

NEXT IAS

Ethics Enhancer Test 2024

(To be filled by candidate)

TEST CODE : EE2402

Test No. : 02

Name of Candidate: SRAJIT KUMAR Mobile No.

Roll No. : Start Time End Time.....

Date of Examination: 11/8/24 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



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Common mistake and Correct Filled QCAB



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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

1.9

Conflict between public life & professional responsibilities account for workplace issues.

~~This~~ This is visible in long working hours, without any strict concept of weekends in public services.

I. Balance between personal interests and official duties

1. Encourage all colleagues to have a sense of office work in office hours.

↳ Complete work efficiently to avoid spill overs.

2. Take holidays & leaves to fulfil private obligations.

3. Use of technology and occasional work from home to spend time with family.

II | Balance personal inclinations and public obligations

1. Conduct & Ethics codes should be followed
2. Organisational values of impartiality, fairness, responsiveness.
3. Non partisan behaviour when fulfilling official duties.
4. Care approach of Gilligan can also be used to accommodate UNIQUE needs.

Kant's Deontology has to be fulfilled in both personal & public life maintaining balance.

1(b)

Ideas shape the nature, conduct & behaviour of an individual.

For me, ideas of ~~Immanuel~~ Immanuel Kant hold the greatest significance in public service:

1. Adherence to one's duties as per Kant, is the greatest ethical guide. Civil servants in India have well-defined duties, following which lead to better decision making.

2. Humans as ends & not means:

In India, civil servants are accused of misusing their powers. By maintaining human dignity,

civil servants can do maximum good.

3. Transparency & Accountability are maintained, if a civil servant follows Code of Conduct & Ethics.

↳ In situations, civil servants won't indulge in corrupt activities.

4. Objectivity & Impartiality: is approach, which required for civil servants.

↳ This would allow the bureaucracy to be the steel frame of nation.

2(a)

Public Services derive their powers from Constitution and laws of the land.

I. Fair use of Power

1. "Power tends to corrupt, absolute power corrupts absolutely".
 - ↳ Public servants have therefore accountability to political representatives to maintain balance
2. Role of power in public service is to fulfil needs of public and not for self-interest.
3. However, due to weak accountability mechanism, powers are often misused by public servants in form of bribery, misutilization of public funds etc.

- I believe that power complements the ideals of service. Power is necessary for any kind of service of masses:

1. Political Power: is necessary to ensure rights of people are not violated
 2. Economic Power: is required to ensure inclusive development, and prevent increase in inequality.
 3. Charismatic Power: is necessary to bring ~~the~~ change in behaviour of people.
Ex) Gandhiji convinced Indians to use non-violence.
 4. Legal Power: like "Rule of Law" is necessary to ensure justice.
- * Power with legitimacy is necessary for authority in society.

2(b)

Human values are universal values like ● compassion, integrity every individual must have.

Public Service values are more specific to public servants like transparency, impartiality.

No, I don't think the values are in conflict, but complement each other:

1. Public service values originate from human values:

Ex. → Human value of Service (Seva) gives rise to transparency & accountability.

2. Human values increase scope of Public Service values:

Ex. > Public Service value ensure adherence to duties. Tolerance & empathy bring humaneness to duties.

3. Human values show appropriate use of power ∵ public servants hold public offices and have power. ~~From~~ Compassion & Benevolence helps fair use of power.

4. Human values also influence Code of Ethics and Conduct. Service values of 'Antyodaya' and 'Sarvodaya' are part of Human values.

Hence, human values bring wholeness to Public Service values guiding the actions in human interactions of public servants.

3(a)

¶ Vigilance and struggle of good against evil is constant across time & space. For justice to prevail, the good individuals need to be on their toes.

I. Role of Civil Society in Curbing corruption and misconduct.

1. Keep an eye on conduct of officials, to ensure fair service delivery

Ex. > RTI activists seek information about illegal mining, development projects etc.

2. Ensure accountability and transparency in workings of public officials.

3. Increase awareness among masses about the pertinent

issues of society and administration

4. Influence political discourse and infuse modern thoughts in society.

II. Significance

1. Association for Democratic Reforms (ADR) ensures political accountability & clean elections.

2. Voice of unheard is brought out in public.

Ex. → Naz foundation's role in identity to transgenders

3. Bring corrupt practices in open

Ex. → Vishakha NGO brought sexual harassment at workplace

Civil Society Organisations as a friend ~~and~~ and also keep an eye on public officials

3(b)

Feminist ethicists strive include more 'feeling' and emotions in prevailing ethical norms.

