

NEXT IAS

Ethics Enhancer Test 2024

(To be filled by candidate)

TEST CODE : EE2401

Test No. : 01

Name of Candidate: SRAJIT KUMAR Mobile No.Roll No. : Start Time End Time 3 hrsDate of Examination: 4/8/24 Medium : English Hindi

Q. No.	Maximum Marks	Marks Obtained
1.(a)	10	
1.(b)	10	
2.(a)	10	
2.(b)	10	
3.(a)	10	
3.(b)	10	
4.(a)	10	
4.(b)	10	
5.(a)	10	
5.(b)	10	
TOTAL MARKS - 100		

Q. No.	Maximum Marks	Marks Obtained
6.(a)	10	
6.(b)	10	
6.(c)	10	
7.	20	
8.	20	
9.	20	
10.	20	
11.	20	
12.	20	
TOTAL MARKS - 150		

GRAND TOTAL -/ 250

EVAL CODE: EVAL DATE:

GENERAL INSTRUCTIONS

- Immediately on receipt of the QCA booklet, please check that this QCA booklet does not have any misprint or torn or missing pages or items, etc. If so, get it replaced by a fresh QCA booklet.
- Candidates must mention all relevant details like Name, Email, Roll No, Mobile, etc. in the space allocated.
- Candidate is expected to attempt all 12 questions within the given timeline.
- Answers must be written in the medium authorized at the time of admission.
- Candidates must write answers for the specific question under the respective question itself. Any answer written outside the space allotted may not be given credit.
- Please write neatly. Avoid illegible writing.
- Do not write/mark irrelevant matters in the QCAB.

सामान्य निर्देश

- QCA पुस्तिका प्राप्त होने पर कृपया तुरंत जांच लें कि इस QCA पुस्तिका में कोई पृष्ठ या सामग्री आदि गलत छपी हुई या फटी हुई या गायब तो नहीं है। यदि ऐसा है, तो इसे एक नई QCA पुस्तिका से बदल लें।
- अभ्यर्थियों को सभी प्रासंगिक विवरण जैसे नाम, ईमेल, रोल नंबर, मोबाइल नंबर आदि का आवंटित स्थान पर उल्लेख करना होगा।
- अभ्यर्थियों से अपेक्षा की जाती है कि वह आवंटित समय-सीमा के भीतर ही सभी 12 प्रश्नों के उत्तर-लेखन का प्रयास करें।
- प्रत्येक उत्तर, प्रवेश के समय चुनी गयी भाषा के माध्यम में ही लिखे जाने चाहिए।
- अभ्यर्थियों को विशिष्ट प्रश्न के उत्तर संबंधित प्रश्न के नीचे ही लिखने होंगे। आवंटित स्थान के बाहर लिखे गए किसी भी उत्तर को क्रेडिट नहीं दिया जाएगा।
- कृपया साफ-सुथरा लिखें। अपठनीय लेखन से बचें।
- QCAB में अप्रासंगिक तथ्यों को न लिखें / न ही चिह्नित करें।

REMARKS:

Student Concerns / Query

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Evaluator's Feedback / Response

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MARKING SCHEME *

Marks Per Ques	Below Average	Average	Above Average
10 Marks	Below 3.00	3.00 - 3.75	4.00 and above
15 Marks	Below 4.50	4.50 - 5.75	6.00 and above

* Subject to change without prior notice.

IMPORTANT QR CODES



Topper's Copy



Common mistake and Correct Filled QCAB



Copy Scanner App



Next IAS Test Centre Location

MACRO COMMENTS

The Purpose of evaluation@nextias.com is to provide constructive suggestions on 'How to improve Answer Writing and thereby score better marks.

STRENGTHS OF THE CANDIDATE

AREAS OF IMPROVEMENT



IMPROVEMENT SUGGESTIONS

1a

Public service values are those essential for upholding public trust. Public service values are set of values which help in ethical decision making in not only administration, but also service delivery by public officials.

