

**Regarding Standard Operating Procedure
(SOP) for use of 'e-Maha Pariksha' Portal as a
pan-State Examination Management
Solution**

**Government of Maharashtra
General Administration Department (Information Technology)
Government Resolution No. मातंसं-088/27/2016-DIR IT(MH)**

**Hutatma Rajguru Chowk, Madam Cama Road,
Mantralaya, Mumbai – 400 032
Dated – 19 September, 2017**

- Ref : (1) DIT letter no. DIT-09/File-11/88/39 dated 10.09.2013**
(2) DIT letter no. GAD- मातंसं /31/2014-O/O, dated 2.10.2014
**(3) GAD circular No- प्रानिम.: 1214/289 (प्र.क्र.108/14)/13-अ
dated 11.03.2015**

Introduction

Various Departments and field offices of the Government of Maharashtra conduct examinations for purposes of recruitment and entry to academic programs. At present, the actual conduct of the written examination is mostly done in manual mode using printed question papers where candidates mark their answers on an OMR sheet. The processes involved in conduct of these examinations are application management, issue of admit cards, scanning and evaluation of answer sheets, result preparation and merit list generation.

Departments have expressed interest in automating this process and shifting to computer based examinations wherein examinations are conducted on a computer terminal. In a meeting held on 25th April 2016 chaired by Hon. Chief Minister, it has been decided that DIT must automate the process of conduct of examinations and develop a pan-State examination portal (Maha Pariksha) which will be used by all Departments and institutions. This portal should offer an end-to-end solution for conduct of examinations and result processing including a computer based test. This portal should also ensure that current issues faced in the conduct of examinations involving administrative challenges, infrastructure challenges and security challenges are effectively addressed.

Accordingly, a Detailed Project Report for Maha Pariksha project was prepared by Directorate of Information Technology with the following vision.

- a) Development of a One-stop pan-State Examination Management Solution for all kinds of exams i.e. recruitment, entrance, regular academic examinations etc.
- b) Automation of the complete examination process cycle.
- c) Ensuring total transparency and accountability in exam process operations.
- d) Minimizing workload of employees of concerned organisations.
- e) Ensuring security of confidential data.
- f) Publication of Zero error & timely results

The Detail Project Report (DPR) was approved by the High Power Committee (HPC) (IT) chaired by Chief Secretary in its meeting held on 27.01.2017. The project was assigned to Maharashtra IT Corporation (MahaIT) for implementation on a purely transaction model. After carrying out a tendering process, MahaIT has onboarded a technology partner for the same.

The issue of operative instructions to Departments regarding the use of the e-Examination portal was under the consideration of the Government.

Government Resolution

In supersession of all earlier instructions issued by the Government regarding use of software applications for conduct of examinations at reference 1 & 2 and para 1 to 7 of the circular at reference no. 3, the following instructions are being issued.

1. The use of the "Maha Pariksha" portal (www.mahapariksha.gov.in) shall be mandatory from **1.10.2017** for all examinations for recruitment to various posts and entrance examinations for various academic programs conducted by any Department of the State Government & its sub-ordinate offices, any authority or body in Maharashtra established or constituted by any Central or State law including examination authorities like State Common Entrance Examination (CET) cell, any body owned and controlled by the State Government and shall also include the bodies whose composition and administration are predominantly controlled by the State Government, Public Sector companies, Societies, Boards, Urban Local Bodies, Panchayati Raj institutions and Other statutory bodies etc. of Government of Maharashtra.

2. The State Government may decide to make the use of the Maha Pariksha portal mandatory for conduct of all examinations being conducted by the Maharashtra Public Service Commission (MPSC) and for conduct of regular academic examinations (post-admission) in all academic institutions including Universities and affiliated colleges. Instructions regarding this will be issued from time to time.

3. The State Government shall notify the services offered under the Maha Pariksha portal as a service under Section 3 of the Maharashtra Aadhar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (Mah. Act No. XVIII of 2017). Hence, Maha Pariksha portal shall be integrated with the Maharashtra Direct Benefit Transfer (MahaDBT) portal wherein Aadhar number will be used for establishing the identity of the applicant.

4. The following functionalities & services will be made available to Departments by MahaIT as part of the Maha Pariksha portal.

- i. Department/User Agency Registration
- ii. Exam profile creation

- iii. Candidate registration
- iv. Pre-examination activities like issue of admit cards, identification of subject experts, question bank/question paper creation (Optional), identification & preparation of exam centres including all logistics and appointment of invigilators and supervisors.
- v. Conduct of examinations
- vi. Evaluation of answers
- vii. Declaration of results as per criteria specified by Department

5. A "Maha Pariksha cell" shall be set up by MahaIT for ensuring effective management and supervision regarding the conduct of examinations. Project Managers of the Maha Pariksha cell of MahaIT shall be the point of contact for all Departments/User agencies intending to use the services offered by the Maha Pariksha portal. The contact details are as follows-

(1) Project Manager-1, Maha Pariksha cell- pm1.mahapariksha@mahait.org.