Yes, I agree that women place more focus on emotions & relationships. This is because:

1. Social Values: Teach men to be strong & void of emotions.
↳ Narratives like "Boys don't cry".
2. Maternal instinct: is stronger in women, due to 'female-infant' bond. It is considered most significant of all bonds by sociologist Kathlene Gough.
3. Women are better at communication of feelings, as men ~~to~~ tend to "hide their pain".

Emotion in ethics are equally important because:

1. As per Hume, all ethical values originate from feelings.

↳ Human values of tolerance, impartiality originate from love.

2. Uniqueness of needs are fulfilled:

↳ Care approach of Gilligan ensures upliftment of those with unique needs.

3. Controlling stress & interpersonal relations are possible only through emotions.

↳ Humans are not machines and focus on emotions as intuition rather than duty or utility.

Feminist approach makes ethics more humane, than strict deontology or teleology.

4(a)

In most cases laws & ethics are aligned. Moreover, laws find their origin in ethics.

However, in certain situations, ethics and law can conflict. This may even make the law unjust if it is detrimental for minority.

Handle conflicts between legal & ethical ~~comp~~ directives

1. Non-partisan behaviour: civil servants are expected to be non-partisan.

So, one should follow the legal directive if it is not particularly unjust:

2. Follow Code of Conduct & organisational values: to ensure that implementation

of legal directives is just.

3. Seeking legal advice in case where a civil servant is not willing to follow directive.

4. Practical Inaction: which can be a response to coercive force to follow unjust law.

Civil servants in India are part of Weberian model of bureaucracy.

There is no place for dissent & following orders is highest duty.

By being prudent in approach, civil servants can make ethical decisions.

4(b)

Family and educational institutions are the first and second major institutions of socialisation of a young child.

I. Impact of family on Civil Servants

1. Values of love, benevolence and tolerance: are learnt by actions of parents, siblings.
2. Integrity & Sacrifice: is also learnt because we are taught to not speak lies.
↳ Sacrifices of our desires are made for family.
3. However, family also imparts values like partiality. Partisan behaviour for one's family & dichotomy of "us vs them" is learnt.

4. Empathy Bias as per Paul Bloom in his book "Against Empathy".

Taught to be partisan towards one's family, caste, religion

II Role of School

1. Values of tolerance & discipline : is taught in schools.
2. Submission to authority & follow rules : which are also required for civil servants.
3. However, sometimes teachers favour few students, which is detrimental for civil servants.
4. Students also learn cheating & telling lies in school, which leads to corrupt practices.

Value based education in schools is necessary as per New Education Policy, 2020.

5(a)

Civil servants are required to work for the welfare of society as a whole, through values of "Sabka Saath, Sabka Vikaas".

Civil servants can cultivate positive attitude towards weak by following Care Ethics approach of Gilligan & Noddings.

Steps to impart positive attitude towards weak

1. Sensitisation training: of civil servants should be done.

↳ Village visits of officers.

↳ Meetings & interaction with most marginalised manual scavengers, transgenders etc.

2. Include empathy in Conduct & Ethics codes: so that officials have more faith in their actions when working for weaker sections.

3. Success Stories of upliftment of weaker sections should be highlighted. This would motivate them to work for marginalised.

↳ Ex. Naya Saware Bakery in Dantewada district among trafficking victims.

4. Interaction with pioneers those who have worked for marginalised. They would share their learnings & experience, making the civil servants more capable & empathetic
↳ Ex. Kailash Satyarthi.

Weaker sections' upliftment is necessary for inclusive development.

"Poverty anywhere is threat to justice everywhere".

5(b)

Despite external laws and internal regulations, corporate governance issues regularly come into light.

Ex. Insider trading, manipulation of balance sheets.

Therefore, yes, I agree that ~~strict~~ whistleblowing protection mechanisms is necessary for corporate governance:

1. Dubious nature of internal regulations: as the sole purpose of companies is to earn profits.
 - ↳ They can keep weak internal regulations to ensure higher profits.
2. Insufficiency of external laws: as the laws always have loopholes.

Private companies often use such loopholes to maximise profits.

Ex: A report said that Jeff Bezos paid 0 \$ in taxes in FY 23.

3. Uphold individual's integrity & values: as the company may be involved in unethical practices.

↳ Protection to whistleblowers ensure that such deeds come in open.

