



# MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION

## Mumbai Sub Region

(Autonomous) (ISO 9001-2000)

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No. MSBTE/D-47/MSR/DC-EC-CI/S-10/2010/ 405

Date : - 17.03.2010

### **Web Circular:**

To,

The Principals of

Institutes in RBTE Mumbai

### **SUB : - M.S.B.T.E Summer/Winter Examinations Important Instructions and Guidelines For Distribution Center, Exam Center, Connected Instt**

- Ref: 1) No. MSBTE/D-47/MSR/DC-EC-CI/S-10/2010/ 325, Date : - 23.02.2010  
2) No. MSBTE/D-47/MSR/DC-EC/S-10/2010/ 326, Date : - 23.02.2010  
3) No. MSBTE/D-47/MSR/EC-CI/S-10/2010/ 327, Date : - 23.02.2010

Sir,

Please refer these important instructions and guidelines regarding M.S.B.T.E Summer/Winter Examination for Distribution Centers, Exam Centers, Connected Institutes.

### **Important Instruction :-**

The principal of the Institute of DC/EC are hereby requested that the copy of Inventory list of Question Paper packets belongs to your Distribution Center / Exam Center / Connected Institute are to be checked & verified well in advance & the discrepancy if any to be reported to this office on or before **03 April 2010 in the format shown as Discrepancy Report Annexure – III D/E.**

- If there is short coming / discrepancy in number of packet of your DC/EC the same also to be reported on above date in the same format Annexure – III.
- If there is no discrepancy it is also to be reported as **No Discrepancy Report** of short fall of Question Paper Packets for your DC/EC in the same format Annexure III.

**Note :-** The contact numbers of all DC, EC & CI is shown in the DC/EC/CI institute program documents. So please refer respective office orders and all the concerned may please be contacted immediately.

### **Guidelines for DC / EC / Connected Institutes**

1. The connected institutes should provide exact numbers of Candidates appearing on each day to Officer In-charge of Examination center well in advance.
2. The Institutes for whom Examination center is other than their own institute should make arrangement to Guide their students & also give proper information to Officer In-charge Exam Center such AS Opt/AB/NF/EX/Class Improvement/Reappearing/ DIS etc. **For this purpose all such institutes should depute one responsible staff member to Exam Center.**
3. The Principal of Distribution Centers are authorized to appoint “Controller of Exam” to the Examination centers as mentioned in column number 3 for Smooth & fair conduct of Examination as per Rules & Norms of MSBTE. The Controller of Examination shall be the senior teaching staff member from your institute or from other Exam Center Institutes under

your distribution center who will act independently as MSBTE representative & shall see that the examinations are conducted as per MSBTE rules, regulations & norms. Duties & responsibilities of controllers of examinations are given separately.

4. The Principal of Examination center shall appoint Officer I/C & Exam Center Team, Supervisors & other supporting staff as per MSBTE norms for conducting Theory Examinations at their institutes. In addition to this the Principal of Exam Center may appoint separate Officer In-charge & team of supporting staff as mentioned in remark column for conducting Examinations of students of other connected institutes, if these students are more than 500. No other staff shall be appointed without permission of this officer.
5. All Principals of Diversified connected institutes shown in column 4 are informed to depute services of minimum one Experienced staff to the their identified examination center to work as your institute coordinator.
6. Principals of all Examination Center and non Exam Center allotted AICTE institutes are informed to depute mandatorily one senior staff member to Distribution Center to work as Controller of examination.
7. Principals of all AICTE & Diversified Institutes (to those institutes where Exam Center is not given) are informed to depute the required staff to Examination Center for Examination work to work as controller of Examination, Examination supervisor (Invigilators) Examination Coordinator of connected Institute to coordinate the examination activities of their institutes at examination center as demanded by officer I/C DC & Officer I/C EC.

