

application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating that the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

- iv. **Calculation of Percentage:** The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks (in all the subjects irrespective of honours / optional / additional optional subject, if any) and multiplying by 100. This will be applicable for those Universities also where Class / Grade is decided on basis of Honours marks only.

The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

***Proficiency in local language** – For recruitment of Officer Scale I & Office Assistant (Multipurpose), proficiency in local language as specified below shall be an essential qualification:-

- Candidates who have already studied the language of the State in standard VIII or any level above standard VIII in Government recognized Boards of Education/ School or having any certificate to the effect for standard VIII or any level above standard VIII would be considered proficient in that local language.
- Where the candidate does not meet the aforesaid requirement in local language at the time of selection, he will be given a time of six months from the date of joining to acquire the proficiency. This period can be extended by the Boards of RRBs within the framework of the rules and provided that such extension should not be beyond the probation period.

C. APPLICATION FEE/ INTIMATION CHARGES-

Application Fees/ Intimation Charges (Online payment from **18.06.2019 to 04.07.2019** both dates inclusive)

Officer (Scale I, II & III)

- Rs.100/- for SC/ST/PWBD candidates.

- Rs.600/- for all others

Office Assistant (Multipurpose)

- Rs.100/- for SC/ST/PWBD/EXSM candidates.

- Rs.600/- for all others

Bank Transaction charges for Online Payment of fees/ intimation charges will have to be borne by the candidate

D. ONLINE EXAMINATION STRUCTURE-

The structure of the Examinations which will be conducted online are as follows:

Preliminary Examination (objective)*

Office Assistant (Multipurpose)

Sr. No.	Name of Tests	Medium of Exam	No. of Qs	Maximum Marks	Duration
1	Reasoning	Hindi/English	40	40	Composite time of 45 minutes
2	Numerical Ability	Hindi/English	40	40	
	Total		80	80	

Officer Scale-I

Sr. No.	Name of Tests	Medium of Exam	No. of Qs	Maximum Marks	Duration
1	Reasoning	Hindi/English	40	40	Composite time of 45 minutes
2	Quantitative Aptitude	Hindi/English	40	40	
	Total		80	80	

*** Candidates (for both posts) have to qualify in both the tests by securing minimum cut-off marks. Adequate number of candidates in each category, depending upon requirements, will be shortlisted for Online Main Examination.**

Main Examination (objective)

Office Assistant (Multipurpose)

Sr. No.	Name of Tests	Medium of Exam	No. of Questions	Maximum Marks	Duration
1	Reasoning	Hindi/English	40	50	Composite Time of 2 hours
2	Computer Knowledge	Hindi/English	40	20	
3	General Awareness	Hindi/English	40	40	
4 a•	English Language	English	40	40	
4 b•	Hindi Language	Hindi	40	40	
5	Numerical Ability	Hindi/English	40	50	
	Total :::::		200	200	

Officer Scale-I

Sr. No.	Name of Tests	Medium of Exam	No. of Questions	Maximum Marks	Duration
1	Reasoning	Hindi/English	40	50	Composite Time of 2 hours
2	Computer Knowledge	Hindi/English	40	20	
3	General Awareness	Hindi/English	40	40	
4 a•	English Language	English	40	40	
4 b•	Hindi Language	Hindi	40	40	
5	Quantitative Aptitude	Hindi/English	40	50	
	Total :::::		200	200	

Single level Examination (objective)**Officer Scale-II (General Banking Officer)**

Sr. No.	Name of the Tests	Medium of Exam	No. of Qs.	Maximum Marks	Duration
1	Reasoning	Hindi/English	40	50	Composite Time of 2 hours
2	Computer Knowledge	Hindi/English	40	20	
3	Financial Awareness	Hindi/English	40	40	
4a•	English Language	English	40	40	
4b•	Hindi Language	Hindi	40	40	
5	Quantitative Aptitude & Data Interpretation	Hindi/English	40	50	
	TOTAL:::::		200	200	

Officer Scale-II (Specialist Cadre)

Sr. No.	Name of the Tests	Medium of Exam	No. of Qs.	Maximum Marks	Duration
1	Professional Knowledge	Hindi/English	40	40	Composite Time of 2 hours and 30 minutes
2	Reasoning	Hindi/English	40	40	
3	Financial Awareness	Hindi/English	40	40	
4a•	English Language	English	40	20	
4b•	Hindi Language	Hindi	40	20	
5	Computer Knowledge	Hindi/English	40	20	
6	Quantitative Aptitude & Data Interpretation	Hindi/English	40	40	
	TOTAL:::::		240	200	

