets received .....
4. Number of OMR Sheets used by candidates.....
5. Number of OMR Sheets un-used and returned.....
6. Number of Packets:.....
7. Total number of candidates allotted as per attendance list.....
8. Total number of Present candidates .....
9. Total number of absentees.....
10. Roll numbers of the Absent Candidates.....

- |                                  |                                  |
|----------------------------------|----------------------------------|
| 1. Signature of Invigilator..... | 2. Signature of Invigilator..... |
| Name of the Invigilator          | Name of the Invigilator          |
| Mobile No. ....                  | Mobile No. ....                  |

N.B.

For any errors in the OMR Sheets. Attendance sheets or discrepancies in the Absent Roll Numbers. The Invigilators shall be responsible and action as warranted by the University rules shall be taken.

**FORM NO. VI**

**JAMMU AND KASHMIR SET AGENCY  
UNIVERSITY OF JAMMU**

**JKSET/LASET ELIGIBILITY TEST FOR ASSISTANT PROFESSORS**

**IRREGULARITY REPORT**

1. Date of Examination: .....
  2. Name of the Examination Center ..... Center No .....
  3. Paper ..... Subject .....
  4. Roll No/s of candidate/s using unfair means in examination .....  
.....
  5. Provisional Roll No/s allotted to the candidate/s by the Coordinator .....  
.....
  6. Nature of irregularity .....  
.....
  7. Any other (please specify) .....  
.....
- .....

(Signature along with name of the  
Invigilator -1)

(Signature along with name of the  
Invigilator -2)

.....  
Countersigned by the Superintendent

FORM NO. VII

**JAMMU AND KASHMIR SET AGENCY  
UNIVERSITY OF JAMMU**

**JKSET/LASET ELIGIBILITY TEST FOR ASSISTANT PROFESSORS  
SEATING PLAN**

As many Rows and Columns as space permits

Particular	Paper-I Series Code	Paper-II Subject	Paper-I Series Code	Paper-II Subject	Paper-I Series Code	Paper-II Subject	Paper-I Series Code	Paper-II Subject
Row/ Column	I		II		III		IV	
1	W	*A	Y	*D	W	*C	Y	*B
2	X	#A	Z	#D	X	#C	Z	#B
3	Y	*B	W	*A	Y	*D	W	*C
4	Z	#B	X	#A	Z	#D	X	#C
5	W	*C	Y	*B	W	*A	Y	*D
6	X	#C	Z	#B	X	#A	Z	#D
7	Y	*D	W	*C	Y	*B	W	*A
8	Z	#D	X	#C	Z	#B	X	#A
9	W	*A	Y	*D	W	*C	Y	*B
10	X	#A	Z	#D	X	#C	Z	#B
11	Y	*B	W	*A	Y	*D	W	*C
12	▼ Z	#B	▼ X	#A	▼ Z	#D	▼ X	#C
13	W	*C	Y	*B	W	*A	Y	*D
14	X	#C	Z	#B	X	#A	Z	#D

Important Note: A minimum of two subject candidates must be seated in a room/hall

\*Subject – 1

#Subject -2

Number of Candidates allotted	Present	Absent

N.B: Please encircle with Red Pen the Roll Nos. of Absent Candidates.

Signature of the Invigilator

Signature of the Suptd.

**FORM NO. VIII**

**JAMMU AND KASHMIR SET AGENCY  
UNIVERSITY OF JAMMU**

**JKSET/LASET ELIGIBILITY TEST FOR ASSISTANT PROFESSORS**

**REPORT OF OBSERVER**

Name of the Examination Center: ..... Center No.....

1. (a) I, the undersigned, visited the above named examination Center and was present during conduct of examination for Paper-I and II in connection with the J&K SET/LASET for Assistant Professors.

(b) Date and Time of arrival at the Examination Center .....

