GOVERNMENT OF ANDHRA PRADESH
PANCHAYAT RAJ AND RURAL DEVELOPMENT DEPARTMENT

DISTRICT SELECTION COMMITTEE (DSC)
GRAM/WARD SACHIVALAYAM RECRUITMENT
EXAMINATION–2020

HAND BOOK OF INSTRUCTIONS

COMMISSIONER
PANCHAYAT RAJ AND RURAL DEVELOPMENT
ANDHRA PRADESH
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DISTRICT SELECTION COMMITTEE (DSC)
GRAM/WARD SACHIVALAYAM RECRUITMENT 2020

SCHEDULE

|   | Date of Issue of Notification   | 9\textsuperscript{th} January 2020 (Urban)  
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<tr>
<th></th>
<th></th>
<th>10\textsuperscript{th} January 2020 (Rural)</th>
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| 2 | Online submission of applications and latest updates  
|   | http://gramasachivalayam.ap.gov.in/  
|   | http://vsws.ap.gov.in/  
|   | http://wardsachivalayam.ap.gov.in/  
<p>|   |                                 | 11.01.2020 to 07-02.2020 |
| 3 | Download of Hall Tickets        |                                             |
| 4 | Distribution of confidential material and nominal rolls to districts | 15\textsuperscript{th} September 2020 |
| 5 | Conduct of Examination          | 20\textsuperscript{th} -26\textsuperscript{th} September 2020 |
| 7 | Initial Key publication         | On the evening of exam day                 |
| 8 | Objections on Initial Key       | Up to 3 days from the date of release of key |
| 9 | Final Key Publication           | One day after the last date of receipt of objections |</p>
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<tr>
<th>Sl. No.</th>
<th>Day &amp; Date</th>
<th>Session</th>
<th>Category Name</th>
<th>Post Name</th>
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<td>1</td>
<td>20.09.2020</td>
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<td>Category I</td>
<td>Panchayat Secretary/Mahila Police/Ward Administrative Sec./Welfare Education Asst.</td>
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<tr>
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<td>Sunday</td>
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<td>Panchayat Secretary (Grade-VI) Digital Assistant</td>
<td>1134</td>
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<td>21.09.2020</td>
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<td>1501</td>
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<td></td>
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<td>Category II A</td>
<td>Engg. Asst/ Ward Amenities Secretary</td>
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<td>22.09.2020</td>
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<td>Ward Sanitation &amp; Environment Secretary</td>
<td>513</td>
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<tr>
<td></td>
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<td>Ward Welfare &amp; Development secretary (Grade-II)</td>
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<td>4</td>
<td>23.09.2020</td>
<td>Forenoon</td>
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<td>Wednesday</td>
<td>Afternoon</td>
<td>Category III</td>
<td>Ward Education and Data Processing Secretary</td>
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<td>5</td>
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<td>Forenoon</td>
<td>Category III</td>
<td>Ward Planning and Regulation Secretary</td>
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<td></td>
<td>Thursday</td>
<td>Afternoon</td>
<td>Category III</td>
<td>ANM/Ward Health Secretary (Grade-III)</td>
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<td>Afternoon</td>
<td>Category III</td>
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**Total** | **16208**
INSTRUCTIONS TO THE PERSONNEL  
GRAM/WARD SACHIVALAYAM RECRUITMENT - 2020

Examination to be Held From 20/09/2020 to 26/09/2020

The following officers play an important role in conducting the examination.

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<td>1</td>
<td>Collector &amp; District Magistrate-Chairman, District Selection Committee</td>
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| 2       | Superintendent of Police (Vice Chairman)  
Joint Collector VSWS &D (Vice Chairman)  
Joint Collector (Aasara) Member |
| 3       | The Chief Executive Officer, ZillaPraja Parishad  
(Member Secretary, District Selection Committee) |
| 4       | Joint Custodian (in the rank of Deputy Collector nominated by the District Collector) |
| 5       | District Panchayat Officer (Member) |
| 6       | District Heads of concerned departments to the posts notified in the notification (as members) |
| 7       | District Special Officer (One District Officer for 15-20 Centres or for every 2 Mandals) |
| 8       | Route Officer (One for every 5-6 Centres) |
| 9       | Chief Superintendent (Gazetted officer)  
(One for each examination centre)  
Additional Chief Superintendent  
(For centres with more than 240 candidates) |
| 10      | Centre Special Officer - Gazetted Officer from any Government Department (One for each examination centre) |
| 11      | Hall Superintendent (One for every three to four Halls in an examination centre) |
| 12      | Invigilator (One for each hall / room in a centre) |

# The roles and functions of each of the above personnel are given hereunder. They are requested to go through the instructions carefully which will help in the smooth conduct of the Examination.
ROLE OF THE COLLECTOR AND DISTRICT MAGISTRATE

A District Selection Committee (DSC) under the Chairmanship of District Collector with Superintendent of Police, Joint collector (VSWS&D), Joint Collector (Aasara), CEO, ZPP, DPO, and other heads of Line Departments is responsible for effective conduct of entire recruitment process.

As the Chairman of DSC, the District Collector plays a crucial role in successful conduct of GRAM/WARD SACHIVALAYAM RECRUITMENT-2020 Exam in the District.

The Joint Collector VSWS&D is the Vice Chairman of the DSC and he/sheshall be the in-charge of all the activities. He/She shall assist the District Collector in successful conduct of examinations in the district.

The following are some of the important tasks to be performed by the District Collector.

Designation of Joint Custodian

1. The Chief Executive Officer, ZillaPraja Parishad shall act as Custodian of the confidential material. District Collector shall designate a Joint Custodian in the rank of Deputy Collector/DEO or any other District level senior officer as the Joint Custodian for the examination material received from the Confidential Printer. The Joint Custodian along with the CEO, ZPP deposits/withdraws the confidential material before/during/after the conduct of examinations.

Identification of Strong room

2. The District collector shall identify one or two strong rooms preferably in District Treasury or any other government building which is safe and secure for preserving the Confidential material received from printers.
3. The strong rooms should have only one entry point and double lock system. One key should be kept with CEO, ZPP and the other with Joint Custodian as designated by the District Collector. Other entry points of the strong rooms (including windows) should be sealed in such a way that no one has access inside the strong rooms.
4. The entry point of strong room having confidential material shall have CCTV (both inside and outside) coverage round the clock. A log book shall be maintained by the security personnel in which entry should be made about date, time, duration and name(s) of anyone entering near the strong rooms. This includes visits by the CEO/Joint Custodian.
5. There should be sufficient space available in the strong room for organising the confidential material (Question Papers/OMR Sheets) each exam centre wise/route wise in trunk boxes for quick disposal to route officers on the day of examination.