Public administration ethics are specifically based for regulation & administration. They are based in not only values, but also duty and consequences. Thus Public administration ethics are a more broader framework for decision making than values.

Yes, I think Public service values have utility:

1. Set of values to be adhered to decision making
2. Build one's public image by upholding public service values
3. Standards of Conduct, in dealing with staff members, public, seniors and other stakeholders.
4. Role model: one who upholds such values become good role models.
5. Conduct & Ethics codes are also based in Public Service values, which provide more objective frame work to follow.

Hence, public service are more than just eloquent statements.

1.6

A conscientious public servant is upright in his virtues and duties.

They sort through competing considerations by:

1. Code of Conduct and Ethics: guides the conduct and ethical decision making.
↳ Based on Kant's duty approach
2. Utility to people: making choices which maximizes the happiness of stakeholders.
3. Integrity and Probity: following morally upright values to be fair in conduct.
4. Care & Benevolence: as per Gilligan, Care is an important determinant of conduct of civil servants.

Civil servants can put such values in practice by:

1. Transparency & Accountability: in their conduct.

Ex. RTI allows civil servants to be transparent & answerable.

2. Rule-based decision making:

Ex. Officers should follow department rules. General public can also judge their conduct on this.

3. Empathetic and Emotionally Intelligent in conduct also allows for serving the public fairly.

Ex. IAS Parmeshwaran Nair started operation Compassionate in Kozhikode.

Probity & Efficiency are most important in civil services.

2.9

Good governance refers to decisions & actions that ensure well-being of stakeholders.

Good Governance in public administration is based on humaneness, empathy, transparency & accountability. It is more about quality service delivery and less about profits.

In corporations, good governance is based on efficiency, innovation, fiscal prudence & trust. Here the foundation is profit maximisation, but also maintaining ethical conduct.

Public administration works mainly for benefit of people, while

corporations for shareholders, employees etc.

Principles in Corporate Settings

1. **Efficiency**: in conduct & optimal use of resources. This would increase the profits for corporate.
2. **Innovation**: as corporates are always competing in open markets. Innovation helps them getting a lead and advancement of technology.
3. **Social Responsibility**: allows them to give back to society they earn from. Also helps in building brand image.

CSR and Green bonds are ways for corporates to have socially ethical behaviour.

2:b

Proper procurement of goods & services corresponds to ~~the~~ proper utilization of funds.

Principles to maintain integrity in procurement

1. [Follow Departmental Rules]: during procurement, there are set rules and procedures that must be adhered to. This reduces the chance of discretion

2. [Impartiality & Objectivity]: in conduct, to allow only the best bids to be taken. Subjectivity can lead to poorer quality of good procured for vested interest in kickbacks.

3. Transparency & Accountability in
- the entire process.

↳ Transparency allows everyone to be assured of no corruption.

↳ Accountability allows external scrutiny in audit to flag discrepancies.

4. Use of Technology should be promoted to create an audit trail.

This allows all the process to be faceless, reducing discretion.

Ex. ➤ GeM portal for procurement allows more objectivity.

Favouritism & Nepotism are big issues in misutilization of funds

- that can be reduced by aware citizens.

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Public servants are often conflicted between stakeholders interest, official duties & regime values; as per John Rohr.

How to balance obligations

Primary obligation of a civil servant is towards his duties. As per Kant, duty is the sole basis of ethical decision making. Following conduct & ethics rules, organisational procedures and laws can help civil servants be ethically correct.

Civil servants are then obligated towards stakeholders interest and regime values, but only to the extent of duty &

their moral values. Since all laws originate from morality, it is difficult to be immoral & follow law. Similarly utilitarianism talks about benefit to largest group of people: Hence, it takes secondary precedence in decisions.

According to me ~~that~~ official obligations hold the highest value, because the other two are often in line with duties. Stakeholders i.e. public & ~~of~~ regime both want welfare of society, which is also obligation of civil servant.