**If it is observed that by any of the Exam Center / Connected Institute does not depute the staff to respective DC/EC the strict action will be taken against their Institutes under MSBTE Examination Rules & Regulation More over the result of the same institute will be held reserved.**

8. The Principal of Distribution Center shall appoint Officer In-charge & other supporting staff as per MSBTE norms for the work of Distribution of Question Paper & Answer Paper to the concerned examination centers.

**Note : - For the work of Distribution of answer paper one additional ministerial staff & one peon to be appointed in addition to the team of Question paper distribution staff as mentioned in MSBTE norms. No other staff as mentioned above shall be appointed for the work of distribution of question paper & answer paper.**

9. The Honorarium to the staff of DC/EC for the work of distribution of Question paper packet & Answer Book Bundle as mention in Sr. no. 8 will be paid as per the guidelines & MSBTE norms.



Officer In-Charge  
Mumbai Sub-Region  
M.S. Board of Technical Education  
Mumbai – 400 051.

**Copy to : -**

- 1) Hon. Secretary, M.S. Board of Technical Education, Mumbai for information.
- 2) Dy. Secretary, M.S. Board of Technical Education, Mumbai for information.
- 3) D – 40, Dy Secretary Exam M.S. Board of Technical Education, Mumbai for information & necessary action.

**M. S. B. T. E. Mumbai  
Mumbai sub Region**

**DESCRIPANCY REPORT**

OF QUESTION PAPER PACKETS FOR DISTRIBUTION CENTRE  
(Consolidated Requirement to be submitted by Distribution Centre to the RBTE Mumbai)

**Examination : Summer / Winter –**

Region	1
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D C Code	
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Name of D C	
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**Additional Question Paper packets Required :**

Paper No	No. of packets
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Paper No	No. of packets
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Paper No	No. of packets
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Place : -

Name & Signature of  
Officer Incharge

Name & Signature of  
Chief Officer Incharge

Date : -

**NO DESCRIPANCY REPORT**

Certified that there is no descripancy or short - fall of Question Paper packets in our Distribution Center & no additional Q P Packets are required for this Distribution Center.

Place : -

Name & Signature of  
Officer Incharge

Name & Signature of  
Chief Officer Incharge

Date : -

**APPENDIX I****DUTIES AND RESPONSIBILITIES OF OFFICERS AND OTHER STAFF****APPOINTED FOR THE CONDUCT OF EXAMINATION****1.0 ROLES AND RESPONSIBILITIES OF THE CHIEF OFFICER-IN-CHARGE**

1.1 The Principal of the Institute or head of Institute shall be appointed as Chief Officer-in-charge for the Distribution and Examination center or Examination center alone as the case may be at his Institute.

The Chief officer-in-charge shall:

- 1.2 Be overall responsible for smooth conduct of examination at his Institute. He shall see that the examinations are conducted in free, fair manner and that there is favorable environment for conduct of examination at the center.
- 1.3 Appoint necessary officers such as controller of examination, officer-in-charge examination, officer-in-charge distribution, staff as supervisors and other supporting staff, as per the norms of Board. He shall provide necessary guidance and support to the officers-in-charge.
- 1.4 Provide and depute eligible teaching staff members from his own institute and further choose and draw proper teaching staff from the connected centers to work as controllers of examination, as required by the Distribution center.
- 1.5 Keep constant liaison with the controllers of examination, appointed at the examination centers to ensure smooth and flawless conduct of the examination.
- 1.6 Keep vigil on all aspects of the examination and its conduct.
- 1.7 Make adequate arrangements of round the clock police protection for safety and security of question paper packets and written answer books at the Distribution center. He shall also arrange for police bandobast at the examination center for the entire examination period.
- 1.8 Arrange a four- wheeler closed vehicle for the transport of the question paper packets along with the controller from the Distribution center to the exam center and for delivering sealed packets of written answer books from examination center to the Distribution center.
- 1.9 Arrange to distribute the question papers as per the instructions Board and maintain safe custody of the question papers and sealed answer book bundles.
- 1.10 Maintain desired secrecy and confidentiality in entire examination system.
- 1.11 Hold meetings as and when necessary of all officers and staff appointed for examination work and apprise them about their roles and responsibilities.
- 1.12 Issue Duty certificates to the Controllers of examination.
- 1.13 Arrange for cash for incidental expenses, remuneration of examiners at Distribution center, examination center and Regional assessment center.