(2) Project Manager-2, Maha Pariksha cell- pm2.mahapariksha@mahait.org.

Departments/ user agencies are mandated to place an order for Maha Pariksha services only with MahaIT.

6. The Standard operating procedure (SoP) for use of the Maha Pariksha portal services shall be as per Annexure-1. Department/User agencies should issue the notification or advertisement about the examination only after obtaining confirmation from MahaIT about rollout of the customized solution by MahaIT & ascertaining the same. Further, indicative timelines for post-advertisement operational activities shall be as specified in Annexure-2.

7. The rates for various services on the Maha Pariksha portal are notified as follows. These rates shall be valid till **31.3.2019**.

Sr.no	Service	Rate per candidate per examination (exclusive of payment gateway charges)
1	Computer based examination services	Rs. 250/-
2	OMR based examination services	Rs. 225/-
3	Question paper setting	Rs. 1/- per question (irrespective of number of candidates)

If user Departments/User agencies decide to charge any other fee, it will be added to this amount. The applicants will have to pay the sum of the Maha Pariksha portal fees & Departmental fees (if any) while submitting applications for any examination. Various payment options like net banking, credit/debit card, use of Mahawallet & other digital payment options that the State Government may notify from time to time will be made available to the candidates

8. The governance structure set up within MahaIT for the operation, monitoring and supervision of the MahaPariksha portal shall be as shown in Annexure-4. This is indicative in nature and the Chairman of MahaIT may make necessary changes in the same as required.

9. MahaIT should organize training cum change management workshops at State, divisional and district levels at least once in 6 months. Department & User Agency Nodal officers should participate in this workshop to ensure that they are aware of the updated functionalities of the portal.

This Government resolution of Maharashtra Government is available at the website www.maharashtra.gov.in. Reference no. for this is 201709191659027111. This order has been signed digitally.

By order and in the name of the Governor of Maharashtra.

(Shubhangi B Shedge)

Under Secretary-IT, Government of Maharashtra.

To:

1. Secretary to the Hon'ble Governor of Maharashtra,
2. Additional Chief Secretary to Hon'ble Chief Minister,
3. Personal Secretary to All Ministers/All Ministers of State,
4. Hon'ble Leader of Opposition, Legislative Assembly/ Legislative council, Maharashtra Vidhan Mandal Sachivalaya, Mumbai,
5. All Hon'ble Members of Legislative Assembly/ Legislative council,
6. Personal Assistant to Chief Secretary,
7. Additional Chief Secretary/Principal Secretary/Secretary of All Departments,
8. Additional Chief Secretary (Services), Mantralaya, Mumbai,
9. Principal Secretary, Maharashtra Vidhan Mandal Sachivalaya Mumbai,
10. Registrar, High Court (Original Side) Mumbai,
11. Registrar, High Court (Appellate Side) Mumbai,
12. Registrar, Lok Ayukta and Up Lok Ayukta, Maharashtra State Mumbai,
13. Secretary State Election Commission, Mumbai
14. Secretary, Maharashtra Public Service Commission Mumbai,
15. Chief Information Commissioner, State Information Commission, Mumbai,
16. Auditor, Accountant General (A & E), Maharashtra Mumbai,
17. Auditor, Accountant General (A & E), Maharashtra Nagpur,
18. Auditor, Accountant General (Audit), Maharashtra Mumabai,
19. Auditor, Accountant General (Audit), Maharashtra Nagpur,
20. Pay and Accounts Officer, Mumbai,
21. Residential Audit Officer, Mumbai,

22. Director General of Police, Maharashtra State, Mumbai,
23. All Divisional Commissioners
24. All Commissioners of Police,
25. Commissioners of All Municipal Corporations,
26. All Collectors,
27. All Chief Executive Officer, Zilla Parishad/Municipalities,
28. All Departments of Mantralaya,
29. Director General, Information and Public Relations, Mantralaya Mumbai,
30. Managing Director, Maharashtra IT Corporation Mumbai,
31. Select File, DIT, General Administration Department, Mantralaya.