~~As~~

3.6

Government runs many health & social-based interventions like Jan Arogya Yojana, Beti Bachao Beti Padhao.

Yes, I agree that the effectiveness of such programs is limited without empathy & self-awareness:

! Dealing with vulnerable sections:

in such schemes ~~are~~ increases needs to be ~~are~~ empathetic. Following strict orders, without looking in the core "compassion" is going to be useless for stakeholders.

Ex. > Jan Arogya Yojana benefits should not be stopped in rare cases when ~~the~~ patient has no documents.

2. Stress Control: often such programs are run on mission-mode and are stressful. Self-awareness is required to continue work with efficiency.

Ex. Swach Bharat ~~At~~ Mission built toilets at a mission mode.

3. Changing Perceptions of Society: is often the demand of the job. Without empathy, perceptions cannot be changed.

Ex. Beti Bachao Beti Padhao needs people to change perception towards daughters, which is not possible by empathetic awareness dissemination.

E.I. is the skill to succeed in environmental pressures, which is needed for such schemes.

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Civil servants are expected to maintain impartial attitude as per conduct rules.

Attitude is the mental disposition towards a person, object or thought.

Impact of Political Attitude

1. Impartisan ship: allows a civil servant to be more accountable in his conduct.

Ex. A person with political connections can use his office for personal gains, ~~to~~ without being punished.

2. Better Service Delivery: when the postings & transfers are done on the basis of merit & not favouritism.

Impact of Social Attitude

1. Equitable Benefit Sharing: by civil servant who would strive for upliftment of all.
2. Less association to one's community and more towards duty.

Ex) Prakash Singh Report on Jat agitation 2016-17 showed partisan behaviour of some officers.

3. Uphold Public Trust if a civil servant is ~~involved~~ righteous and shows integrity in functioning.

Positive social & impartial political attitude is sine-qua-non for smooth functioning of bureaucracy.

4.b

This statement shows the importance of duty and means to be more important than ends.

According to me, duty during an action is important, but motive is not completely irrelevant. Importance of proper motive:

1) Acts as Pole Star: to all our actions. Proper motive ensures that the ends are also in line with duty. Following duty, without clear sight of motive may lead to immoral actions.

[Ex.] Nazis & SS killed lot of Jews.

During Nuremberg trials, they ~~had~~

"they were just following their duties".

2. Allows Perseverance & Courage:

correct motive, and a goal of happiness to all allows one to stand in face of adversity.

Ex. Bhagat Singh and his comrades believed in violence for motive of independent India.

3. Care & Compassion Approach: by

Gilligan can be considered only in motives and not duties. To be compassionate & benevolent is the basis of ethics as per Bentham.

Hence, motive is also necessary to justify morality, especially when the duties in a situation are immoral.

5.9

Jain the Jirthankars emphasise on penance & asceticism to guide their morality and gain moksha. They ~~that~~ take strict vows to ensure moral behaviour & punish themselves for immoral ones.

Relevance in present

1. Self-control & Self-Restraint: in today's hedonistic & egoistic philosophy, jain's vows can help one be more controlled.
2. Mindfulness in Action: today, most people are involved in mindless eating, scrolling of internet. Such vows can help one be more mindful of their

behaviour.

3. Minimalistic Approach: Jain philosophy of 'Aparigraho' or non-possession helps one be satisfied in less. Due to consumerism, this can be effective in keeping one's spending in check.

4. Restricts Jealousy & Envy: due to material wealth & achievements of others. Jain philosophy of Right Knowledge, Right Conduct, helps one to be more content.

Jain philosophies of peace also discourages cyberbullying, trolling and humiliation (defamation on internet, which are constantly on rise

5.6

Economic sanctions are implemented by one country or countries on other countries. The reason range from waging wars to protecting own economy.