6. The Name, location and layout design of the strong room shall be communicated to Commissioner, PR&RD

7. The District Collector Shall ensure that
   i. The required number of personnel are identified to conduct the examinations Viz., Route Officers, Chief Superintendents, Additional Chief Superintendents, District Special Officers. Centre Special Officers, Hall Superintendents and Invigilators.
   ii. The Chief Superintendent /Additional Chief Superintendent of the Exam Centre shall be, not below the rank of Gazetted Officers. The Chief Superintendent shall be the overall in-charge of one examination centre. **One Additional Chief Superintendent shall be posted if the Centre capacity exceeds 240 candidates to assist the Chief Superintendent.**
   iii. **The Centre Special Officers** shall preferably be a Gazetted officer or at least equal to one rank below a Gazetted Officer.
      a) He/She represents the District Collector at the examination Centre and shall assist/coordinate all examination related activities with the Chief Superintendent, including liaising with the Route Officers/Dt Special Officers.
      b) He/She shall coordinate with the security personnel, clarify the doubts and attend issues if any, arising at the time of examination.
      c) He/She shall also be the in-charge of CC TV Cameras or Video Cameras as prescribed and ensure fair conduct of exam. He/She shall guide the camera persons for proper coverage of the proceedings at the examination centre. He/Sheshall deposit the recorded video in the strong room, after the examination is over.
   iv. **Hall Superintendents** should not be below the rank of Administrative Officer/Superintendent/School Assistant and they shall assist the Chief Superintendent in distribution of Question Papers and OMR answer sheets. One Hall Superintendent for every 3-4 halls shall be appointed.
   v. In each hall, (16 or 24 Seat as planned) there shall be One Invigilator who shall not be below the rank of Junior Assistant/SGT. For a centre there shall be (02) Reserve invigilators in respect of Centres having 161 – 240 candidates and (01) Reserve invigilator for Centres having candidates up to 160.
   vi. The **Route Officer** shall be a Senior Gazetted officer and there shall be one Route officer for every 5-6 Examination Centres.
   vii. **District Special Officer** shall be appointed for every 15 to 20 Centres/2 Mandals for overseeing the conduct of exams and he shall also act as flying squad and carries reserve material & manpower (2 invigilators).
viii. If the examination centre is located in a private institute, the Principal or Head of such institute shall be posted as **Venue Coordinator** for required institutional/logistic support and for effective venue management.

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<th>Examination Staff</th>
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<tr>
<td>Chief Superintendent</td>
<td>One for each Exam Centre</td>
<td>Gazetted officer</td>
</tr>
<tr>
<td>Centre Special Officer</td>
<td>One for each Exam Centre</td>
<td>Preferably Gazetted Officers or at least one rank below G.O</td>
</tr>
<tr>
<td>Additional Chief Superintendent</td>
<td>For Centres more than 240 Candidates</td>
<td>Gazetted Officer</td>
</tr>
<tr>
<td>Hall Superintendent</td>
<td>One for every 3-4 Halls</td>
<td>Not below the rank of Superintendent/School Assistant</td>
</tr>
<tr>
<td>Invigilator</td>
<td>One for every Hall</td>
<td></td>
</tr>
<tr>
<td>Invigilator (Reserve)</td>
<td>Two for Centres having 161-240 Candidates</td>
<td>Not below the rank of Junior Assistant/SGT</td>
</tr>
<tr>
<td></td>
<td>One for Centres having candidates up to 160</td>
<td></td>
</tr>
<tr>
<td>Route Officer</td>
<td>One for every 5-6 Exam Centres</td>
<td>Gazetted officer</td>
</tr>
<tr>
<td>District Special Officer-Flying Squad</td>
<td>For every 15-20 Centres/One for two Mandals</td>
<td>Dt. officer or Sr Gazetted Officer</td>
</tr>
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**Appointment of Personnel**

8. The District Collector shall appoint Route Officers, Chief Superintendents, Additional Chief Superintendents, Centre Special Officers, District Special Officers, Hall Superintendents, Invigilators, etc., and issue orders, at least Seven (7) days prior to commencement of examination. Actual Centre allotment to the examination personnel after due randomisation can be declared one day before the date of examinations per the examination schedule, so that staff can proceed to their respective examination centres immediately for making necessary arrangements one day before the examination. The Chief Superintendents, Additional Chief Superintendents, Route Officers, Centre Special Officers shall report to District Collector one day before the exam where as the Invigilators/Hall Superintendents shall report to respective Mandal Tahsildars/Mandal Parishad Development Officers one day before the exam date where the exam centres are located. The District Collector shall randomly allot the duties to the staff drafted for examination duties.

9. Randomisation of the Hall Superintendents and Invigilators can be done within the **cluster of Mandals** so that minimum travel can be ensured.
10. The District Collector shall arrange required reliable staff at the strong room for despatch of the Confidential Material to Examination Centres/Police stations/Treasury Offices through Route Officers and receive the material from Route officers after the examination.

11. At least TWO meetings with all Officials concerned in the District Selection Committee viz. Superintendent of Police, Joint Collector (VSWS&D)/JC-(Aasara)/District Revenue Officer, Chief Executive Officer, ZPP, District Educational Officer, District Treasury Officer / District Panchayat Officer/Regional Manager, APSRTC, District Medical & Health Officer, Regional Transport Authority, Commissioners of Municipalities / Municipal Corporations and with any other officers as the District Collector deems fit, **at least 10 and 3 days** (or) before the commencement of scheduled examination to plan and review the arrangements for conduct of GRAM/WARD SACHIVALAYAM RECRUITMENT - 2020 examinations in the District.

**Training**

12. A state level training will be given to Joint Collector (VSWS&D), JC-(Aasara) CEO, ZPP, DEO, DPO and such other officers in the last week of August 2020 for sensitisation on the process of conduct of examination.

13. The District Collector Shall arrange for the training of Chief Superintendents, Centre Special Officers, District Special Officers, Route Officers, MPDOs, Tahsildars at least **five days** prior to the examination schedule (except Hall Superintendents and Invigilators).

14. The Concerned MPDOs/Tahsildars/ChiefSuperintendent shall in turn train the Invigilators, Hall Superintendents, Security Personnel **one day** before the day of examination.

**State Level**

- **26th August 2020**
- **Joint Collector (VSWS&D)/JC-(Aasara)**, CEOs, DPOs, DEO, Joint Custodian, RD Mpl Administration etc.,

**District**

- Atleast 5 Days Before the Exam Date
- Related District Heads
- Chief Superintendents, Addl Chief Superintendents, Route Officers, Centre Special Officers, District Special Officers, Venue Coordinators of Private institutions

**Mandal/Exam Centre Level**

- One day before the Exam Date
- Hall Superintendents, Invigilators
- Concerned MPDO/Tahasildars /Chief Superintendents to train the staff
Delineation of Routes and Preparation of Route Maps

15. Shall arrange to clearly delineate the routes and prepare the routemaps for movement of confidential material through Route Officers.
16. While forming the 'Routes’ care should be taken to ensure continuity and connectivity of the Centres included in the Route.

