

## **SOP for Conducting Written Exam for Accreditation of Groundwater Consultants Scheduled to be held on 06th and 07th June 2024**

1. The Regional Director shall appoint a Nodal Officer for conducting the examinations.
2. The Nodal Officer shall maintain secrecy and will be responsible for the smooth conduct of the examination
3. The examinations shall be held on 06.06.2024 and 07.06.2024 as per the schedule below

<b>Papers</b>	<b>Duration</b>	<b>Date</b>	<b>Time</b>
Paper- 1: Impact Assessment Report	2.5 hours	06.06.2024	09:30 a.m. - 12:00 p.m.
Paper-2: Ground Water Modeling Report	2.5 hours	06.06.2024	02:00 p.m. - 04:30 p.m.
Paper-3: Comprehensive Hydrogeological Report for Mining	2.5 hours	07.06.2024	09:30 a.m. - 12:00 p.m.

Applicants need to write the following papers as per their application which will cover the topics given against each category:

<b>S. No.</b>	<b>Accreditation applied for</b>	<b>Paper</b>	<b>Topic</b>
1	Impact Assessment	1	As per Standard Operating Procedures on Impact Assessment Report.
2	Impact Assessment with Modeling	1 & 2	As per Standard Operating Procedures on Impact Assessment Report + Modeling Report.
3	Comprehensive Hydrogeological Report for Mining	3	As per Standard Operating Procedures on Comprehensive Hydrogeological Report.
4	Comprehensive Hydrogeological Report with Modeling	2 & 3	As per Standard Operating Procedures on Comprehensive Hydrogeological Report+ Modeling Report.

4. The examinee should reach at least 30 minutes before the commencement of the exam and no examinee shall be allowed to enter the exam hall after 15 minutes after the commencement of the exam.
5. The nodal officer will check the original valid photo identity proof (Aadhar Card/ Voter ID/ Driving license/ Passport) for entry to the examination hall. A duly signed copy of the valid ID proof shall be attached by the Nodal Officer with the attendance sheet.
6. The exam papers 1 and 2 will start from 09.30hrs and 2.00 hrs on 06.06.2024 and paper 3 from 09.30 hrs on 07.06.2024 in all the designated Regional Offices (examination centers) simultaneously.

7. Roll no. will be allotted by RGI to each candidate. RGI will communicate the names of candidates along with their Roll No. to the Nodal Officer one day prior to the commencement of the Examination. RGI will also mail the format of the attendance sheet to the designated Examination centers.
8. The Nodal Officer will get the attendance sheet for each exam signed by the examinees.
9. \*\*\*\* Not Applicable for Applicant\*\*\*\*
10. \*\*\*\*Not Applicable for Applicant\*\*\*\*
11. \*\*\*\*Not Applicable for Applicant\*\*\*\*
12. \*\*\*\*Not Applicable for Applicant\*\*\*\*
13. Nodal Officer will distribute the signed copy of the Question paper – cum- answer sheet and write the roll no.
14. The question paper will have space for writing answers. However, extra sheets, duly signed & stamped by the nodal officer may be provided to examinees, if required. The extra answer sheet will be tied with the question paper and submitted to the nodal officer.
15. The examination hall should have facility of Video Camera. Videography will be done for all the exams. Also, there should be a facility for video recording/video conferencing through WebEx.
16. \*\*\*\*Not Applicable for Applicant\*\*\*\*
17. \*\*\*\*Not Applicable for Applicant\*\*\*\*
18. Use of mobile phones with internet is prohibited. The examinees will switch off their mobile phones and hand them over to the Nodal Officer.
19. Examinees will be allowed to use their personal Books and their personal Calculator. Ebooks stored on laptops/tabs without internet can be used. Nodal Officer will have to ensure that the laptop/ tab is not connected to internet.
20. Examinees will bring pen, pencil, eraser etc. to be used for writing answers.
21. It is mandatory for each examinee to maintain at least 2 meters distance with other examinees.
22. No talking or hand gestures will be allowed during the examination.
23. No internet facility should be used by the examinees.
24. No fare shall be paid to the examinee for appearing in the examination from their places of residence.
25. In no case signature or name of the examinee shall be inscribed on the Answer sheet. Violation of this will lead to cancellation of candidature.
26. The decision of the Chairman shall be final and binding.