Ethical Dilemmas in Sanctions

1. Punish the Regime V/s Welfare of people: often the regime that is sanctioned is involved in activities that are not supported in country. Sanctions here hurt both the govt. and also innocent people.

Ex. Iran's rule is ~~pop~~ unpopular, but the sanctions are hurting local population also.

2. Will of Strong Country V/s Weak Country: sanctions are effective only

when strong countries like US imposes them. This creates a power imbalance.

3. Global Peace vs National Interests:

are often in conflict

Ex. India pressurised to not buy big crude oil from Russia, despite it being in national interests.

How to balance concerns

1. Provide Safety Valve to people & countries who are not directly involved in sanctions.

2. Practice Objectivity: during imposition and not on basis of speculations.

3. Humanitarian Intervention is also important in case of human rights violation & civil wars which may occur due to sanctions.

Rule based order should be promoted

6.9

War in human history are always for resources, ideology or power. According to the quote, any war begins in mind.

This starts by a "US v/s them" dichotomy. Once, this is consolidated in one mind, it also spreads to minds of others. Soon, this dichotomy shows that one is under threat from "others". So people out of their love and compassion our our "own" wage a war.

~~Afghanistan~~ ^{Afghanistan} War was waged by US because they believed they were in danger. This "love" & "compassion"

of their own acted as defences of peace. This means that war is justified with a promise of peace. The love towards our own wages war, and peace is possible only if one wins the war.

Russia-Ukraine war is also waged on same pretext. Ukraine ~~was~~ wanted to join NATO for love towards its countrymen. This led to threatened peace of Russia and war began.

However, often this dichotomy is invalid as is part of propaganda. This was used by US during Vietnam war to create false perception of peace threatened

6.6

This quote shows the importance of integrity in one's conduct. Integrity is the complex whole of principles like honesty, courage which one follows. Decisions based in integrity are often moral, even if the consequences are not what one expected.

"Be the change you want to see in the world" - Gandhiji

Gandhiji here emphasises on the role of living your life with principles. This would influence the world, and will form a universal action.

Benefits of living such a life is that then one doesn't have to be scared of anything. Moral choices and actions are universally correct.

Categorical Imperative of Kant also emphasises on such principles.

Also living a principled life make one a great role model. Mahatma Gandhi preached non-violence which has become a universal law today.

However, in today's social media, often unruly behaviour is promoted which make people wonder about utility of principled life.

But, in the end, as Aristotle asked "What is good of Man?" the answer lies in integrity and not corruption that is sometimes promoted.

6.c

Tolerance in human society is the factor which allows them to become great. Our conduct should not be based on "us v/s them", but on "moral v/s immoral". Tolerance, lies in the awareness that no one sees the complete picture at a time. This philosophy in Jainism is "Anekantavada". As long as our awareness of subjectivity of truth is intact, our conduct would be ethical.

"There are 3 parts to a story, my version, your version and the truth".

In our conduct with other individuals, we keep tolerance. This would mean the acknowledgement that the other individual can see something that I cannot. Since everyone has faced different things in life, the view that only my view is correct is a fallacy.

However, some times Human rights violation may be tolerated in the name of tolerance. This is immoral, as human rights is one of the most fundamental scale to judge one's conduct.

Tolerance is what has made humans survive. Without tolerance life would have been short, violent and cold.

7

Ethical issues here lies in
Corporate Governance

Options available

1. Remain silent about misconduct, ~~while~~ allowing the play to continue
2. Confront Mr. Mehta internally and setup proper inquiry.
3. Resign from company
4. Go to shareholders about the issue, which will later be spread to media.
5. Quietly try to clean the financial statements, allowing the ~~financie~~ ~~to~~ slowly move towards the real picture of finances.