Despatch and Reception of Confidential material from Strong Room

17. Shall ensure the following:
   i. The CEO, ZPP and the Joint Custodian, along with the staff posted at the strong room, are responsible for the timely despatch of Confidential material to examination Centres/satellite strong rooms located in Police stations/Sub Treasury offices. Similarly, after the completion of both sessions of examinations, they are responsible for receipt of material from each ExaminationCentre and their safe custody till the confidential material is transported to the designated location in the State Headquarters.
   ii. All the Confidential material received from the Examination Centres shall be kept at the strong room or in the Reception Centre (a big hall for receiving the material & verification of seals etc). The staff shall verify Centre wise, whether all the sealed BOX 1 and Box 2 are received and then only, to be loaded into the Vehicle designated for transportation purpose.
   iii. In no case the Confidential material received after the completion of both sessions of examinations on any day shall be retained till the next day and it shall be transported to the State Head Quarters forthwith.

Vehicles Arrangement

18. Shall arrange required number of vehicles for movement of Route Officers along with the armed guards, District Special Officers (only for those who don’t have office vehicle), for smooth and effective conduct of the Examination.
19. Shall arrange a closed Depot Goods Transport DGT vehicle* for dispatch of all the material received from all the exam centres (Box I) in the district (answer sheets/used OMRs and other material), after the completion of the examination, under tight security to the designated confidential place at State Level (internal communication in this regard will be issued separately, for handing over at reception centre).
20. Further, after completion of both sessions of the examinations, every day, the District Collector shall arrange to transport the used OMR sheets etc., in a suitable vehicle.
21. Shall coordinate with APSRTC Regional/Depot Managers for ensuring required frequency of buses to examination centres from nook and corner all pass of the District, so that candidates can reach the exam centres by 08.00 AM for the morning session and 12.00 Noon for the AN session on the day of examination. In this regard, in order to facilitate proper planning of movement of bus, the required data related to the number of candidates moving from a mandal to various other locations will be shared by the District Collectors to APSRTC authorities.

COVID 19 Precautions

22. The District Collector shall follow all the preventive protocols for COVID 19 during the conduct of examinations. The following illustrative instructions shall be followed as a safety measure

i. The Candidates shall not to be allowed to gather in big groups near the examination centres and compulsorily maintain physical distance of 06 feet from each other.

ii. Wearing of mask is mandatory. Hand sanitizers shall be made available for sanitizing the hands of the candidates and examination staff on duty at the entry of the exam centre and at the entry of Exam Hall.

iii. Advice the candidates to visit examination centre, in advance, well before the commencement of examination so as to acquaint himself / herself to reach the centre on time on the day of the examination. However, it shall be the responsibility of the candidates to reach the examination centres in time.

iv. Necessary arrangements shall be made in such a way that the candidates shall leave the examination hall after conclusion of exam, duly following the physical distance norms.

v. Ensure that all the examination halls shall be thoroughly disinfected as per standard protocols before the commencement of the next examinations.

vi. Arrangements shall be made for cleaning all the table chairs and door handles and other common surfaces etc. with wet cloth dipped in disinfectant early in the morning before the start of the examinations.

vii. The candidates shall be made to sit duly maintaining physical distance norms. The distance between the two candidates shall be at least 06 feet shall be maintained.

viii. To avoid large gathering at thermal scanning, candidates shall be directed to come to the examination centres at least 01 hour before the commencement examinations.

ix. All the students are to be screened before allowing them to examination centre. The thermal scanning should be done under the shade.

x. The required number of medical staff shall be positioned for attending to the emergent needs,

xi. Separate isolation room shall be identified to conduct the examination separately
for the candidates with COVID 19 Confirmed Positive (Symptomatic and Asymptomatic) and candidates with mild symptoms.

xii. No invigilator shall be drafted to duty with suspected symptoms of Covid-19, if any found to be present for duty with suspected symptoms, they shall be relieved immediately and required replacement shall be made by the chief superintendent.

xiii. Proper awareness shall be created among the candidates about the necessity of safety measures and physical distancing through a flex at each Examination Centre.

(* For the examinations scheduled on 20.09.2020, both sessions put together, each district will handle about 30000 to 95,000 candidates. Hence, every district requires a DGT vehicle, considering the volume of material. However, during the subsequent examinations, scheduled from 21st to 26th September, depending on the volume of material to be transported to State headquarters, District Collectors may arrange a suitable closed vehicle).
# RESPONSIBILITY MATRIX

<table>
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<th>Role</th>
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| Superintendent of Police/Joint Collector (VSWS) | • Vice Chairman of the DSC  
• In charge of all the activities                                      |
| Chief Executive Officer, Zilla Praja Parishad  | • Custodian of the Confidential Material  
• Over all responsibility                                                     |
| Joint Custodian                                | • Receives the Confidential Material and acts as joint custodian  
• Responsible for distribution and reception of the Confidential material, preparation and consolidation of reports |
| Route Officers                                 | • Distribution of Confidential material to exam centres  
• Collection of used answer sheets, other material from Chief Superintendents  |
| District Special Officer                       | • Overseeing the conduct of examination  
• One Dist Special officer for 15-20 Centres  
• Flying Squad                                                                 |
| Chief Superintendent of Exam Centre            | • Responsible for conducting examination in the allotted Exam Centre  
• Training of Hall Superintendents/Invigilators  
• Receipt of Confidential material and handing over the used material to Route officers |
| Centre Special Officer                         | • Representative of Collector in the examination Hall  
• Clarify any doubts or issues that may arise at the Exam center  
• Video Coverage/CC TV coverage incharge  
• Liaising between Dist Admin and Centre Chief Supt, Police personnel etc   |
| Hall Superintendent                            | • Assisting the Chief Superintendent  
• Distribution of Question Paper booklets and OMR sheets to invigilators    |
| Invigilator                                    | • Exam Hall Management-invigilation-orderly conduct of exam  
• Distribution of Question Papers/OMR Sheets  
• Attendance of Candidates                                                        |
Security Arrangements

The District Collector in coordination with the District Superintendent of Police shall take the following measures to ensure security of the confidential material and smooth conduct of examination with absolute fairness:

23. Shall arrange for proper armed security at the District Treasury / Strong Room where the examination material is stored as well as during the transportation of examination material from the Treasury / Strong Room to Examination centres and at reception Centres.
24. Shall arrange for safe storage of the used OMR answer sheets for all sessions on the day of scheduled examination/examinations.
25. Shall arrange armed escort for safe transport of used OMR answer sheets to State Head Quarters Reception centre.
26. Shall also Nominate One Gazetted officer not below the rank of Deputy Collector to accompany the answer scripts in the route prescribed by the Commissioner, PR&RD.
27. Arrange Police bandobust at examination centres along with enforcement of Section 144 at the examination centres. Sufficient number of Bandobust personnel for frisking of candidates shall also be arranged. The services of Mahila Police, Lady Home Guards, Anganwadi Workers may be used for frisking of women candidates.
28. Ensure Closing of all Xerox/photo copying centres near the examination halls from 06.00 AM to 06.00 PM on the day of scheduled examination.
29. Armed guard for route officers carrying confidential material to and from examination centres.
30. Arranging for safe custody of question papers on the day before the examination in selected Police Stations/sub treasuries.
31. Shall appoint such number of officials as deemed fit to oversee the smooth conduct of Examination.
32. It shall be the responsibility of the District Collector for making security arrangements for the answer scripts till they are handed over at reception centre.

