

SOPs of Rechecking of answers book(s)

1. The answer book of a candidate in any test shall not be reassessed/reevaluated under any circumstances. However, after the declaration of the results, if a candidate, whether passed or failed, has strong grounds and belief that some mistake has been made in connection with his results, he/she may apply on prescribed application form for re-checking/re-counting of his answer book(s) on payment of prescribed fee.
2. Application for re-checking shall be received up to 20 days from the date of announcement of the result otherwise shall not be entertained.
3. The CEO may accept the application for rechecking of answer sheets up to 10 days from the expiry of the date in exceptional cases. He may also have the powers to condone the delay of the receipt of application(s) in case of hardship.
4. Whereas, re-checking does not mean reassessment or re-evaluation of the answer book. The CEO may appoint any officer or a re-checking committee to ensure that:
 - a. there is no mistake in the grand total on the title page of the answer book;
 - b. the total of various parts of a question has been correctly made at the end of each question;
 - c. All totals have been correctly brought forward on the title page of the answer book;
 - d. no portion of any answer has been left un-marked;
 - e. total marks in the answer book tally with the marks sheet;
 - f. the answer book or any part thereof has not been changed/detached;
 - g. the handwriting of the candidate tally in the questions/ answer book.
5. In case if any of the above discrepancy is surfaced in subjective portion of the paper, rectification shall preferably be done by the same examiner. In case of his/her non-availability, the officer in-charge ETC shall get it rectified from any other senior examiner in the panel and seek approval of CEO.
6. In the event of detection of any omission or mistake in the answer script or in the compilation of the result of a candidate, the officer in-charge concerned shall forward the case along with relevant record and recommendations to the CEO for approval. After approval, the officer in-charge concerned will get the omission rectified, issue revised result card after surrendering the previous one by the candidate.
7. The candidate(s) may see his/her answer script(s) up to the extent of identifying the script as his/her own without debating the evaluation.
8. In case of any change in marks/discrepancy, the rechecking fee for relevant paper(s)/test shall be refunded to the candidate(s).