Issues involved in Case

1. Insider trading: Mr. Mehta fraudulently increased prices of shares to increase his profits.
2. Nepotism & Favouritism: in awarding contracts to contractors, causing loss to company.
3. Kickback & Bribery: which may be involved. Contractors awarded favourable contracts on this basis.
4. Lack of Transparency & Accountability: towards shareholders, employees and other retail investors.
↳ This has led to inflated investments and there is potential of huge loss to stakeholders.
5. Misuse of Office: being the CFO,

Mr. Mehta used his office for personal gains, ~~at~~ at the cost of companies.

Chosen Course of Action

1. Collect data & setup formal inquiry: to have clear evidences of all discrepancies and all those who are involved.
2. Remove Mr. Mehta from CFO: as he may hide data & again misuse his powers.
3. Call Board of Director's meeting: after the investigation is complete.
↳ In the presence of independent directors, chance is that the decision to make findings public be made.

4. In case the decision is to stay silent, I would ~~so~~ make the investigation public & resign from the company.

↳ I would also seek legal advice before this to ensure my career ~~and~~ is not at stake.

Reason for choosing

1. Proper investigation by hearing all parties improves objectivity.
2. Board of Director meeting to allow consensus driven decision making
3. Make report public to uphold integrity and duty towards all shareholders, SEBI

This case was similar to Satyam Computer's fudging of data.

8.

§ Ethical issues range from compassion vs duty to misutilization of public funds.

Ethical Issues

1. Misutilization of Public funds: for unintended purpose
2. Duty is not fulfilled: to ensure that govt. resources are not diverted.
3. Care for starving families: which is compromising duty of DDO.
4. Inefficient Food Security schemes:
like National Food Security Act,
where the family should be getting grains cheaply.
5. Human Dignity: is violated for the poor families.

Options Available

1. Enforce strict rules: ~~also~~ stopping the proliferation of grains
2. Allow to continue diversion: of food on compassionate grounds.
3. Look in issues with Public Distribution System: which should ideally have not ~~not~~ allowed families from starving.
4. Highlight the issues to seniors: allowing them to take a call on the situation.

Chosen Course

1. Inquiry in food dissemination schemes like TPDS, NFSA
↳ This would highlight core

of the problems.

2. Take up issue with seniors : to make them aware about problems in both Mid-Day meal & PDS.

3. ~~Highlight the problem~~

3. Wait for suspensions to be issued, making a formal inquiry of the situation on ground.

Ethical theory

I would choose the care ethics approach by Gilligan in this case. The ethicality of a decision is rooted in Benevolence as per Bentham. Despite the duty, telling me to stop the grains, the issue

of violation of Human Dignity is a significant problem

The care ethics approach emphasises on UNIQUENESS of needs. One cannot follow same yardstick of duty in all circumstances. The duty towards govt. is in conflict with duty towards ~~humanity~~ humankind. By emphasising on other means to get food, I not only solved the problems of starving families, but also highlighted the discrepancies in ~~the~~ food ~~dis~~ dissemination. I also solved the ethical dilemmas of school administration.

9

Ethical Issues

1. Misuse of Power: by insurance agents to fraudulently enroll farmers.
2. Digital Illiteracy: among farmers stops them from exercising autonomy on their savings.
3. Coercive Behaviour: of insurance agents and also their seniors making them ~~to~~ aggressive to fulfil targets.
4. Breach of Consent: when the villagers who are not empowered enough are made to ~~to~~ give their consent & pay premiums.

Options Available

1. Allow the transactions to continue: as this is not exactly a law & order problem.
2. Ask insurance agents to stop policy: as the forced methods to get them to enroll is immoral.
3. Take up the issue with senior insurance officials: to flag the conduct of agents.
4. Spread awareness about insurance: and empowering farmers. This would also help ~~at~~ them make claims in case of accidents.

Chosen Course of Action

1. First, I would call insurance agents to understand what

exactly is the insurance for -
crops, health, life etc.