Officer Scale- III

Sr. No.	Name of the Tests	Medium of Exam	No. of Qs.	Maximum Marks	Duration
1	Reasoning	Hindi/English	40	50	Composite Time of 2 hours
2	Computer Knowledge	Hindi/English	40	20	
3	Financial Awareness	Hindi/English	40	40	
4a•	English Language	English	40	40	
4b•	Hindi Language	Hindi	40	40	
5	Quantitative Aptitude & Data Interpretation	Hindi/English	40	50	
	TOTAL:::::		200	200	

- Candidates can opt either 4 a or 4 b.

Other detailed information regarding the online examination will be given in an **Information Handout**, on authorised IBPS website which will be made available for the candidates to download along with the call letter.

E. PENALTY FOR WRONG ANSWERS (APPLICABLE TO ALL – PRELIMINARY, MAIN AND SINGLE LEVEL EXAMINATIONS)

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate; there will be no penalty for that question.

F. CUTOFF SCORE

For Office Assistant (Multipurpose) - Each candidate will be required to obtain a minimum score in each test of Online Main examination to be considered to be shortlisted for provisional allotment. Depending on the number of vacancies available in each state, candidates will be shortlisted for provisional allotment.

For Officers Scale I - Each candidate will be required to obtain a minimum score in each test of Online Main Examination to be considered to be shortlisted for interview. Depending on the number of vacancies available, adequate number of candidates in each category not exceeding three times of the declared vacancies in each state shall be called for interview, subject to availability. Prior to the completion of the interview process, scores obtained in the Online Main Examination will not be shared with the candidates shortlisted for interview.

For Officers Scale II and III - Each candidate will be required to obtain a minimum score in each test of Online Single Examination to be considered to be shortlisted for interview. Depending on the number of vacancies available, adequate number of candidates in each category not exceeding three times of the declared vacancies shall be called for interview, subject to availability. Prior to the completion of the interview process, scores obtained in the Online Main Examination will not be shared with the candidates shortlisted for interview.

Mere passing in individual tests may not be sufficient as candidates should also score sufficiently high on Total score in order of merit to be called for Common Interview / Provisional Allotment. Decision of IBPS in short-listing and calling numbers of candidates for Common Interview / Provisional Allotment shall be Final.

G. SCORES OBTAINED IN THE ONLINE EXAMINATION (Preliminary / Main / Single)

The corrected scores obtained by each of the candidates in different sessions (if held) will be normalized using equipercentile method.

Scores upto two decimal points shall be taken for the purpose of calculation.

FOR THE POST OF OFFICE ASSISTANT (MULTIPURPOSE) – MARKS OBTAINED ONLY IN THE MAIN EXAMINATION WILL BE CONSIDERED FOR FINAL MERIT LISTING.

FOR THE POST OF OFFICERS SCALE I – MARKS OBTAINED ONLY IN THE MAIN EXAMINATION WILL BE CONSIDERED FOR SHORTLISTING FOR INTERVIEW AND FINAL MERIT LISTING.

FOR THE POST OF OFFICERS SCALE II (GENERALIST AND SPECIALIST) AND SCALE III – MARKS OBTAINED IN THE SINGLE LEVEL EXAMINATION WILL BE CONSIDERED FOR SHORTLISTING FOR INTERVIEW AND FINAL MERIT LISTING.

H. EXAMINATION CENTERS

- The examination will be conducted online in venues across many centres in India. The tentative list of Examination centres for the Preliminary / Main / Single examinations is available in Annexure II.
- No request for change of centre for Examination shall be entertained.
- IBPS, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- IBPS also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- Candidate will appear for the examination at an Examination Centre at his/her own risk and expenses and IBPS will not be responsible for any injury or losses etc. of any nature.
- Any unruly behaviour/misbehaviour in the examination hall may result in cancellation of candidature/ disqualification from this exam and also from the future exams conducted by IBPS.