**2.0 DUTIES AND RESPONSIBILITIES OF OFFICER-IN-CHARGE, DISTRIBUTION CENTER**

- 2.1 Work as Distribution officer for distributing question paper packets to the connected examination centers.
- 2.2 Collect relevant circulars, instructions and timetable of examination from Regional office and carry out the distribution of question papers accordingly.
- 2.3 Communicate changes, if any, in timetable of the examination to the connected examination centers.
- 2.4 Verify and ensure that the received question paper packets are as per the requirement of the connected centers for all subjects and in sufficient quantity.
- 2.5 Ensure safety and security of question papers during transport and storage at distribution center as per the norms of Board.
- 2.6 Ensure police arrangement through chief officer in charge for round the clock police protection of question papers and written answer books stored in the center.
- 2.7 Depute controllers of examination appointed by the chief officer-in-charge to the connected examination centers.
- 2.8 Keep constant liaison with Board, Regional office and the Controller of examination appointed at the examination center for smooth and efficient conduct of the examination as per norms of the Board.
- 2.9 Arrange for distribution of question paper packets according to the timetable and applicable

- mode of distribution (daily distribution or resident controller).
- 2.10 Keep proper account of question paper packets distributed to various examination centers.
  - 2.11 Hold meeting of all controllers of examination, Officers-in-charge of examination centers and apprise them about their roles and responsibilities in the process of the conduct of the examinations.
  - 2.12 Keep proper custody of written answer book bundles received on each day of examination, as per the instructions of Board / Regional office.
  - 2.13 Dispatch the written answer book bundles received from the examination centers to assigned RACs, as per schedule of Board.
  - 2.14 Receive the sealed packet/s of cases of malpractice, copying, etc.(CPS), brought by controller/s of examination, keep their custody and deliver them to the assigned enquiry officer through special messenger only, as per instructions of the Board. In no case, these answer books should be sent to the RAC.
  - 2.15. Maintain attendance record of officers and staff appointed for the distribution work at the center and hand it over to Supervisor (Record and Billing).
  - 2.16. Maintain necessary documentation and record of distribution work at the center.
- 3.0 ROLES AND RESPONSIBILITIES OF OFFICER-IN-CHARGE, EXAMINATION**
- 3.1 The Officer-in-charge of examination shall be responsible for the overall conduct of examination, including seating arrangements, appointing supervisors, masking, sealing of answer books, etc. He shall be eligible for due help from the head of the institution / chief officer-in-charge in this regard.
  - 3.2 The officer-in-charge shall:
    - 3.2.1 Get well acquainted with prescribed examination procedure .He shall keep constant liaison with the Board, Regional office and controller of examination, appointed at the examination center.
    - 3.2.2 Procure and study all circulars, letters and information in respect of animation work and procedures involved and keep them handy for reference.
    - 3.2.3 Keep all relevant information and documents about the connected institutes, as well as the information received from the Board in this regard.
    - 3.2.4 Arrange the transport and safety of the question papers packets from distribution center to examination center.
    - 3.2.5 Receive, keep in safe custody, handle and use the question papers as per the norms and guidelines issued by the Board, from time to time.
    - 3.2.6 Communicate to the staff and students the Board's rules, regulations, norms, guidelines, latest circulars, examination timetable, notices etc. related to examination and enquiries.
    - 3.2.7 Maintain information regarding number of examinees appearing at the center, course-wise, semester/year-wise, master-wise, subject-wise, day-wise and session-wise.
    - 3.2.8 Document the examination related information properly and provide the same to the concerned staff, as and when required.
    - 3.2.9 Receive the pre-examination documents, check and process the discrepancies therein, verify the seating chart, and submit one copy of the seating chart duly corrected in all respects to the Regional office within the prescribed time.
    - 3.2.10 Allot seat numbers to eligible examinees if not allotted seat numbers by the Board, strictly as per the procedure laid down by the Board.
    - 3.2.11 Issue the documents such as Hall tickets, pre-printed mark sheets, seating charts to proper persons, after due verification.
    - 3.2.12 Collect, store, handle and use the examination stationery such as answer books, as per the norms and guidelines of the Board
    - 3.2.13 Correct the pre-examination documents / mark sheets, where necessary, and follow and maintain the mark-sheet flow as per the instructions issued for the submission of theory and practical mark-sheets.
    - 3.2.14 Facilitate the controller of examination for discharging his duties properly and timely.
    - 3.2.15 Communicate to all connected Institutes whose student's are appearing at his center including examinees of his center, the changes, if any, in the time table of examination.
    - 3.2.16 Ensure police bandobast at his center through chief officer in charge
    - 3.2.17 Make appointments of supervisors of examination and other staff required for the conduct of