2. Talk to farmers about the insurance, also teaching them about its use and how can one make claims in case of mishaps.
3. Collect data of all farmers who still want to discontinue the policy.
4. Contact senior officials in insurance companies, requesting them to payback premiums of such farmers who want to discontinue.
5. Ask them to setup inquiry against agents, who ~~was~~ started policy without consent of farmers.
6. Digitally empower farmers in long

term, so that they can themselves hold such actions accountable

Better way of promoting

1. Digital Awareness Programs: first the poor farmers have to be digitally aware, to reduce all kinds of cybersecurity threats.
2. Awareness Generation about Insurance: among poor, including the use of role models and examples where their risks are covered.
3. Smoother Grievance Redressal: often people are reluctant to take insurance due to tedious process for claims. Making the process transparent can help in increasing adoption. Consent should be explicitly asked in all cases, to reduce such immoral behaviour & exercise Right to choose.

10
Options available:

1. Continue the exploitation to happen, as this may impact my career and also my life.
2. Raise awareness among citizens about the cause of their issue being unethical means to earn profits.
3. Continue my own investigation, and make a report to be submitted to higher officials in Police & Water Department
4. Seek legal advice against such actions of the cartel
5. Blow the whistle, by going to the media.

Chosen Course of Action

1. I would collect more data & facts about the activity of cartel.
- ~~I would p~~
2. Send the report to higher police & water dept officials to take actions.
↳ If no action is taken:
3. I would spread awareness in public, through newspaper articles, direct interactions.
4. Take support from civil society organisations, by providing them the evidences.
5. Seek legal advice against the cartel, allowing the citizens and civil society organisations to take legal route.

Ethical Issues

1. Violation of Human Dignity: especially of the poor who cannot afford water tanker. They are forced to consume contaminated water.
2. Politician - Businessman Nexus: which has led to exploitation of common people.
3. Profit Maximisation: through illegal means, creating an artificial shortage of water.
4. Duty not followed: by SP, to save his posting.
5. Against care & compassion: for all stakeholders.
6. Against Integrity & Honesty: in dealings of officials, cartel etc.

Measures to deal with cartels

1. Stringent laws: to ensure very strict punishments as Art 21 of citizens is violated.
2. Stronger whistleblower's protection laws: so that upright men don't face threat to career and life.
3. Increase Citizen's Awareness: to hold their political representatives responsible.
4. Actions against officials who are hand in glove with the cartel.
5. Empower Civil Society Organisations to ensure proper service delivery on grassroot levels.

~~How~~ Cartel exploit not only human needs, but also violate the foundations of Human Rights.

11
=

The case describes the malfunction of technology, leading to threat to human life.

As the Ethic officer, I won't hold any single entity as ~~so~~ completely responsible. The responsibility is shared between software team, the upper management and operator.

1. Software team: all the software when go to production have to be checked rigorously. The main job of software developers is to make software & check all the test cases where malfunction can happen. ~~Even~~ Even if operator used it not as intended,

The machine should have just shut down instead of malfunctioning..

2. Upper Management: knowing the shortage of staff and time, the project leader should not have forced the team for quick results. Such sensitive technologies need times stress-free environment to build. Toxic work culture would reduce the efficiency of project.

3. Operator: should have been more careful in dealing with machine. He should have known that this was just a prototype and the risks involved. ~~later~~

Using appropriate safety gears & patient use of machine would have avoided the accident.

Ethical Issues in AI

1. Fixing the Responsibility: since the AI models are trained on 3rd party data, in case of mishap accountability is not fixed. Different parties blame it on others.
2. Opaque workings: AI is like a black box, where input is processed to give some output. The inner workings are not transparent which increases risk in its use.
3. Inherent Bias: in the training data are also ~~transcribed~~ translated to AI models.

Ex. → if AI model is trained on data that is racially biased, the response of AI would also be biased.

4. Elitist Technology only few countries have done cutting-edge research in AI. Other developing countries lack behind, which is going to make them more vulnerable against AI.

5. Use in Automated Weapons

6. Reduce the jobs. AI can take over lot of jobs in manufacturing, and creative fields. This would increase unemployment.