I. PRE-EXAMINATION TRAINING (PET)- (To be arranged by the RRBs)

Pre-Examination Training may be arranged by the Regional Rural Banks to a limited number of candidates belonging to Scheduled Caste/ Scheduled Tribes/ Minority Communities/ Ex-Servicemen/ Persons With Benchmark Disabilities for the Post of Office Assistant (Multipurpose) and Scheduled Caste/ Scheduled Tribes/ Minority Communities for the Post of Officer Scale-I at some centers viz. Warangal, Anantapur, Naharlagun (Papumpare), Guwahati, Ajmer, Raibareilly, Guntur, Raipur, Gandhinagar, Srinagar, Lucknow, Mandi, Jammu, Ranchi, Dharwad, Varanasi, Mallapuram, Patna, Imphal, Jodhpur, Shillong, Aizawl, Kohima, Indore, Bhubaneswar, Salem, Howrah, Moradabad, Puducherry, Ludhiana, Gorakhpur, Rohtak, Rajkot, Hyderabad, Agartala, Muzaffarpur, Dehradun, and Nagpur.

All eligible candidates who wish to avail of Pre-Examination Training should fill in the relevant column in the ON-LINE APPLICATION. All expenses regarding traveling, boarding, lodging etc. will have to be borne by the Candidate for attending the Pre-Examination Training programme at the designated Centers. IBPS, however, reserves the right to cancel any of the Pre- Examination Training Centers and/ or add some other Centers and/ or make alternate arrangements, depending upon the response, administrative feasibility, etc.

By merely attending the Pre-Examination Training no candidate acquires any right to be selected in any of the Regional Rural Banks mentioned.

J. INTERVIEW – applicable only for post of Officers (Scale I, II and III)

Candidates who have been shortlisted in the main examination for the post of Officers Scale I and in the single level examination for the post of Officers Scale II and III under CRP- RRB-VIII will subsequently be called for an Interview to be co-ordinated by the Nodal Regional Rural Bank with the help of NABARD and IBPS in consultation with the appropriate authority. Interviews will be conducted at select centres. The centre, address of the venue, time & date of Interview will be informed to the shortlisted candidates in the call letter. Candidates are required to download their interview call letters from authorised IBPS website www.ibps.in. **Please note that any request regarding change in date, centre etc. of interview will not be entertained.** However the conducting agencies reserve the right to change the date/ venue/ time/ centre etc. of interview or hold supplementary process for particular date / session / venue / centre / set of candidates at its discretion, under unforeseen circumstances, if any.

The total marks allotted for Interview are 100. The minimum qualifying marks / scores in interview for Officers Scale I, II and III will be as per extant guidelines. The relative weightage (ratio) of Online Examination and Interview will be 80:20 respectively for the Officers cadre. The combined final score of candidates shall be arrived at on the basis of scores obtained by the candidates in the Online Main Examination for the post of Officers Scale I and in the Single Level Examination for the post of Officers Scale II and III under CRP for RRBs-VIII and Interview. Interview score of the candidates failing to secure minimum qualifying marks or otherwise barred from the interview or further process shall not be disclosed.

A candidate should qualify both in the Online Examination (Main / Single) and Common Interview and be sufficiently high in the merit to be shortlisted for subsequent provisional allotment process, details of which will be made available subsequently on authorised IBPS website.

While appearing for the Interview, the candidate should produce valid prescribed documents given below. In the absence of documents candidature of the candidates shall be cancelled. IBPS/ Nodal RRB/ RRBs take no responsibility to receive/ collect any certificate/remittance/ document sent separately.

List of Documents to be produced at the time of interview / joining (as applicable)

The following documents in original and self-attested photocopies in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview / joining failing which the candidate may not be permitted to appear for the interview. **Non submission of requisite documents by the candidate at the time of interview/ joining will debar his candidature from further participation in the recruitment process.**

- (i) Printout of the valid Interview Call Letter
- (ii) Valid system generated printout of the online application form registered for CRP RRBs-VIII
- (iii) Proof of Date of Birth (Birth Certificate issued by the Competent Authorities or SSLC/ Std. X Certificate with DOB)
- (iv) Photo Identity Proof as indicated in Point L of the advertisement
- (v) Mark-sheets or certificates for Graduation or equivalent qualification etc. Proper document from Board / University for having declared the result on or before **04.07.2019** has to be submitted. Experience Certificates (as on **04.07.2019**) if applicable.
- (vi) Caste Certificate issued by the competent authority in the prescribed format as stipulated by Government of India in the case of SC / ST / OBC category candidates.
Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.
- (vii) Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format in the case of EWS category candidates.
- (viii) Disability certificate in prescribed format issued by the District Medical Board in case of Persons With Disability category
If the candidate has used the services of a Scribe at the time of online exam the duly filled in details of the scribe in the prescribed format
- (ix) **For Officers-** An Ex-serviceman candidate has to produce a copy of the Service or Discharge book alongwith pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview.

Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services, on or before 03.07.2020. Please note that failure to

provide this certificate will result in immediate disqualification. The RRB's will not be in any position to waive this condition. The Candidates falling in this category are well advised to apply for this certificate at the earliest to avoid disqualification.

For Office Assistant (Multipurpose)- Ex-Servicemen candidates: (i) Candidates who are released/retired from Armed Forces are required to submit a certificate as per Proforma A. Such Ex-servicemen candidates have to produce a copy of the discharge Certificate / pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of joining. (ii) Candidates who are still in the Armed Forces and desirous of applying under Ex-Servicemen category should submit Proforma B from the Competent Authority showing his/her date of completion of specific period of engagement (SPE) along with the declaration in Proforma C. Such candidates whose SPE is completed on or before **03.07.2020** are eligible to apply. Such candidates have to submit a release letter and a self-declaration from the candidate that he/ she is entitled to benefits admissible to Ex-Servicemen as per Govt. of India rules (iii) Those candidates who have completed their initial period of assignment and who are on extended assignment are required to submit the certificate as per Proforma D. (iv) Dependents of Servicemen killed in action or those who have been severely disabled have to produce satisfactory documentary proof showing that they are Dependents of Servicemen killed in action or severely disabled and an affidavit stating that the relaxation is availed by one dependent of Ex-Servicemen or not availed by any Dependent of Servicemen killed in action or severely disabled

- (x) Candidates serving in Government / quasi govt. offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid. The No Objection Certificate should not be issued for appearing in interview for selection to any particular Regional Rural Bank as the Common Recruitment Process is for all RRBs. Production of such conditional NOCs at the time of interview will not be considered and such candidates will not be permitted to participate in interview/will not be considered for further selection process.
- (xi) Persons eligible for age relaxation under II (6) must produce the domicile certificate at the time of interview/ joining / at any stage of the subsequent process from the District Jurisdiction where he / she had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir to the effect that the candidate had ordinarily domiciled in the State of J&K during the period from 01.01.1980 to 31.12.1989.
- (xii) Persons eligible for age relaxation under II (7) must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial Services communication No.F.No.9/21/2006-IR dated 27.07.2007.
- (xiii) Persons falling in categories (ii), (iii), (iv) and (v) of Point B (I) should produce a certificate of eligibility issued by the Govt. Of India
- (xiv) Any other relevant documents in support of eligibility

Note:-

- 1. Candidates will not be allowed to appear for the interview / join the allotted RRB if he/ she fails to produce the relevant eligibility documents as mentioned above.**
- 2. Non production of relevant eligibility documents at the time of interview / joining shall make the candidate/s ineligible for further process of recruitment under CRP RRB VIII.**
- 3. No documents shall be directly sent to IBPS / Nodal RRBs by candidates before or after the interview.**

The Competent Authority for the issue of the certificate to SC / ST / OBC / Persons With Benchmark Disabilities/Economically Weaker Section is as under (as notified by GOI from time to time):

For Scheduled Castes / Scheduled Tribes / Other Backward Classes: (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner/ Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate) / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tehsildar (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.
Economically Weaker Section :(i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner, (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate, (iii) Revenue Officer not below the

rank of Tehsildar and (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

For Persons with Benchmark Disabilities: Authorised certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopaedic / Ophthalmic / ENT Surgeon.

Prescribed Formats of SC, ST, OBC, PWBD, EWS certificates to be submitted at the time of interview (wherever applicable)/joining etc. can be downloaded from authorised IBPS website www.ibps.in. Candidates belonging to these categories are required to produce the certificates strictly in these formats only.

K. PROVISIONAL ALLOTMENT

On completion of the interview process / main examination, depending on the vacancies to be filled in as per the business needs of the RRBs and as reported to IBPS, candidates shortlisted will be provisionally allotted to one of the RRBs, based on merit-cum-preference keeping in view the spirit of Govt. Guidelines on reservation policy, various guidelines issued by Govt. of India/Others from time to time, administrative exigency, etc. No change in the data already registered by the candidate in the online application form is possible.