Other Arrangements

33. Shall issue necessary instructions to all the concerned SHOs/District/Sub/Assistant Treasury Officers for preserving the Confidential Materials belonging to centres located away from District Head Quarters in the Police Station/Sub Treasury, one day before the examination date.
34. If there are more than 10 routes or more than 50 Centres in the District Head Quarters, the District Collectors are advised to identify one STO/Police Station as satellite strong room to keep the material, one day in advance wherever required in the same way as that of rural areas situated away from the District Head Quarters.
35. Shall make First Aid arrangements at the exam centre.
36. Ensure proper amenities at examination centres like required benches/desks commensurate with the number of candidates assigned to the centres with the help of Centre Special Officers and District Special Officers at least two days prior to the conduct of examination.
37. Ensure electricity, proper drinking water supply and sanitation at examination centres.
38. Arrange for issuing Identity Cards to all the staff on examination duty for easy identification.
39. Make foolproof arrangements in and around examination centres to avoid any complaint of malpractice.

**CCTV/Video Coverage**

40. The District Collector shall arrange for required number of CCTV Cameras or video cameras at the Examination Centres along with Technical persons.

**Command Control Room**

41. The District Collector shall open a Command Control Centre in the Collectorate for effective monitoring and taking immediate necessary measures for smooth and peaceful conduct of Exam.
42. The District Panchayat Officer or any other senior officer as the collector deems fit shall be kept as in-charge of the Command Control centre and necessary staff shall be deployed. Wide Publicity shall be given about the Help Line numbers in Command Control Centre.

The District Collectors may bring to the notice of all the concerned that GRAM/WARD SACHIVALAYAM RECRUITMENT -2020 is covered under Andhra Pradesh Public Examination (Prevention of Malpractices and unfair means) Act, 1997 (Act 25 of 1997). Hence, any malpractice by any one before, during and after examination will be dealt in accordance with the penal provisions of the said Act.

Attend to other specific duties if any communicated by the Government and the Commissioner, PR&RD, Andhra Pradesh from time to time.
DUTIES OF CHIEF EXECUTIVE OFFICER,
ZILLA PRAJA PARISHAD

1. The Chief Executive Officer(CEO), ZillaPraja Parishad (ZPP) is the Member Convenor of the District Selection Committee and is the Custodian of all the Confidential Material received in the District.

2. The CEO, ZPP and one senior officer (Deputy Collector/DEO/DRO/) identified by the District Collector shall be the Joint custodians of the Confidential Material at district level strong room with double lock system (one key with CEO ZPP, and the other with Joint Custodian).

3. The CEO, ZPP, along with the Joint Custodian shall receive the sealed cartons of Question Paper Booklets and Blank OMR Answer Sheets (OMR) of the District from the confidential printers under proper acknowledgement and deposit in the Strong room (Proforma-I). The CEO, ZPP and Joint Custodian are responsible for the storage, distribution and collection of all examination material.

4. The CEO, ZPP in coordination with other District Officers appointed by District Collector, shall take all the measures that are required for effective conduct of examinations in the district.

5. The District Panchayat Officer as the Member of the DSC shall assist the CEO, ZPP in fair and successful conduct of Examinations.

6. The CEO, ZPP should ensure that appointment orders of all the personnel drafted for examination duties are served 7 days before the date of exam without mentioning the name of the examination centre. However, actual name of examination centre allotted should be disclosed to the person concerned one day before the actual date of examination.

7. The CEO, ZPP shall also prepare the Route Map well in advance before commencement of the examination for distribution of the bundles of Question Paper Booklets, Blank OMR Answer Sheets, and other material, if any. He/She shall clearly prepare an action plan for dispatching the Confidential material through Route officers, one day before the exam date to those centres which are located outside the district head quarters indicating the list of Police Stations/Sub- Treasury offices for preserving the Confidential material in safe custody.

8. If there are more than 10 routes or more than 50 Centres in the District Head Quarters, the CEOs, ZPP are advised to identify one STO/Police Station as satellite strong room in the District Head Quarters itself to keep the material, one day in advance wherever required in the same way that of rural areas away from Head Quarters.

9. The CEO ZPP/Joint Custodian shall ensure that, for Centres located outside district head quarters, the Confidential material shall be dispatched through Route Officers (after taking acknowledgement in Proforma II) at 7 AM on the day preceding the date of exam date such that it reaches concerned Police Station/Sub Treasury
before noon time and Route officers shall obtain acknowledgement from SHO/STO in **Proforma III.**

10. The CEO, ZPP / Joint Custodian shall obtain from Route officers, a report of confirmation that the given Confidential Material is deposited safely in the designated STO/Police Stations in **Proforma IV** before 2.00 PM on the same day.

11. The CEO, ZPP/Joint Custodian shall submit a consolidated report to the District Collector/Commissioner, PRR&RD, on safe storage of Confidential Material at respective Police Stations/sub treasuries. **(Proforma V)**

12. The CEO, ZPP shall make arrangements for **required number of vehicles** for conduct of the Examination in consultation with the District Collector.

13. The District Collector and the CEO, ZPP shall arrange **training** at least 5 days before the date of examination to Route Officers, Chief Superintendents/ Centre Special Officers at Collectorateso as to familiarize them with the procedure of conduct of the examination.

14. The CEO, ZPP shall arrange a meeting of all the Chief Superintendents, Centre Special Officers, Hall Superintendents and Invigilators with Dt Collector/District Special officers/RDOs at Collectorate/at designated locations at well before the examination date, to inform the name and address of examination centre to them, and also arrange to meet the Chief Superintendents of exam Centres with his/her invigilation staff. Further, arrange to dispatch the staff to enable them to proceed immediately to examination centres for training Invigilators at 2.00 PM one day before the date of examination.

15. The CEO, ZPP shall hand over one set of Nominal Rolls cum Attendance Sheet with Photograph and Signature and **Proformae VII to Proforma XII** to the Chief Superintendent in requisite number **one day before** the examination.