4. Corporate - Government Nexus: would render both internal & external mechanisms as redundant.

↳ Whistleblowing allows such nexus to be blown.

In whistleblowers in our country had been protected only in public offices. Whistle Blower's Protection Act needs to include private individuals, NGO activists etc.

6(a)

Locke in this quote shows that moral actions are to be based both in conscience & law.

According to him, conscience & law ~~are~~ both are a judge of moral actions. Conscience is the internal compass, which differentiates right from wrong. Law is the "external court", which defines correct actions.

No single ~~the~~ law & conscience is sufficient.

(1) Law can be unjust, ethically immoral. It could be against human dignity. "

(2) Conscience is based on experience. It may not always give the ~~clear~~ correct moral action on its own.

However, sometimes both conscience & law can lead to immoral actions.

(Ex) White slave owners when purchasing slaves. This action was legal in Victorian Era. It was also not against their conscience as they didn't consider slaves as humans.

Hence, along with law & conscience, modern values like humanism & liberalism are also necessary.

6(b)

This quote by Plato places greater importance on Human values, than Kant's deontology.

Plato, by this quote means that humans don't really need laws for ethical conduct. Before, modern legal system, humans have existed for thousands of years. This was due to their inherent "goodness".

Extending the logic, he holds that malicious elements would always find ways to be evil. No law is perfect. The utility of a law is based on the individuals on whom it's applicable.

If ~~an~~ a person has integrity, compassion, tolerance, impartiality, he

doesn't need laws to be not corrupt. He would be incorruptible regardless. However, those who are malicious, even the strictest laws ~~would~~ won't stop them from being corrupt. Despite laws for women safety, we see many crimes against women.

But, sometimes laws are also necessary for good people to act responsibly. Laws complement the "good" in people, to guide their actions.

A person may be compassionate towards illegal immigrant, however the responsible action would be their deportation.

Thus, laws although not complete, but play an important role in guiding actions ~~so~~ where value & duty may be in conflict.

6(c)

This quote by ~~Boston~~ Russell shows the conflict of role of duty in work & personal life.

Duty or deontological approach by Kant is based on strict adherence to means. This means that in office, sense of duty ensures objectivity, impartiality, devotion to service. Such values not only uphold the organisational values, but also brings predictability in conduct.

However, in personal relations, one needs to follow emotions. Kant placed that feelings have no role in ethics. Hume, however emphasised feelings to be foundation of our

conduct, behaviour and also ethical framework. Humans communicate through emotions. Bar-On held that emotions are necessary in interpersonal relations. Strict adherence to duties ~~loses~~ ^{loses} a sense of humaneness in interactions. While this is necessary in work, because a company works like a large machine, it is not so in personal relations. Using duty in relations leads to a disconnect among individuals.

On the contrary, duty is sometimes necessary in personal relations also. A parent has equal duty towards all their children. This leads to stronger ties with all children which may weaken if they show partiality.

Emotional Intelligence is necessary for success both in personal & public life.

7

This case study shows the conflict in duty towards public, and empathy towards maintenance crew and kin of deceased driver.

a)

Ethical Issues

1. Lapses in human conduct: by driver leading to death of innocent passengers.
2. Lapse in duty: by maintenance crew leading to brake failure.
3. Compromised quality of service delivery: as the safety of passengers is at risk.
4. Empathy towards offenders: as the publish of report may lead to grave consequences for them.

Ethical Dilemmas

1. Duty to passengers v/s empathy for driver's kins.
2. Values of integrity v/s benevolence:
integrity: publish correct report
benevolence: try to protect driver's family.

Options Available

1. Make the report public: so that the accountability can be fixed.
This would increase trust of citizens, and allow fix the lapses in system.
2. Blame driver for ~~at~~ the accident:
which would deny benefits to family, but protect the maintenance crew
3. Blame the maintenance crew:
which would ensure benefits to

human dignity to driver's family. But it would lead to retrenchment of the crew.

4. Blame some external made up circumstances like weather or irresponsible driving by another vehicle.

(C)

According to me, the ethical focus should be both on personal responsibility of driver & maintenance crew.

I would use Kant's ~~Deontological~~ Deontological approach:

- (a) Nonfulfilment of duty by driver:
by driving under influence. It was his duty to take the bus safely to destination. By ~~not~~ being irresponsible he ~~led~~ led to death of innocent passengers.