- 4.6 Assist in ensuring safety and security of the question papers during transport and storage at Distribution center, as per norms of Board.
- 4.7 Assist in making appointments of controllers of examination for certain Institutes and other supporting staff per the instructions of Board / Regional office and as per the local need.
- 4.8 Keep constant liaison with the Officer-in-charge, Distribution center, the controllers of examination for smooth and flawless conduct of the examination.
- 4.9 Maintain the record of:
  - 4.9.1 Opening and closing time of strong room (where the question papers and written answer books are stored)
  - 4.9.2 Receiving question paper packets and recording subject codes, and their date and time of receipt etc.
  - 4.9.3 Question paper packets issued to the controllers of examination (format no.3).
  - 4.9.4 Names and Badge Nos. of police constables present for the security duty on each day, with time of their arrival and departure at the Distribution center.
  - 4.9.5 Inspections by external vigilance squads in the prescribed format.
  - 4.9.6 Attendance of the staff at the Distributing center preferably by software or otherwise.
- 4.10 Assist in collecting and storing the sealed bundles of written answer books on each day of examination, examination center-wise, or as per the instructions of Board / Regional office.
- 4.11 Maintain lot-wise, Institute-wise, course-wise, semester/year-wise, subject-wise record of dispatch of collected answer books.
- 4.12 Assist in dispatching the collected sealed bundles of written answer books, as per instructions of Board.
- 4.13 Assist in dispatching the CPS cases to enquiry centers within the prescribed time limit through special messenger.
- 4.14 Arrange to prepare the remuneration bills of staff of Distribution center with the help of software or Record and billing clerk of the institute's examination center.
- 4.15 Prepare and issue the duty certificates of controllers of examination.

#### **5.0 ROLES AND RESPONSIBILITIES OF EXAMINATION (SEALING) SUPERVISOR**

The Examination (Sealing) Supervisor shall:

- 5.1 Get well acquainted with the examination procedures and assist the Officer-in-charge in all matters related to examination.
- 5.2 Receive the pre-examination documents.
- 5.3 Collect and study all documents, circulars, letters and other information in respect of examination work. Check and remove the discrepancies in the examination documents.
- 5.4 Correct the seating chart and submit one copy of duly corrected seating chart to the Regional office, within prescribed time limit.
- 5.5 Keep constant liaison with the officer-in-charge examination, controller of examination, block supervisors, relieving supervisor appointed to work as block / and relieving appointed at the examination center.
- 5.6 Follow and maintain the expected flow of mark sheets, and submit all mark sheets of theory examination along with the sealed bundles of answer books to the Distribution center.
- 5.7 Assist the officer-in-charge, examination center in assigning duties to the supervisors and other supporting staff.
- 5.8 Make arrangements of the following as per the norms and guidelines of Board:
  - 5.8.1 Examination blocks, furniture, lighting etc.
  - 5.8.2 Numbering desks with the help of supporting staff.
  - 5.8.3 Preparing seating charts and block-wise attendance reports (format no. 5).
  - 5.8.4 Blank answer books and other examination stationery.
  - 5.8.5 Maintaining cleanliness in examination blocks and toilets through supporting staff.
  - 5.8.6 Drinking water through supporting staff.
- 5.9 Maintain record of duties assigned to various staff engaged in the examination work.
- 5.10 Assist in storing, handling, using, distributing answer books and question papers.
- 5.11 Maintain account of answer books, examination stationery and question papers utilized in each session of the examination, in the formats prescribed by the Board.