Equitable use of AI, and empowering citizens for new jobs in future should be our way forward.

Ethical Issues

1. Human Dignity: of women is violated who are accused as witches. This leads to heinous crimes.
2. Utilisation of Public Funds: in a manner, where maximum benefits are gained.
3. Acceptance in Society: about the superstition of witchcraft. This makes the crime even dangerous, where chance of catching perpetrators is low.
4. Lack of Record of Crimes: as told by ASHA workers shows grassroot machinery not working fine.

12.6

Allocation of funds should be done in a manner of getting maximum benefits. However, the first step should be that human rights & human dignity of an individual is not violated.

Witchcraft related crimes are based in belief in supernatural. They are often done on the basis of suspicion & no concrete evidence.

In modern states, law is based in morality & not supernatural.

Therefore, the first responsibility of the society is towards such women. Only ~~this way~~ their safety would ensure collective upliftment of society.

Kofi Annan said - "What begins as the violation of Human Dignity of one individual often leads to fall of nations". Therefore, apart from using funds for basic human needs like water, food, healthcare, funds for upholding human rights are also important

Ensuring better communication -

The fact that BDOs didn't point out, implies one of following:-

1. Acceptance of crime: as something right and normal.
2. Trivialisation of Issue: with them thinking other problems hold priority.
3. Hiding of such practices: from radars of others

I would take following steps:

1. Sensitisation & training: on human dignity & human rights
2. Exposure to modern ideals: like liberty, equality & fraternity so that they shed their old superstitious beliefs.
3. Involve them in rehabilitation efforts of victims, so that they see reality and not base their perceptions based on mere accusations.
4. Stringent actions against those who encourage, or even turn blind eye against such crimes.

Tribal society often practice such witchcraft related punishments. Modern education should be imparted to them.

Space for Rough Work

Space for Rough Work

IMPORTANT INSTRUCTIONS

CANDIDATES SHOULD READ THE UNDERMENTIONED INSTRUCTIONS CAREFULLY. VIOLATION OF ANY OF THE INSTRUCTIONS MAY LEAD TO PENALTY.

DONT'S

1. Do not write your name or registration no. anywhere inside this Question-cum-Answer Booklet.
2. Do not write anything other than the actual answers to the questions anywhere inside your QCA Booklet.
3. Do not tear off any pages from your QCA Booklet, if you find any page missing do not fail to notify the supervisor/invigilator.
4. Do not leave behind your QCA Booklet on your table unattended, it should be handed over to the invigilator after conclusion of the exam.

DO'S

1. Read the Instructions on the cover page and strictly follow them.
2. Write your registration number and other particulars, in the space provided on the cover of QCA Booklet.
3. Write legibly and neatly. Do not write in bad/illegible handwritings.
4. For rough notes or calculation, the last two blank pages of this booklet should be used. The rough notes should be crossed through afterwards.
5. If you wish to cancel any work, draw your pen through it or write "Cancelled" across it, otherwise it may be evaluated.
6. Handover your QCA Booklet personally to the invigilator before leaving the examination hall.

SPECIAL REQUEST FOR CANDIDATE AVAILING ONLINE FACILITY

1. Scan the QCA booklet properly. We suggest the uses of the app CAM scanner (Scan QR code in page 2) based on our previous experiences.
2. Please scan the QCA booklet in ample light. Copies scanned under moderate light can hamper evaluation quality.
3. Any page/pdf having shadow needs to be rescanned. Please make sure that the pdf that you upload is as clean as possible.
4. **Candidates not using the QCA booklet** must mention their details on the front page. And leave the next page blank for the macro comments. It must be understood that the answer should start from Page no. 3 in of the scanned pdf.
5. Candidates not using the QCA booklet must follow the sequence of the answer as per the question paper.
6. Please check the sequence of the answer and total number of pages in the scanned version. Make sure it is in consonance with the physical version of the same.