16. The CEO, ZPP shall assess the stationery required for each centre and procure the stationery items as given in **Annexure I,** at least one week before the exam and keep ready for distributing to Chief Superintendents. The CEOs, ZPPs shall hand over the material to Chief Superintendents one day before the conduct of examination.

17. On the day of exam at 6.00 AM, the Custodian and Joint Custodian shall withdraw the sealed packets containing the Question Paper booklets and Answer Sheets from the District Treasury/Strong Room and shall hand them over to the Route Officers **(Proforma-II).** The Route Officer shall verify the sealed packets of confidential material received from the custodians and ensure that they received the Confidential material pertaining to all the Examination centres allotted to the Route, before leaving the Treasury Office / Strong Room.

18. The CEO, ZPP shall ensure that the Route Officers go along with two armed guards in closed vehicle and deliver the material to the Chief Superintendents/Centre Special Officers at their respective centres by 8.00 A.M/1.00 PM on the day of examination under proper acknowledgement **(Proforma-VI).**
19. The Route Officer shall return and handover the acknowledgements (Proforma-VI) obtained from the Chief Superintendents to the CEO, ZPP on the same day.

20. After the forenoon session examination, the Chief Superintendent will prepare and seal the BOX I & BOX II in the prescribed procedure and retain the sealed boxes in the Centre under his personal custody. Similarly, the Chief Superintendent, soon after the completion of Afternoon examination, will seal the BOX I & BOX II pertaining to Afternoon Exam and then will hand over the Boxes of both Morning and Afternoon sessions to the Route Officer, who in turn, will hand over at the Reception centre.

21. The CEO, ZPP shall collect the absentees information from all the centres within an hour after commencement of the examination in Proforma XIII through Route Officer/Centre Special Officer and furnish consolidated report to State Command Control Centre by 11.00 AM/3.30 PM

22. The CEO, ZPP shall prepare consolidated statement of OMR answer sheets (Proforma-XIV) separately for each and every session. This information can be collected through Centre Special Officers/Route Officers. An advanced planning for collection of information in Proforma XIII and Proforma XIV should be made as it would be difficult to collect this information, post sealing of all the material in to respective Boxes by the Chief Superintendents of Exam Centres.

23. The CEO, ZPP shall ensure that the following sealed covers and other examination materials are received from the examination centre at the District Reception Centre having strong room:

**BOX NO. -I:-**

a) Sealed cover containing used Pre-Printed OMR Answer Sheets.
b) Sealed cover containing used OMR Buffer Answer Sheets.
c) Sealed Cover containing filled in OMR Absentees Proforma.
d) Sealed cover containing Absentee statement (Proforma VII & VIII).
e) Sealed cover containing Nominal-Roll-cum Attendance sheet with Photograph Signature.
f) Sealed cover containing wrong distribution or wrong shading of Booklet code (Proforma XVI).
g) Sealed Cover Containing Room Seating Plan XVII (A OR B).
h) Opening/Closing Certificate (Proforma XIX).
i) Scribe Particulars (Proforma XX).
j) Sealed cover containing Malpractice cases with reports Proforma XXI

**BOX NO.-II:-**

k) Sealed cover containing unused Pre-printed OMR Answer Sheets.
l) Sealed cover containing unused OMR Buffer Answer Sheets.
m) Sealed Cover Containing Unused Question Papers
24. The CEO, ZPP, shall arrange to dispatch on the very same day, the **Box I** containing the above Confidential material for both the forenoon and afternoon sessions in trunk boxes, duly accompanied by armed escort, soon after the completion of the examination, and shall handover the same at the State Reception Centre. The **Box II** containing the unused material shall be preserved in the Strong Room at District itself.

25. The CEO, ZPP shall ensure that the Officer accompanying the confidential material, maintains a Log book while proceeding to State Reception Centre with the above material. All the Officials including vehicle driver travelling along with Confidential Material have to sign along with details like name, designation, place of work. The accompanying team shall mention the place wise events that would take place wherever the vehicle transporting the material is stopped.

26. Attend to other specific duties if any communicated by the Commissioner, Panchayat Raj and Rural Development from time to time.
DUTIES OF JOINT CUSTODIAN

A senior officer (Deputy Collector/DEO/DRO) as identified by the Collector shall be the Joint Custodian of the Confidential Material at district level along with the Chief Executive Officer, ZillaPraja Parishad. He/she shall be jointly responsible for storage, distribution and collection of all the Confidential Material along with CEO, ZPP.

The CEO, ZPP/Joint Custodian shall be responsible for distribution of Confidential Material to all the examination centres through designated officers. Sufficient number of staff shall be drafted with the previous approval of District Collector, at distribution/reception centres.

- The Confidential material related to examination centres located in the District Head Quarters shall be handed over to the concerned route officers on the day of examination at 6.00 AM.

- For Centres located outside District Head Quarters, the Confidential material shall be dispatched by the Custodian and Joint Custodians on the previous day by 7.00 AM so that it reaches concerned Police Station/Sub Treasury before noon time and confirmation to this effect shall reach the CEO, ZPP/Joint Custodian before 2.00 PM (Proforma IV)

- If there are more than 10 routes or more than 50 Centres in the District Head Quarters, the CEO ZPP/Joint Custodians are advised to identify one STO/Police Station in the district head quarters itself as satellite strong room to keep the material, one day in advance wherever required in the same way that of rural areas away from Head Quarters.

- The CEO, ZPP/Joint Custodian shall submit a consolidated report to the District Collector/Commissioner, PRR&RD, on safe storage of Confidential Material at respective Police Stations/sub treasuries. (Proforma V)

- All the duties that are to be performed by CEO, ZPP shall be supported by the Joint Custodian.
DISTRICT SPECIAL OFFICER

1. The District Special Officer will be appointed for every 15-20 Centres or for every 2 Mandals to oversee the conduct of examination.

2. He/She shall act as flying squad and inspect the Examination Centres at least three days prior to the day of examinations and ensure proper arrangements like seating arrangements, furniture, thermal scanners, hand sanitisers, masks, drinking water facility, cleanliness of the centre, etc. for smooth conduct of examinations.

3. He/She acts as a custodian of reserve material and shall take reserve man power along with him/her and provides material & manpower wherever required.

4. He/She shall inspect all centres on the day of exam, and ensure that all officers perform their duties as prescribed and there is no deviation from the procedures.

5. He/She shall coordinate with Chief Superintendent of exam centre and Centre Special Officer and ensure proper conduct of examination in a fair manner and no malpractices take place.