- 5.12 Note down the seat numbers of absent examinees, in each examination block and write appropriate codes in the theory mark sheet against the seat numbers of examinees, after verifying the record and history of the examinees.
- 5.13 Receive written answer books from block supervisors at the end of examination session, as per the guidelines of Board.
- 5.14 Prepare packing slips as per course, semester/year, master and subject; and pack the written answer books, as per the guidelines of the Board.
- 5.15 Keep the record of additional seat numbers given to the examinees and record their names on seating chart with history.
- 5.16 Present documents related to the examination to the vigilance committee or inspecting authorities as and when demanded.
- 5.17 Maintain the record of:
  - 5.17.1 Question paper packets received with date and time of receipt.
  - 5.17.2 Number of main and supplementary answer books issued for examination for each session.
  - 5.17.3 Names and Badge Nos. of police constables present for the examination duty on each day, with time of their arrival and departure.
- 5.18 Keep the time for examination and make announcements for the benefit of examinees, by ringing the bell as given below:
  - 5.18.1 First bell: 10 minutes before the start of examination
  - 5.18.2 Second bell: at the scheduled start of examination time.
  - 5.18.3 Intermediate bells: at every one-hour of the time lapsed.
  - 5.18.4 Warning bell: 10 minutes before the scheduled end of the examination.
  - 5.18.5 Last bell: at the scheduled end of the examination.
- 5.19 Assist in dispatch of sealed written answer book bundles.

## **6.0 ROLES AND RESPONSIBILITIES OF RECORD AND BILLING SUPERVISOR**

- 6.1 Collect all prevailing norms of Board, regarding payment of remuneration and other charges.
- 6.2 Collect necessary formats of bills for preparing claims.
- 6.3 Collect copies of office orders of the officers and staff appointed for Distribution center, Practical examinations and theory examination center at the institute.
- 6.4 Maintain attendance record of the officers and staff actually present for examination work.
- 6.5 Collect the information about the number of examinees appearing in each session of examination at the center.
- 6.6 Prepare claims for individuals and the Institute, for the charges admissible as per prevailing norms of Board and submit all bills of the institute in one lot to the Regional office, with necessary supporting documents, within the prescribed time limit.
- 6.7 Follow the flow of mark sheets as per the instructions of Board and submit all mark sheets of non-theory examinations to the Regional office, as per schedule of Board.
- 6.8 Maintain the stock register of examination stationery for entire examination.

## **7 ROLES AND RESPONSIBILITIES OF BLOCK SUPERVISOR (INVIGILATOR) AND RELIEVING SUPERVISOR.**

- 7.1 The block supervisor appointed for supervision in the examination hall shall:
  - 7.1.1 Collect the information about:
    - 7.1.1.1 Block allotted for supervision,
    - 7.1.1.2 Number of examinees appearing in the block,
    - 7.1.1.3 Course, semester/year, master, subject and duration of examination for the examination block allotted,
  - 7.1.2 Prior to the commencement of examination verify and ensure that no student present in the block possesses any objectionable material that is not permissible in the examination hall. Any examinee, found to possess such objectionable material, shall be instructed to keep it at the allotted place. If examinee refuses to comply and keep away such material; the supervisor

