

INSTRUCTIONS ON HOW TO ANSWER THE OMR SHEET

1. The candidate has to enter the Admit Card Number, Name of the Candidate, Date of Exam, Post applied and Date of Birth on the OMR answer sheet.
2. In case of spoiled, damaged, misprinted OMR answer sheet return it to the invigilator and claim a Buffer OMR answer sheet, where in you are expected to fill in all the required details in the appropriate places.
3. Before you start answering, Booklet number should be written in the space provided. The appropriate circles have to be darkened.
4. Sign on the OMR answer sheet in the space provided, make sure that the invigilator signs in the space provided.
5. OMR answer sheet will be machine graded and pre processed by electronic means., ie computers and scanners. Invalidation of answer sheet due to incomplete/incorrect filling of the answer sheet will be the sole responsibility of the candidate.
6. Use black ball point pen to darken the circle which are provided at the Examination Centre only.
7. Do not write or mark outside the demarcated areas on this OMR answer sheet as it may invalidate the OMR answer sheet. Do not write irrelevant matter or scribble on this sheet. Do not fold, tear, wrinkle or staple this sheet.
8. Changing an answer is NOT ALLOWED:
 - * While answering, choose the BEST alternative answer from the four choices given below the question and darken the same in the corresponding circle in the OMR answer sheet. Do not shade more than one circle for a question.
 - * The candidate must fully satisfy themselves about the accuracy of the answer before darkening the appropriate circle, as change of answer is not allowed.
 - * Use of eraser or white fluid on the OMR answer sheet is not permitted, as the OMR answer sheets are machine gradable and it may lead to invalidation.
9. The candidate has to handover the OMR answer sheet to the invigilator before leaving the examination hall.
10. In case of any ambiguity in darkening of circles, the decision of the MIDHANI Management is final.
11. In case you do not follow the above instructions, the OMR answer sheet is liable to be REJECTED.

12. Correct/incorrect way of darkening/shading is shown in the table below for strict compliance:

S No.	Darkening of Circle	Response	Reason
1		Valid	Correct way of Darkening
2		Valid	Correct way of Darkening
3		Invalid	Darkening of circle is done partially
4		Invalid	Darkening of circle is done partially
5		Invalid	Darkening of circle is done partially
6		Invalid	Tick mark (✓) is not allowed and treated as partially darkened
7		Invalid	Cross mark (X) is not allowed and treated as partially darkened
8		Invalid	More than one circle darkened and (✓) and X are not permitted
9		Invalid	Darkening is done in more than one circle and also partial
10		Invalid	Treated as darkened in more than one circle
11		Invalid	Treated as darkened in more than one circle
12		Invalid	Darkening in a circle extended to another circle and treated as darkened in more than one circle
13		Invalid	Darkening is not done properly
14		Invalid	More than one circle Darkened
15		Invalid	One darkened circle is erased and other circle is darkened and treated as darkened more than one circle

Note: 1) Response is valid, if darkened only one circle properly, i.e either 1 or 2 or 3 or 4 and if it is the correct answer, one mark will be awarded.

2) Even if candidate feels that there are two answers, only one circle should be darkened (most appropriate). If two circles are darkened, it will be treated as INVALID.