महत्वपूर्ण निर्देश

अभ्यर्थियों को निम्नलिखित निर्देशों को ध्यानपूर्वक पढ़ना चाहिए। किसी भी निर्देश का उल्लंघन करने पर दण्डित किया जा सकता है।

क्या न करें-

1. इस प्रश्न-सह-उत्तर पुस्तिका के भीतर कहीं भी अपना नाम या पंजीकरण संख्या न लिखें।
2. अपनी QCA पुस्तिका में कहीं भी प्रश्नों के वास्तविक उत्तरों के अलावा कुछ भी न लिखें।
3. अपनी QCA पुस्तिका से कोई भी पृष्ठ न फाड़ें, यदि आपको कोई पृष्ठ गायब लगे, तो पर्यवेक्षक/निरीक्षक को सूचित करना न भूलें।
4. अपनी QCA पुस्तिका को अपनी टेबल पर न छोड़ें, परीक्षा समाप्त होने के पश्चात इसे निरीक्षक को सौंप देना चाहिए।

क्या करें-

1. कवर पृष्ठ पर दिए गए निर्देशों को ध्यान पूर्वक पढ़ें और उनका सख्ती से पालन करें।
2. QCA पुस्तिका के कवर पृष्ठ पर दिए गए स्थान पर अपना पंजीकरण नंबर और अन्य विवरण लिखें।
3. स्पष्ट और पठनीय तरीके से लिखें। खराब/अपठनीय लिखावट में न लिखें।
4. रफ नोट्स या गणना के लिए, इस पुस्तिका के अंतिम दो खाली पृष्ठों का उपयोग किया जाना चाहिए। रफ नोट्स को बाद में क्रॉस कर देना चाहिए।
5. यदि आप किसी कार्य को रद्द करना चाहते हैं, तो उस पर अपना पेन चलाएं या उस पर "रद्द" लिखें, अन्यथा उसका मूल्यांकन किया जा सकता है।
6. परीक्षा हॉल छोड़ने से पहले अपनी QCA पुस्तिका व्यक्तिगत रूप से निरीक्षक को सौंप दें।

ऑनलाइन सुविधा का लाभ उठाने वाले अभ्यर्थियों के लिए विशेष अनुरोध

1. QCA पुस्तिका को ठीक से स्कैन करें। हम चाहेंगे कि आप स्कैनिंग के लिए कैमस्कैनर ऐप (CAM SCANNER) का प्रयोग करें। (यह कोई प्रमोशन नहीं है)।
2. कृपया QCA पुस्तिका को पर्याप्त रोशनी में स्कैन करें। कम रोशनी में स्कैन की गई पुस्तिकाएं, उनके मूल्यांकन की गुणवत्ता को बाधित कर सकती हैं।
3. स्कैन के दौरान छायी वाले किसी भी पृष्ठ/पीडीएफ को फिर से स्कैन किया जाना चाहिए। कृपया सुनिश्चित करें कि आपके द्वारा अपलोड की गई पीडीएफ यथा संभव स्पष्ट हो ।
4. QCA पुस्तिका का उपयोग नहीं करने वाले उम्मीदवारों को अपना विवरण पहले पृष्ठ पर देना चाहिए और मैक्रो टिप्पणियों के लिए अगला पृष्ठ खाली छोड़ दें। यह समझना चाहिए कि उत्तर स्कैन की गई पीडीएफ में पृष्ठ नंबर 3 से शुरू होना चाहिए।
5. QCA पुस्तिका का उपयोग नहीं करने वाले उम्मीदवारों को प्रश्नपत्र के अनुसार उत्तर के अनुक्रम का पालन करना चाहिए।
6. कृपया स्कैन किए गए संस्करण में उत्तर के अनुक्रम और कुल पृष्ठों की संख्या की जाँच करें। सुनिश्चित करें कि यह उसी के भौतिक संस्करण के अनुरूप है।