(B) Nonfulfilment of duty by maintenance crew. ∴ It is their duty to keep the bus in fine condition. If the driver was not under influence, still brake failure would have led to an accident.

(C) In this case, both the parties didn't fulfil their duty and acted irresponsibly. Hence the focus should be on both.

8

This case study highlights the balance between dissemination of information & national security. Alternative theme is following orders, but taking responsibility of mishaps.

(a)

Ethical Issues

1. Transparency & accountability: of the ministry is compromised, due to vague response.
2. Matters related to sensitive information were seeked according to the senior.
3. facing Backlash for fulfilling one's duties and following orders
4. Work Culture issue: where senior has put all the blame on me, shrugging of his responsibility.

Ethical Dilemmas

1. Follow orders of senior or the mandate of RTI act, since both are in conflict.
2. Take blame for action completely or also bring orders of senior in picture.
3. Devolution of sensitive information v/s national security.

b.

Options Available

1. Take entire responsibility of the fiasco: by acknowledging lapse on my end for not following the mandate of RTI act.
2. ~~Be~~ Talk about directions from seniors in public, to ensure that I'm not made a scapegoat for

actions I had no control over.

3. Talk to other seniors in the department, explaining the situation and seeking advice.

4. In case there is an inquiry setup against me, then I can put all facts forward in front of them.

C. Transparency & Accountability v/s National Security

1. Follow the departmental procedures: all sensitive departments have procedures and guidelines about what information shouldn't be divulged.

2. Seek legal advice: before divulging informations. This would ensure at wisdom of another party is

used.

3. Follow orders of seniors: about what information shouldn't be divulged.
4. Use personal intuition & reasoning: since the national security is at stake, not divulging information which I personally think should not be divulged.

I would use Utilitarian approach

here. The duty approach may emphasise about transparency, however in such sensitive areas, utility should be paramount. This is also seen in case that CAG cannot audit accounts of intelligence agencies

9
This case study shows the reluctance of village's men to allow skill development of women. Patriarchy is one of the main culprit for this mindset.

Issues in this Case

1. Social Issues

- (a) Women are not considered eligible for digital skills.
- (b) Desire to control women by men.
- (c) Exclusion faced by men in scheme

2. Psychological Issues

- (a) Men here faced a disconnect & exclusion from development program.
- (b) The fact that women were

watching videos & men were complained shows insecurity among men.

3. Economic Issues

- (a) Women may gain financial independence, which men didn't like.
- (b) Asking women to do traditional jobs like stitching shows backward mindset.

4. Ethical Issues

- (a) Fulfil duty is difficult if men's fears are not recognised.
- (b) Increasing scope of scheme, which is violation of duty.

(b) Actionable options

1. Allow the scheme to continue as it is. This would allow fulfilment of duty, but may lead to failure of project

2. Ask the NGO to also include a few men: in the program to make the scheme more inclusive.
3. Talk to seniors about the issue and seek their insights.
4. Ask NGO to stop pilot project to restore harmony in the village.

Steps for inclusion of men

1. First, I would meet the men again as clearly understand all the hidden aspects like feeling of exclusion.
2. I would talk to my seniors on the ~~the~~ findings, asking for some more funds if possible.
3. If the funds are secured, I would request NGO for inclusion

of men.

4. If the funds are not allocated, I would still ask NGO to acomodate men in the scheme.
5. If sufficient devices are not available, I would encourage the women to help men understand the ICT on their devices.
6. I would include all the findings above in the final report of project.

The step of asking women to teach men is significant as it would help themselves to understand the technology better. Also, such empowerment of men & women would reduce patriarchal mindset in village.

10.

This case study shows an attempt to continue vote bank politics by a politician at the cost of poverty of slum dwellers.

a.

Ethical Issues

1. Partisan behaviour : would be displayed if Mr. Kumar gives contract to Mr. Sharma's kins.
2. Deprivation of poor, is an attack on their Human Dignity by politician.
3. Misutilization of Public funds → may happen if the transparency is reduced.
4. Bid rigging & embezzlement : on the part of Mr. Sharma by trying to influence bidding process.

Ethical Dilemmas

Ethical dilemma here is duty v/s utility. Duty approach directs transparency, and utility approach directs completion of project

b.

Utilitarian perspective strives to cause larger good for maximum amount of people. Bentham & Mill believe maximum happiness should be the basis of ethics.