- shall immediately bring the matter to the notice of officer-in-charge of examination.
- 7.1.3 Verify and ensure that each examinee is sitting at a place meant for him.
  - 7.1.4 Distribute an answer book to each examinee, appearing for examination.
  - 7.1.5 Receive the question papers from the officer-in-charge or the examination supervisor.
  - 7.1.6 Distribute appropriate question paper to each examinee at the start of examination that shall be indicated by ringing bell and verify that each examinee has received question paper of his course, semester/year and master. In case there is any error the same should be brought to the notice of officer-in-charge and controller of examination.
  - 7.1.7 Instruct all examinees in the block to write their examination seat numbers on their question papers. He shall also instruct the examinees not to write anything else on the question paper except the seat number.
  - 7.1.8 Instruct the examinees that writing anything else, other than the appropriate seat number, would be treated as malpractice.
  - 7.1.9 Not permit any examinee to leave the examination hall, before 30 minutes from start of examination. Further, he shall not permit any examinee leaving the examination hall before the end of the examination to take away the question paper. He shall collect such question paper and handover it to the officer-in-charge for returning it to the examinee after the examination is over.
  - 7.1.10 Verify the fee receipt, hall ticket, and identity card of all examinees appearing for examination in the block and make sure that only the genuine examinee appears for examination. In case of slightest doubt, the matter should be brought to the notice of officer-in-charge who shall further investigate the matter and take further necessary action, as per the guidelines of Board.
  - 7.1.11 Sign the answer book of each examinee seated in the block after verifying whether the examinee has written following information correctly and appropriately:
    - 7.1.11.1 Examination Seat number
    - 7.1.11.2 Course name, semester/ year of course and master code
    - 7.1.11.3 Title of the subject (not abbreviation)
    - 7.1.11.4 Date of examination
    - 7.1.11.5 Examination center code
  - 7.1.12 Get corrected any discrepancies committed by the examinees in writing the above information, under his supervision.
  - 7.1.13 Obtain signature of each examinee on Attendance Sheet in duplicate and record the serial number of the answer book issued to him on it.
  - 7.1.14 Return all question papers remaining undistributed after 30 minutes from the commencement of the examination and not permit any examinee reporting for appearing in the examination after 30 minutes from the commencement of the examination.
  - 7.1.15 Issue supplements to the examinees, as and when demanded by them. However, before issuing supplement to an examinee, he shall ascertain that the examinee is in real need of the supplement by verifying his answer book.
  - 7.1.16 Ask the examinee to write his seat number on the freshly provided supplementary answer book. He shall check the correctness of the seat number and then put the dated signature on the supplement. He shall also make entry in the attendance sheet against the examinee's seat number, that the examinee has been issued a blank supplement.
  - 7.1.17 Announce intermittently the time elapsed and warn 10 minutes before the end of the examination to that effect.
  - 7.1.18 Record seat numbers of the examinees leaving examination hall before the scheduled end of the examination.
  - 7.1.19 Keep vigil on his examination block and see that examination is conducted in free and fair manner. He shall not allow any examinee to use unfair means or indulge in malpractice or misbehaviour.
  - 7.1.20 Immediately take due action against the examinee found using unfair means or involved in malpractice or misbehavior, as per norms and instructions of Board.
  - 7.1.21 Give a written statement of the event involving malpractice or using unfair means, narrating the details of the incident as needed in the procedure.

- 7.1.22 Under instructions of officer in charge issue a second blank answer book to the examinee for continuing to write the examination.
- 7.1.23 Shall collect all answer books, count them and tally with the number of examinees present at the end of the examination. He shall not allow any examinee to leave the hall till the count of the answer books is tallied.
- 7.1.24 Shall complete all reports regarding:
- 7.1.24.1 Number of examinees present and absent.
- 7.1.24.2 Number of answer books issued as main answer books.
- 7.1.24.3 Number of answer books issued as supplements.
- 7.1.24.4 Number of answer books remaining unused.
- 7.1.25 Shall arrange all written answer books in ascending order of seat numbers and check the account of supplements issued to examinees with the record of supplements written by examinees on their answer books.
- 7.1.26 Shall put his signature where the examinee has ended writing his answers. He shall also mark a line across all blank pages of each answer book and supplement, indicating that these pages were not used by examinees for writing any answer.
- 7.1.27 Shall then duly hand over the answer books to the officer-in-charge or examination supervisor.
- 7.2 Under instructions of the Officer-in-charge shall relieve a block supervisor requiring a short break. During this period of supervision he shall discharge all above-mentioned duties assigned to a block supervisor.
- 7.3 The Relieving Supervisor shall assist the Officer-in-charge in addition to all above-mentioned duties.