6. The District Special Officer shall attend to any other work assigned by District Collector for effective conduct of examinations.
DUTIES OF ROUTE OFFICER

The Route Officer is entrusted with the following duties /responsibilities:

Pre-examination schedule:

1. Report to the District Collector/CEO, ZPP well before the date of examination at the time fixed. After receiving the instructions from the District Collector/CEO ZPP, they may be asked to visit the examination centres to check whether all arrangements are made like training of invigilators, seating arrangements, furniture, thermal scanners, hand sanitisers, masks, drinking water facility, cleanliness of the centre, etc.
2. Attend training programme arranged by the District Collector/on the date & time communicated.
3. Receive Route Map and List of Centres in the route from the CEO, ZPP.
4. The route officers for those centres which are outside the district head quarters, are required to report at 6.00 AM on the day preceding the examination day to receive material well in advance. After receiving the material he/she should then proceed along with the armed guards and deposit the material in the designated Police Station/Sub Treasury near the examination hall. He/She should submit a report to the CEO, ZPP that the material is kept in the safe custody of Local SHO(Proforma IV). The route officer shall withdraw the material from Police Station/Sub Treasury on the date of examination by 6.00 AM and distribute the material as detailed below.

On the date of examination

5. Be present at the District Treasury / Strong Room at 6.00 AM on the date of examination.
6. Receive confidential material from the CEO, ZPP/Joint Custodian and acknowledge receipt of material in Proforma-II.
7. He/she should proceed to the first centre allotted to him/her before 7:30 AM on the date of exam along with the Security Personnel arranged for this purpose.
8. Handover sealed packets of Question Paper, OMR Answer Sheets and other related material to the Chief Superintendent/Centre Special Officer under proper acknowledgement in Proforma-VI.
9. Proceed to the next Centre and follow the same procedure. Route Officer shall complete the distribution of Confidential Material to all the centres by 8:30 AM.
10. Shall visit all the centres allotted from 9:30 AM onwards as flying squad leader with her/his team of security personal Officers and ensure smooth conduct of the examination.
11. The Route officer shall collect a copy of the Centre wise absentees’ information (Proforma-VIII) and report to CEO, ZPP within half an hour after
commencement of examination. He shall also collect a copy of the Proforma XIII and XIV from Centre Special Officer/Ch.Supt of Centre and submit to CEO, ZP

12. The absentee statements collected from the all Chief Superintendents of Examination Centres shall be submitted to the CEO, ZPP by 10:30 AM/3:00 PM on the day of examination.

13. Book malpractice cases, if any, detected and submit detailed report about the nature of malpractices detected to the Chief Superintendent and also to the CEO, ZPP.

14. By 12.30 PM, proceed to the Centres allotted to him and check whether post-examination material is properly sealed in the boxes by the respective Chief Superintendents.

15. After completion of AFTERNOON session examination, Route Officer shall collect the BOX I and BOX II for ‘FORENOON’ and ‘AFTERNOON’ and stow them in the given trunk box and then proceed to all other centres to collect BOX I & Box II of both sessions. After collecting material from all the centres, the Route Officer, shall immediately proceed to Reception Centre located in other than District headquarterstohandover the examination material (packed in BOX I & II) to the CEO, ZPP.

16. Attend to other specific duties if any communicated by District Collector/ CEO, ZPP from time to time.
INSTRUCTIONS TO CHIEF SUPERINTENDENTS

EVERY CHIEF SUPERINTENDENT IS ENTRUSTING WITH FOLLOWING DUTIES AND RESPONSIBILITIES

(A) Pre-Exam work

1. Attend the training programme arranged by the District Collector and the CEO, ZPP on the scheduled day of training as communicated.
2. Receive the list showing names of invigilators appointed to the Centre from the CEO, ZPP by 10AM on the previous day of examination.
3. Receive strength of candidates allotted to the centre with Hall Ticket numbers etc., from the CEO, ZPP.
4. Receive sealed covers containing Nominal-Rolls-cum-Attendance sheets with Photograph and Signature and Blank Performa-VII to XII, one day prior to the examination scheduled.
5. Proceed to the centre, allotted to him/her and inspect the institution designated as Examination Centre on the previous day of examination schedule.
6. Inspect halls for conducting the test and ensure that:
   a. The centre has adequate furniture for candidates to write the test. If sufficient number of dual desks/tables and chairs are not available, the Chief Superintendent shall coordinate with the Route Officer/District Special Officer/CEO, ZPP for arranging the furniture.
   b. The seating arrangement is to be displayed at least (3) prominent places at the centre.
   c. Ensure that proper arrangements for thermal screening, hand sanitization, reserve face masks, drinking water & sanitation facilities are made in the centre. The drinking water shall be arranged in the corridors near the examination hall so that candidates can quickly quench their thirst and get back to exam.
7. Prepare seating plan for students Hall-Wise in Sixteen(16) or Twenty four(24) candidates per Hall / Room except in case of the last hall. The last hall may accommodate the balance left over. Candidates may be allotted to each hall keeping in view the number of candidates, and the capacity of the hall. Ensure that there is at least a distance of 6 feet between two candidates of a row duly conforming to COVID-19 physical distancing norms.
8. Arrange to write the Hall Ticket Numbers of the candidates on the desks/table with a piece of chalk on the previous day of examination. (However, the Question Paper code given in item below should not be written on the Table / Dual Desk). Different colors of chalk pieces may be used for writing of hall ticket numbers for FORENOON and AFTERNOON sessions of exams.
9. Issue instructions to the Invigilators/Hall Superintendents regarding Room arrangement for distribution of question booklets as follows:

The pattern of distribution of Question Booklets to candidates shall be as follows:

(24 Seat Room (6 x 4))

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(16 Seat Room (4 x 4))

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OR

(16 Seat Room (8 x 2))

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In case the candidate is absent, the Question Booklet meant for him/hershall not be distributed to anybody else.

For Example:- If the candidate No.3 in a particular row is absent his/her question paper shall not be given to next candidate. Seriatum has to be strictly followed, so as to make the jumbling system successful.

Note:- Rooms/Halls to the Invigilators are to be allotted on the dates of examination by lots as given in Minute to Minute activity separately for FORENOON and AFTERNOON sessions.

10. The Chief Superintendents shall obtain the following certificate from the Invigilator of the room concerned.

CERTIFICATE

This is to certify that I have distributed the Booklets as per the Seating Plan, Hall Ticket wise given by the Chief Superintendent for this purpose.

Centre No.
Room No.
Date: Signature of the Invigilator
Name and Designation
11. **5% Reserve Question Papers and 10% OMR sheets** (Buffer) will be supplied in excess of the actual requirement at each centre. If any shortage of question paper is noticed by the Chief Superintendent, he/she should immediately inform to Route officer /District Special officer/CEO, ZPP and then issue the question papers from reserve and mention the same in his/her remarks in report.

12. Chief Superintendents have to strictly follow the time schedule for each task on the dates of examination for both morning and afternoon sessions.

