

No.C1-8694/TC/97.

Head Office,
Motor Vehicles Department,
Thiruvananthapuram,
Date:19-8-1998.

From

K.J. Joseph, I.P.S.,
Addl. Director General of Police,
Transport Commissioner.

To

[Sec. Letter No C/13294/51
98 dt 3-6-99]

All Regional Transport Officers.

Sir,

Sub:- Learners' Licence - Conduct of Written Test -
regarding.

Ref:- Circular No.26/98 dated 13-8-1998.

The following steps may be taken with a view to ensure
the smooth conduct of objective type written test on all
Saturdays from 22-8-1998 onwards.

- (1) The name and location of the Educational Institution selected for conduct of the test may be published in local newspapers etc.
- (2) Question papers and answer sheets issued from this office will be kept in safe custody personally by the Regional Transport Officer.
- (3) Different sets of question papers proposed to be used on a particular date will be kept in a sealed cover by the Regional Transport Officer until it is opened at the centre for distribution immediately before the commencement of the test.
- (4) Candidates may be advised to report at the centre at 8.30 A.M. (those arriving thereafter may be admitted to subsequent batches on the same day).
- (5) A table/counter may be set up in the premises of the centre where the applications and enclosed documents will be scrutinised by a Motor Vehicle Inspector. Candidate should be advised to furnish his own temporary address in column 4 of the application (Form-2). (Address, seal etc. of Driving

Schools will not be acceptable in place temporary address).

- (6) Applications of those who are found eligible to appear in the test may be marked "Admit" and initialled by the Motor Vehicle Inspector. Entries in column 1 to 3 of 'Learners' Licence Register' will be made by this Motor Vehicle Inspector.
- (7) As provided in Central Motor Vehicles Rule 4, proof of correctness of address will be required in respect of temporary address also, if it is different from the permanent address.
- (8) Another counter will be set up nearby for accepting fees from the eligible applicants.
- (9) Applicants may be seated conveniently in class rooms/halls and answer sheets may be supplied first. Thereafter the method of marking answers in the answer sheets may be explained/demonstrated by Invigilating Officers (Asst. Motor Vehicle Inspectors).
- (10) Question papers will be supplied thereafter and the "time allowed" will commence immediately.
- (11) No applicant will be allowed to leave the ~~xxx~~ hall before collection of question papers and answer papers by the Asst. Motor Vehicle Inspector.
- (12) Special care may be taken to ensure that nothing is written/marked on the question papers.
- (13) On completion of test of each batch, the number of question papers issued to each Invigilating Officer will be checked in order to ensure that no question paper is taken away by candidates.
- (14) It may be ensured by the Regional Transport Officer that adequate number of officers are mobilised, various steps in the test are co-ordinated, learners' licence issued to eligible applicants at the centre itself and column 1 to 11 in the register filled up properly.

Yours faithfully,



Transport Commissioner.

Copy to: All Zonal DTCs/Sub Regional Officers/
CAS to TC/Addl. TC/Secy, STA/Secy, DTC(T)/RT/Specy.