However, I do not think Mr. Sharma's proposal is feasible even from utilitarian perspective:

1. Vested interests of Mr. Sharma shows that the project may be of substandard quality

↳ This may lead to misutilization of public fund.

2. No guarantee of expedited project:
since Mr. Sharma is now himself a direct stakeholder. He may try to delay the project further

3. No option of backtracking would be available to Mr. Kumar in case of delays. Opaque bidding process would mean in case of inquiry Mr. Kumar is also held guilty.

(G).

Virtue ethics for senior civil servants guides them to work on the basis of their moral compass.

Importance of moral character & Integrity:

1. Guides actions in ethical situations / dilemmas.

2. Act as role model: to junior civil servants.
3. Ensure transparency & accountability: to political ministers & general public.
4. Role of Experience gained in long service, as it also shapes virtues of an individual.

In this case, his virtues of integrity and transparency would allow for unrigged & fair bidding process. This would ensure that both his values & duties are aligned. Being a man of integrity, he can always take up the issue with minister fearlessly. Senior Civil servant like him wouldn't bow down to the whims of vote bank politics by a leader.

11.

This issues shows unfairness in placing accountability and lack of coordination among stakeholders.

Ethical Issues

1. Tonic Work Culture: where the senior instead of guiding relatively unexperienced junior, shifts entire blame on them.
2. Lack of consensus: among the stakeholders about the project
3. Delays in work leads to unfulfilment of duties.
4. Human Dignity violation: of farmers as they were not fairly compensated.
5. Environmental threats are not considered properly

(b)

Options Available

1. Ms. Rao can force the contractors to continue the work, and use police force to stop protests.
2. She can ask for transfer from the district, to recuse herself from the situation.
3. Meeting with stakeholders can be done to ensure better co-ordination between departments.
4. Asking for advice from other seniors about the project.
5. Meeting with farmers to assure them of fair compensation, convincing them to allow the project to continue.

Course of Action

1. First, she should collect all the reports about delays and issues at every stage.
2. Meeting with farmers, assuring them of justice. Meeting with environmentalists, convincing them of appropriate steps taken to save environment.
3. Take up issue with agriculture dept. to ensure quick devolution of compensation.
4. Use of force on environmentalists, as development goals are more necessary here.
5. Proper everyday report should be sought from all departments, to maintain accountability.
6. She should also actively seek

advice from seniors, including Chief Secretary.

d.

I don't think holding Ms Rao accountable was not justified as:

1. No control of environmental delays: ~~as~~ since her job is of co-ordination
2. No control over compensation: which is the main cause of delay.
3. Lack of Experience: may also be present since she is a District Collector, and still hasn't served at higher levels.
4. Intense pressure & stress on her also reduces the efficiency of an individual in sensitive situations.

Consensus building should be done to allow the smooth completion of project

12.

Eth This case study highlights
toxic work culture in office

(a)

Ethical Issues

1. Toxic Work Culture : due to high stress of Mr. Gupta on his juniors.
2. Public Harassment & Human dignity is violated
3. Mental distress is caused to employees.
4. Indispensibility of the accused, makes decision making harder.

Ethical dilemma includes:

- (1) Human dignity of employees vs profitability of company.

Q) Maintain high performance & well being of employees.

(b) Ethical Principles guiding Ms Sharma here should be benevolence & compassion. She needs to also focus on deontological approach.

According to Kant, ~~means~~ humans should be treated in ends in themselves, and never the means".

Mr. Gupta's methods of treating humans as means for work completion is immoral.

Hence, she should maintain the human dignity of employees and a positive work culture.

Ethical principles to be followed are:

- (1) Virtue Ethics: compassion, tolerance, empathy.
- (2) Deontology Ethics: means matter and not the ends.

(C) Long term strategies

1. Proper training of employees on the acceptable behaviour
2. Stringent punishments for bullying & harassment
3. Internal Complaints Committee allowing for anonymous complaints for employees fearing backlash.
4. Team building activities

like picnics, outings to increase cohesion.

These strategies can promote inclusivity by:

- (1) Benevolent attitude of bosses to ensure high productivity of employees.
- (2) Better Role models: ^{for} ~~in~~ juniors to guide their actions.
- (3) Sensitisation & cohesion allows for respect for all.

Toxic work culture in private can also be tackled by labour law reforms, as seen in case of Germany.

Space for Rough Work

Space for Rough Work

IMPORTANT INSTRUCTIONS

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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.

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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।