## **8 ROLES AND RESPONSIBILITIES OF CONTROLLER OF EXAMINATION CENTER**

- 8.1 Role of controller of examination at the examination centre would be of supervisory nature. He shall be an officer representing the Board supervising the overall conduct of examinations as per the norms laid down by the Board. His decision will be final and binding upon the entire examination process, staff involved in examination process and the examinees of the center.
- 8.2 The controller of examination shall:
- 8.2.1 During the examination period, carry with him his official Identity card.
- 8.2.2 Report for duty at given time and date, to the officer-in-charge Distribution center.
- 8.2.3 Note down the name of Institute, its address, phone numbers, courses in the Institute question paper requirements and proper examination timetable etc., for smooth conduct of the examination.
- 8.2.4 Receive the sealed question paper packets (commensurate with the mode of distribution and examination time table) and sign the receipt (format no 2).
- 8.2.5 Take due care of the safety of the question paper packets during the travel and deliver them to the officer in charge examination center. He shall get a receipt from officer in charge examination center (format no 3).
- 8.2.6 Ensure that all delivered question paper packets have been properly stacked in the same sequence as their occurrence as per examination schedule. He shall also ensure the safe arrangements for the custody of the question papers as per laid down procedure.
- 8.2.7 Confirm that the question paper packet being opened is meant for the day, date, session and time mentioned in latest timetable, applicable for the examination center. Utmost care shall be taken to see that in no case the wrong packet is opened.
- 8.2.8 Provide necessary guidance to the staff at examination center engaged in examination, in matters related to conduct of examination.
- 8.2.9 Inspect the examination halls and verify the seating chart and seating arrangement every day. If the seating arrangement is improper he shall inform the officer-in-charge and get it amended. He shall see that at least 1 to 1.2 sq. meter space is provided to each examinee.
- 8.2.10 Observe that internal vigilance group is active. Similarly, visit the examination halls frequently and exercise check for proper conduct of examination and discouraging malpractice.
- 8.2.11 Observe due secrecy and confidentiality in the entire examination process.

- 8.2.12 Keep vigil on all aspects of the conduct of examination at the center and report the cases of malpractice / misconduct, if any, to the officer-in-charge. The officer-in-charge examination shall take action in such cases as per prescribed procedure.
- 8.2.13 If in his opinion, the action taken by the officer-in-charge is not proper or sufficient; or the officer-in-charge is non-co operative, the controller of examination shall communicate the matter to the Secretary under intimation to Deputy Secretary, Regional office on phone and in writing. He shall also communicate such report to the chief officer in charge Distribution center and vigilance committee during its visit to examination center. Such report shall be specific and objective in nature. Care shall be taken to support such report with facts, figures, proofs and matters related with conduct of examination. Copy of the report shall be submitted to the Deputy Secretary, Regional office, immediately after the examination is over.
- 8.2.14 Officer-in-charge of the examination center shall work under the guidance and instructions of the controller of examination.
- 8.2.15 At the end of the examination on each day (daily distribution mode) or on scheduled day (residential mode of distribution), he shall receive sealed answer book bundles, theory mark sheet packets and sealed packets of CPS cases if any for delivery to the officer in charge distribution center. He shall give a receipt to the officer in charge examination as per format no. 7.
- 8.2.16 Handover the sealed answer book bundles, theory mark sheet packets along with sealed packets of CPS cases if any with him to the officer in charge distribution center. He shall duly get a receipt from the officer in charge distribution center as per format no. 8.

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