13. Attend to other specific duties if any communicated by District Collector / CEO, ZPP from time to time.

**(B) Items of work on the Dates of Examination**

Every Chief Superintendent shall observe the following:

1. Be present in the assigned examination centre at **7.00 AM** on the day of examination along with his/her team of invigilators.

2. Take attendance of the team members and then by draw of lots allot one invigilator to every room of 16/24 candidates. Take their signatures in the Attendance register against the room number.

3. Receive sealed Question Booklet Packets, Blank OMR Answer Sheets from the Route Officer between 7.30AM and 8.30 AM. he/she shall also verify the number of packets (**each packet consists of 4 question papers**) and satisfy himself/herself regarding adequacy of the material supplied with reference to the number of candidates allotted to the centre as per Nominal Rolls. Shortages, if any, shall be reported immediately to the Route Officer/District Special officer and to the CEO, ZPP who will arrange for supply of the required quantity of question paper booklets.

4. Keep all the sealed packets of Question Booklets carefully in a secured place till such time, they are handed over to the Hall Superintendents in the presence of CentreSpecial Officer for distribution to the Invigilators. The **Question Paper Booklets of 4 denomination will be supplied.**

5. Sort preprinted OMR Answer Sheets hall wise as per the hall wise strength & hall ticket numbers, and Nominal Rolls and deliver to the Hall Superintendents for handing over to the Invigilators by 9.30 AM under Acknowledgement (**Proforma-IX A**).

6. The Nominal rolls consist of Attendance Sheet with Photographs and Signature of candidates.

7. On the date of examination, the Chief Superintendent opens question paper bundles in the presence ofCentre Special officer and all Hall Superintendents at 9.40 AM/2.10 PM and handovers the question paper bundles to Hall Superintendents.
8. The Hall Superintendents will then handover the required number of Question Paper Booklets to the Invigilators under Acknowledgement (Proforma-IX B) at 9.50AM/2.20PM. The invigilators will open the sealed packets at 9.55 AM/2.25PM in the exam hall in the presence of candidates and distributes question papers to candidates.

9. Allow the candidates to enter the rooms from 09.30 AM for the exam in Forenoon session and at 02.00 PM for the exam in the AN Session. *Proper arrangements for hand sanitization shall be made at the entry of Exam Hall for enabling the candidates to clean their hands before entering the exam hall.* The candidates should be in their respective seats by 09.45 AM/02.15 PM. The main gate shall be closed at 10.00 AM/02.30PM. *No candidate shall be allowed after 10.00 AM/02.30PM at any cost. This should be strictly followed.*

10. Ensure that FIRST BELL is given at 09.45 AM/02.15PM signaling distribution of OMR Answer Sheets to the candidates. In case any candidate brings to the notice of the Invigilator that the Pre-printed OMR supplied is either spoilt or torn or not printed properly (other than candidate details) the Invigilator shall bring it to the notice of the Chief Superintendent. The Chief Superintendent in such case may issue a Buffer OMR Answer Sheet and record the same. *Buffer OMR Answer Sheet should not be issued for errors in the pre-printed details of the candidate. Such corrections can be carried out in the Nominal Roll cum Attendance Sheet.*

11. The Chief Superintendent should pay special attention with regard to issue of buffer OMR Answer sheets. Buffer sheets should only be issued if the original pre-printed OMR Answer Sheet is either spoilt or torn or not printed properly. The Chief Superintendent in consultation with the Centre Special Officer shall take a decision on this. Buffer OMR Answer Sheets should not be issued for wrong entries found in the details of the candidate. Such corrections can be made in the Nominal-Roll-cum-Attendance sheet. Do not issue Buffer OMR Answer sheet for wrong distribution of booklet codes by the invigilator or wrong shading, of booklet code by the candidate. In case of wrong distribution or wrong shading the Chief Superintendent may report it to the Chief Executive Officer, ZillaPrajaParishadin the Proforma (Proforma XVI)

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<tr>
<th>Sl. No.</th>
<th>Hall ticket number</th>
<th>Wrong shading</th>
<th>Wrong distribution</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Booklet code shaded on the OMR</td>
<td>Actual booklet code used by the candidate</td>
</tr>
</tbody>
</table>

28
12. The Second Bell shall be given at 10.00 AM/02.30 PM signaling distribution of Question Paper Booklets. Third bell (last bell) shall be given at 12.30PM/05.00PM signaling closure of the test and collection of OMR Answer Sheets from the candidates.

13. Ensure that Invigilators handover the unused Question Paper Booklets, unused OMR Answer Sheets, Absentee Statement (Proforma-VII) to the Chief Superintendent by 10.30 AM/03.00PM. The Chief Superintendent will verify the number of unused Question Paper Booklets, the number of unused OMR Answer Sheets with the Absentee Statement and ensure that they are tallied.

14. Absentee Proforma OMR sheet for marking Absentees will be provided along with the Pre-printed OMR sheets and on which the Chief Superintendent should bubble with Blue or Black ball point pen against the candidates who are ABSENT and certify at the bottom. The bubbling shall be confined to Absentees only.

15. The unused Question Paper Booklets shall be packed and the package shall be sealed and pasted with the relevant slip. Likewise, the unused OMR Answer Sheets shall also be packed in special plastic packets provided for this purpose, sealed and pasted with the relevant slip.

16. The Chief Superintendent has to go round the examination Halls/Rooms in the centre and inform the candidates that they have to use black/blue ball point pen for marking or bubbling the OMR Answer sheets and hand over the OMR Answer Sheet to the Invigilator after the Examination.
   i) The candidates should also be informed that they should compulsorily handover the used OMR Answer Sheet to the Invigilator after closure of the exam.
   ii) No candidate is permitted to take the original OMR Answer Sheet along with them.
   iii) However, candidates are allowed to take carbon copy (bottom copy) of the answered OMR sheet after closure of the exam.
   iv) If any of the candidate is found to be carrying the original OMR answer sheet out of the hall, (or) criminal proceedings as per rules shall be initiated against that candidate.
   v) Candidates can also take the Question Paper Booklet along with them after closure of the examination.
   vi) The Chief Superintendent should also remind the Invigilators and the Candidates about shading of the booklet series used on the OMR Answer Sheet.

17. Issue instructions to Invigilators to collect the used OMR (Answer) Sheets at the end of the Examination and to pack the used OMR Answer Sheets in plastic covers specially provided.
   i) Wherever Buffer OMR Answer Sheets are used, pin the original pre-printed OMR of the candidate to the Buffer OMR Answer sheet used by the
candidate after the examination and pack these sheets in separate covers. This is very important for declaring the result of the candidate.

i) Thereafter, Invigilators should take the packets carefully to the Chief Superintendent.

ii) The Chief Superintendent and Centre Special Officer, along with Hall Superintendent shall verify the above material by physically counting with the reference to the entries in the Proforma-X.

iii) Thereafter the OMR Answer Sheets of the centre shall be kept in multiples of fifties (50) in the sequence of the Hall Ticket Numbers using a rubber band and handle them carefully.

iv) These packets (50 each) should then be kept in boxes and the boxes should be sealed with cloth and should be sewing in such way that the box cannot be opened without tear open the cloth seal and write the Centre Code, Exam code, Name of Exam and Date & Session using the Marker (Sketch)pens.