For Officers in Scale I and Office Assistant (Multipurpose), the provisional allotment shall be restricted within the RRBs of the State opted for.

A candidate belonging to reserved category, selected on the basis of norms as applicable to General Category, will be treated at par with a General category candidate. Such own merit candidates belonging to reserved categories who are provisionally allotted under unreserved (General) category will not be adjusted against a reserved post. However their original category as registered in the online registration will remain unchanged.

In the event of two or more candidates having obtained the same score, merit order is decided as per date of birth (the candidate senior in age is placed before/ above the candidate junior in age), as per the prevailing practice

The provisional allotment is subject to the candidate fulfilling the criteria for RRBs and identity verification to the satisfaction of the allotted RRB. This does not constitute an offer of employment. In case it is detected at any stage of the recruitment process that, the candidate does not satisfy the eligibility criteria his/her candidature/ chance in the process shall stand forfeited.

A candidate who is provisionally allotted will forfeit his/her candidature/ chance for the process if he/she does not avail the offer of appointment from the RRBs.

Issuance of offer of appointment including terms and conditions, formalities for verification, joining etc. is solely the decision of the RRBs and shall be final and binding. IBPS shall have no role therein. Any queries in this regard shall be directed to the RRBs only.

A reserve list to the extent of vacancies as per extant provision will be drawn in each category subject to exigencies and availability of candidates. This does not guarantee provisional allotment to/recruitment by the RRBs. In the event of RRBs providing further vacancies, provisional allotment will be carried out for the candidates in the reserve list subject to vacancies being provided within one year after the date of provisional allotment. However if no vacancy is furnished by the RRBs owing to exigencies or otherwise during the validity period the candidates under the reserve list will not be considered for provisional allotment. The reserve list will expire automatically on the day which is one year after the date of Provisional Allotment or until a fresh provisional allotment is made, whichever is earlier, with or without any notice. Candidates who are not provisionally allotted or not in the reserve list will not be considered for any further process under CRP RRBs- VIII.

IBPS is not responsible in case the RRBs do not notify sufficient vacancies to exhaust the reserve list. Similarly, neither the RRBs nor IBPS is bound to notify every vacancy that may arise in any RRB during pendency of reserve list. IBPS is not responsible for the recruitment of candidates, and will only act upon the vacancies notified by the RRBs in that regard within the specified period.

The decision of IBPS in provisional allotment of RRBs shall be final and binding upon the selected candidates. However IBPS reserves the right to cancel, reallocate Organisation-wise allocation/ change the process depending upon exigencies or otherwise.

Provisionally allotted candidates (subject to fulfilling all required criteria) may be posted anywhere.

L. IDENTITY VERIFICATION

i. DOCUMENTS TO BE PRODUCED

In the examination hall as well as at the time of interview, the call letter along with a photocopy of the candidate's photo identity (**bearing exactly the same name as it appears on the call letter**) such as PAN Card/ Passport/Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised college/ university/ Aadhar /E-Aadhar card with a photograph/ Employee ID should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. **If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination/ interview.**

- **Ration Card and Learner's Driving License will not be accepted as valid id proof for this project.**
- **In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.**

Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ call letter and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview.

ii. BIOMETRIC DATA – Capturing and Verification

It has been decided to capture / verify the biometric data (right thumb impression or otherwise) and the photograph of the candidates on the following occasions:

Office Assistant (Multipurpose):

- Before the start of the Main Examination
- At the end of Main Examination before leaving the exam hall / lab
- At the time of joining (if provisionally allotted)

Officers Scale I:

- Before the start of the Main Examination
- At the end of Main Examination before leaving the exam hall / lab
- At the time of Document Verification before the Common Interview (if shortlisted)
- At the time of joining (if provisionally allotted)

Officers Scale II & III:

- Before the start of the Single Examination
- At the end of Single Examination before leaving the exam hall / lab
- At the time of Document Verification before the Common Interview (if shortlisted)
- At the time of joining if (provisionally allotted)

Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Refusal to participate in the process of biometric data capturing / verification on any occasion may lead to cancellation of candidature.

Candidates are requested to take care of the following points in order to ensure a smooth process

- If fingers are coated (stamped ink/mehndi/coloured...etc.), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.

If the primary finger (right thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.