(c) Whether the packets were found properly sealed as per UGC/SET norms before opening YES/NO

(d) Time of opening of Packets Time of sealing OMR Sheets

Paper-I .....  
.....

Paper-II .....  
.....

(e) Whether packets for all the two papers (I & II) were opened in your presence: YES/NO

(f) whether Used OMR Sheets/Unused OMR Sheets & Test Booklets were sealed in your presence : YES/NO

2. Whether the examination was conducted in a fair and impartial manner and in the right spirit as per UGC/SET rules and procedure.

3. What rating would the Observer like to give to Examination Center for conducting the SET Examination.

**(1. Poor; 2. Satisfactory; 3. Good; 4. Excellent; 5. Outstanding) (please tick the one, you recommend).**

4. If the observer was not satisfied with the conduct of examination, mention reasons and give details below.....  
.....  
.....(please use separate sheet if required).
5. Whether, according to the observer, results of the Examination at this Examination Center or Test Venue need to be withheld. If so, justify. (Please use separate sheet if required).
6. Any special comments, as relevant to the examination, the Observer may be willing to intimate to the UGC/JKSET Coordinator .....

Signature of the Observer .....

Name & Address of the Observer: .....

Mobile No. : .....



FORM NO. X

**JAMMU AND KASHMIR SET AGENCY  
UNIVERSITY OF JAMMU**

**JKSET/LASET ELIGIBILITY TEST FOR ASSISTANT PROFESSORS**

**NO RELATION CERTIFICATE**

We, the below mentioned members of the Invigilation Staff engaged for Conduct of JKSET/LASET Examination Dated **24.07.2022 (Sunday)** at Center No. \_\_\_\_\_ do hereby individually certify that none of our relations or candidates privately coached by us is appearing in the said Entrance Examination through this Center.

S. No.	Name	Designation	Signature

Signature of Superintendent

Name: \_\_\_\_\_

**NOTE:** \*Close relative's means "Father, mother, wife, husband, son, daughter, grandson, granddaughter, brother, sister, daughter-in-law, son-in-law, brother-in-law, and sister-in-law". The terms Son, daughter, brother or sister will be understood to include step-son, step-daughter, step-brother or step-sister, as the case may be".

**ISSUE SLIP FOR TEST BOOKLET/OMR  
OF PAPER – I TO THE INVIGILATOR**

Room Name/No: \_\_\_\_\_

Number Issued	
Number Used	
Number Returned	

**ISSUE SLIP FOR TEST BOOKLET/OMR  
OF PAPER – II TO THE INVIGILATOR**

Room Name/No: \_\_\_\_\_

Subject :	
Number Issued	
Number Used	
Number Returned	

Signature: \_\_\_\_\_

**PACKET-IV:**

**CENTER NO.:** \_\_\_\_\_

**UN-Used Test Booklets/ OMR Sheets of Paper-I**

**No. of Test Booklets :**

**No. of Packets:**

**PACKET-V:**

**CENTER NO.:** \_\_\_\_\_

**UN-Used Test Booklets / OMR Sheets of Paper-II**

**No. of Test Booklets :**

**No. of Packets:**

**PACKET-IV: CENTER NO.:** \_\_\_\_\_

- 1. Form I: Subject Wise Statement of Candidates Registered, Appeared and Absent.**
- 2. Form-II; Details of Used OMR Sheets Dispatched.**
- 3. Form-III: Certificate of Opening Test Booklets**
- 4. Form-IV: Photo Attendance Sheets**
- 5. Form-V (A): Dispatch Memos for Paper – I**
- 6. Form-V (B): Dispatch Memos for each subject of Paper -II**
- 7. Form – VI : Irregularity Report (If any)\_\_\_\_\_**
- 8. Form-VII: Seating Plan indicating Absentees' Roll Nos.**
- 9. Form-IX: Room wise Statement of Candidates appeared.**
- 10. Form-X: Undertaking from invigilation staff.**
- 11. Any other: \_\_\_\_\_**