

SOPs of Use of Unfair Means and Penalty

Subject to generality the word “unfair means” shall include the following, if a candidate during an examination is found:

1. possessing unauthorized material;
2. removing a leaf from his/her answer book;
3. using abusive or obscene language in his/her answer books;
4. making an appeal to the examiner in his/her answer books;
5. making a false representation in his/her application form or any document produced by him/her;
6. forging another person’s signature on his/her application admission form, or any other documents;
7. refusing to obey any instructions issued to him/her by the ETC in connection with test;
8. refusing to obey the Superintendent/ Deputy Superintendent or Invigilator in the test;
9. disclosing his/her identity or making peculiar marks in his/her answer books for a test
10. giving or receiving assistance or allowing any other candidate to copy from his/her answer books;
11. abetting or attempting to use these or any other unfair means;
12. communicating or attempting to communicate with Examiners with the intention of influencing them in the award of marks;
13. creating a disturbance of any kind during the test or otherwise misbehaving in or around the test center;
14. copying from any paper, book, or note(s);
15. making deliberate prior arrangements to cheat in the test such as smuggling in or out a question paper or an answer book, impersonation or misconduct of a serious nature; and the person who impersonates such candidate, if he/she is registered with the ETC, shall be disqualified for a period starting from six months to five years.
16. misbehaving or creating any kind of disturbance in or around any test Centre including staging or inciting others for a walkout.
17. attempting to induce, directly or indirectly, an employee of the ETC, or any person engaged in connection with a test to give any kind of undue assistance to him/her including disclosure

- of guarded information;
18. taking the whole or a part of an answer book or a continuation sheet/ supplement into or out of a test Centre;
 19. substituting the whole or a part of an answer book or a continuation sheet/ supplement not duly issued to him for the test;
 20. forging, mutilating, altering, erasing, or otherwise tampering with any document connected with a test or making undue use of such document or abetting in the commission of such offences.
 21. In cases of offence or disobedience, he may be disqualified up to a period of one year.
 22. Candidates guilty of communicating or attempting to communicate, with examiners with the objective of influencing them in the award of their marks, shall be deemed to have used, or attempted to use, unfair means shall be punished accordingly. Communications of this nature addressed to the CS/Examinations or other officers of the ETC_HEC, shall be treated as falling in the same category and the candidate concerned shall be punished by the unfair means committee.
 23. Any candidate found in possession of firearms or anything capable of being used as a weapon of offense in or around any Examination Hall, shall be liable to expulsion by the Officer and to disqualification ranging between one to five years.

SOPs of Penalty

A person who is guilty of committing the prejudicial acts, any fraud in the documents and commits unfair means during examination/test, shall be liable to punishment/ penalty depending upon the nature of offenses and guilt given as recommended by the Committee on Unfair Means as appointed by the CEO ETC, details are as below:

S. No.	Nature of Offence/ Guilt	Punishment to be Awarded
1	Possession of incriminatory material and computerized calculator/ Mobile Phone-capturing pictures of paper, smart gadgets (further uploading to social media or resharing with others), and other electronic gadgets which can be of help in solving question(s) during a test.	a) Cancellation of paper and Confiscation of Smart Gadgets/Mobile Phones etc. b) Six months to 5-year ban from ETC exams. c) Handover case to FIA/ police/or relevant department OR d) All of the above.
2.	Use of improper/Indecent/vulgar /Blasphemous obscene language/sketches in script writing making an appeal to the examiner on the question book/answer sheet.	a) Cancellation of relevant paper b) Six months to 5 years ban OR c) Both "a" & "b" above.
3	Unauthorized change of examination Center	a) Cancellation of relevant paper
4	Copying/Cheating	a) Cancellation of paper OR b) Six months to 5 years Ban OR c) Both "a" & "b" above.
5	Committing of Fraud/ Forgery /mutilation in the script / ETC document.	a) Cancellation of the relevant paper b) Debarred from appearing in exam from six months to five years. c) Both "a" & "b" above.
6	Disobedience/violation of orders of the Supervisory staff / Center Chief Supervisor (CS), Indulgence in disturbance, provocation,	a) Cancellation of relevant paper b) Debarred from appearing in exam from six months to 5 years.

Annexure-I

	agitation, walkout and the involvement in the rowdyism, rioting causing damage to the property, physical assault and causing injury to invigilator / Center staff / Possessing firearms	c) All or any of the above
7	Impersonation, smuggling question booklet/paper in the blank or solved forms from inside test Center.	Cancellation of relevant and debarred from appearing in exams from six months to 5 years.
8	Any other offense/act/guilt not covered in the above classification.	Punishment to be awarded according to the nature of the offense/guilt as decided by as recommended by the Committee on Unfair Means
9	Possession of arms at the examination centre	a) Lifetime Barred from exams OR b) Handover case to FIA/ police/or relevant department c) All or any of the above