Annexure – 1**Standard Operating Procedures (SOP) for conduct of examinations on 'Maha-Pariksha Portal':**

Sr.no	Activity	Responsibility	Indicative timeline (days)
1	Departments/ User Agencies intending to use the Maha Pariksha portal will have to nominate a nodal officer for the same. Nodal officer will be authorised to register the Department/ User Agency on the Maha Pariksha portal and create sub-users which can be users in sub-ordinate offices of the Department.	Head of Department/ User Agency	From 30.09.2017
2	If Department/User Agency wants to organize an examination using the Maha Pariksha portal, nodal officer should submit a request on the portal online in the format specified in Annexure-3.	Department/ User Agency nodal officer	T
3	Project Manager of the Maha Pariksha cell or his authorised representative will contact the Departmental nodal officer and organize a kick-off meeting & carry out a requirements gathering exercise by contacting the concerned office & visiting it, if required. The requirement document should be jointly signed off by the concerned Department and MahaIT.	Project Manager, Maha Pariksha cell, Maha IT	T + 15
4	Maha-IT will provide a customized solution on the portal to meet the requirements of Department/ User Agency.	Project Manager, Maha Pariksha cell, Maha IT	T + 30
5	Nodal officer of Department/User Agency or authorized representative of sub-ordinate office will provide sign-off to Maha-IT regarding the customized solution.	Department/Agency nodal officer or Authorized representative	T1 = T + 37
6	Rollout of the customized solution for use of all the stakeholders	Project Manager, Maha Pariksha cell, Maha IT	T1 + 7 (7 days after receiving signoff from nodal officer.

Annexure – 2**Indicative timelines for post-advertisement activities:**

Sr.no	Activity	Responsibility	Indicative timeline (days)
1	Publication of newspaper advertisement	Authorised officer of Department/User Agency	T1+3
2	Online application start date	Project Manager, Mahapariksha cell, MahaIT	T1 + 7
3	Online form completion & final submission	System dates	T1 + 35
4	Applicant form corrections	System dates	T1 + 40
6	Issue of admit card/hall ticket	Project Manager, Mahapariksha cell, MahaIT	T1 + 54
7	Examination	System dates	T1 + 68
8	Answer key uploaded on portal	Project Manager, Mahapariksha cell, MahaIT subject to furnishing of answer key by Department/User Agency	T1 + 69
10	Receiving objections (if any) against answer key for any wrong or misprint question	System dates	T1 + 74
11	Result generation	System dates	T1 + 85
12	Publication of merit lists	Project Manager, Mahapariksha cell, MahaIT	T1 + 91
13	Publication of list of candidates for other tests, physical test, interview etc	Project Manager, Mahapariksha cell, MahaIT	T1 + 97
14	Final result uploading	Project Manager, Mahapariksha cell, MahaIT subject to receipt of marks from Department	Within 3 days of receipt of interview /other test mark

Annexure – 3**Submission of request for conducting Examination on MahaPariksha portal****(For Departmental use only)**

1	Name of Department	
2	Name of Office	
3	Details of Nodal officer (Name, Email address & Mobile number)	
4	Type of examination	Recruitment/ Entrance exam/ Regular academic
5	Tentative date & time of examination	
6	Details of examination	Objective/ Subjective Number of stages (Preliminary/Main/Physical test) Number of papers Number of questions
7	Number of applicants in the exam conducted in previous years (last 3)	
8	Estimated stage wise number of applicants	
9	Indicative list of locations (names of cities to be mentioned)	
10	Services required from Maha Pariksha portal	Computer Based Test/ Non- Computer based test
11	Are question paper services required	Yes/No
12	If yes, please give details	Question paper setting/ Question bank setting Number of papers & questions Type of subject experts required
13	Is any Departmental fee specified	Yes/No
14	If yes, please specify details- amount per applicant	
15	Are any applicants exempted from Department fee or given concession- please specify details	
15	Any other relevant details	

(Signature of Department official)

Annexure – 4

Responsibility matrix and indicative Governance structure for activities to be carried out by MahaIT regarding Maha Pariksha portal

Sr.no	Activity	Responsibility	Supervisory role	Leadership role
1	Exam center identification and planning	Project Manager-1	Joint Controller-1	Controller
2	Audit and finalization			
3	Finalize list of Exam centers			
4	Command Center preparation and readiness			
5	Advertisement (Portal)	Nodal officer of Department	-	-
6	Applicant registration-monitoring & troubleshooting	Project Manager -1	Joint Controller-1	-
7	Hall ticket generation	Project Manager-1	Joint Controller-1	-
8	Conduct of Examination	Project Manager-1	Joint Controller-1	-
9	Answer key upload & resolution of objections if any regarding the same.	Project Manager-2	Joint Controller-2	-
10	Publish Exam results / Merit list	Project Manager-2	Joint Controller-2	-
11	Publication of list of candidates for other tests, physical test, interview etc	Project Manager-2	Joint Controller-2	-
12	Final result up loading	Project Manager-2	Joint Controller-2	-
13	Appointment of Examination Observers	Nodal officer of Department	-	-
14	Police arrangement (Law & Order)	Joint Controller (Legal)	Managing Director (MahaIT)	-
15	Handling of Legal Cases & RTI matters	Joint Controller (Legal)	Managing Director (MahaIT)	-
16	Release of payments to system integrator & maintaining financial controls	Joint Controller (Financial)	Managing Director (MahaIT)	Chairman - MahaIT
17	Policy level issues	Controller	Managing Director (MahaIT)	Chairman - MahaIT