

SOPs for conduct of MERB written examination to be held on 7th July 2025 at Shillong, Tura and Jowai Polytechnics:

1. The Controlling Officer and the Controller of Examinations of all examination centres at Shillong, Tura and Jowai Polytechnics are to ensure that all preparations are in place well ahead of time for the smooth conduct of the examinations.
2. As per the list of candidates already shared, the Controller of Examinations will make adequate seating arrangements for all candidates.
3. All invigilators are to report for duty at 1:00 PM sharp on 7th July 2025.
4. Candidates will report to the respective centres at 2:00 PM. Scrutiny of candidates' identity will be based on Government issued identification such as EPIC, Driving License, Passport, Aadhaar, etc. In this regard, the Controller of Examinations will direct the candidates to the respective examination halls and seats accordingly.
5. Examination Materials will be delivered to the Controller of Examinations at an appropriate time on the said date.
6. The written examination will commence from 3:00 PM and will end at 5:00 PM. Invigilators must countersign each candidate's answer sheet and also record the attendance of the candidates present in the Attendance sheet to be provided. Bathroom breaks are not encouraged during the duration of the examination. However, the discretion lies with the Controller of Examinations who may utilize the services of the security personnel in such situations.
7. At the end of the examination, the Controller of Examinations will tally the collected answer sheets with the attendance record and arrange them as per the discipline/ branch of engineering. The tallied answer sheets will then be handed over to the designated official from DHTE.

Sd/-

Secretary to the Govt. of Meghalaya,
Education Department,
& Member-Secretary,
Meghalaya Education Recruitment Board, Meghalaya.