18. Ensure that the Invigilators jointly handover the following in proper condition at the end of the Examination.

- Sealed Covers containing used OMR Answer Sheets (Pre-printed)and Buffer OMR Answer Sheets
- Sealed Cover containing Nominal-Roll-cum-Attendance Sheets with Photo and Signature and Question Paper Booklet Codes.
- Sealed Cover containing malpractice cases with the report of the Flying Squad.
- Sealed Cover containing seating plan made Hall wise in the Proforma prescribed. (Proforma – XVII A or XVII B)
- Sealed Cover Containing the OMR Absentees Proforma
- Sealed Cover containing other examination material.

19. Chief Superintendents/Centre Special Officer shall handover the following material to the Route Officers who in turn will hand over to the CEO, ZPP(Proforma-XII).

BOX NO.-I:-

a) Sealed cover containing used Pre-Printed OMR Answer Sheets.
b) Sealed cover containing used OMR Buffer Answer Sheets.
c) Sealed Cover containing filled in OMR Absentees Proforma.
d) Sealed cover containing Absentee statement (Proforma VII & VIII).
e) Sealed cover containing Nominal-Roll-cum-Attendancesheet with Photograph Signature.
f) Sealed cover containing Wrong distribution or wrong shading of Booklet code (Proforma XVI).
g) Sealed Cover Containing Room Seating Plan XVII (A OR B).
h) Opening/Closing Certificate (Proforma XIX).
i) Scribe Particulars (Proforma XX)
j) Sealed cover containing Malpractice cases with reports (Proforma XXI)

BOX NO.-II:-

k) Sealed cover containing unused Pre-printed OMR Answer Sheets.
l) Sealed cover containing unused OMR Buffer Answer Sheets.
m) Sealed Cover Containing Unused Question Papers

20. After the examination, the Chief Superintendent will hand over the material to the Route Officer who in turn will stow packets in a trunk box and hand over at the Reception centre immediately on the examination day.

21. Other Instructions

The Chief Superintendent should go through the instructions and follow them scrupulously and ensure that the examination is conducted in accordance with the instructions issued by the Government.

Cloak Room: Usage of Cellular Phones, Calculators etc., in the examination room/hall is STRICTLY PROHIBITED. The Chief Superintendent and returned after end of the examination. For this purpose, the Chief Superintendent shall arrange a cloak room facility for keeping the mobiles and other electronic gadgets and shall be returned at the end of the examination. The Hall Superintendents and Invigilators are also not allowed to carry any electronic gadgets.

Entry prohibited to Print and Electronic Media

Mediapersons, Print & Electronic (Reporters/Videographers of Press/TV Channels) should not be allowed in to the Examination Hall.

Who can enter the Examination Centre

On the Day of Examination, the Officers mentioned below are permitted to enter the Examination Centre for inspection purpose on production of valid Office ID and they should record their visit in the Visitors Book available with the Chief Superintendent/Centre Special Officer

❖ STATE LEVEL

1. Principal Secretary, PR&RD
2. Commissioner, PR&RD
3. Commissioner, MA&UD
4. Additional Commissioner/Deputy Commissioners or any other officers authorized by Commissioner PR&RD, Commissioner MA&UD

✧ DISTRICT LEVEL

1. The District Collector and Magistrate
2. The Joint Collectors (Rev), Joint Collector (VSWS & D), Joint Collector (Aasara)
3. The Superintendent/Additional Superintendent/Deputy Superintendent of Police
4. Chief Executive Officer, ZillaPraja Parishad
5. District Panchayat Officer
6. District Special Officer
7. Route Officer
8. Chief Superintendent/Additional Chief Superintendent of Exam Centre/Hall Superintendent/Invigilators/Centre Special Officer/Venue Coordinator
9. Any other Officer authorized by the District Collector on production of valid ID

Candidates entry and exit to examination Centre:

1. Candidates shall be permitted to enter into examination hall from 9.30AM / 2.00PM and sit in the hall.
2. No candidate shall be permitted to enter the examination hall after 10.00AM / 2.30 PM.
3. Candidates shall not be permitted to leave the examination hall till the expiry of full time. If any candidate leaves the examination hall in the middle, he/she would be disqualified.
DUTIES OF CENTRE SPECIAL OFFICERS

1. For every examination centre there shall be one Centre Special Officer and depending on the requirement more number can be considered. He/She will act as the representative of the District Collector in the Centre.

2. Attend the training programm arranged by the District Collector and the Chief Executive Officer, ZillaPrajaParishad on the scheduled day of training as communicated.

3. Will be overall responsible for ensuring fair conduct of examination.

4. COVID-19 Protocols: Shall ensure implementation of all COVID 19 preventive protocols like Physical Distance, Wearing Face Mask, hand Sanitization by the candidates. He/She shall make necessary arrangements for thermal screening and hand sanitization of candidates at the entry gate. No candidate should be allowed to enter the premises without wearing face mask.

5. Shall coordinate with the concerned Route officer, Dt Special officer and CEO, ZPP to ensure that all the required men and material reach the examination Centre in time and proceedings at the Centre go on as per the procedures prescribed.

6. Shall coordinate with the security personnel and ensure proper frisking of all candidates to prevent entry of any objectionable material inside the examination Centre.

7. Make adequate arrangements for frisking of women candidates by Mahila Police/Anganwadi workers or any female employees available.

8. Responsible for coverage of proceedings at examination centre Halls through CCTV Cameras or Video Cameras as prescribed.

9. If CCTV Cameras are not arranged for some reason, there will be one video camera along with a videographer arranged for every 2 to 3 Examination Halls.

10. Will ensure video recordings such a way that fair examination is ensured, without any scope for malpractices by anyone.

11. Will be responsible for depositing all the video recordings / clippings in the strong room at the earliest after conclusion of the examination.

12. The Centre Special officer shall collect the information in Proforma XIII and Proforma IV from the Chief Superintendent of the Exam Centre and pass it on to Route Officer concerned for onward transmission to the CEO, ZP for district level consolidation.
DUTIES OF HALL SUPERINTENDENTS

1. The Hall Superintendent shall report to the concerned O/O Tahsildar/Mandal Parishad Development Officer as informed in the order by District Collector, at the scheduled time **one day prior to the date of examination** to know their examination centre and then proceed for reporting to the concerned Chief Superintendent at 2.00 p.m. on the same day.

2. The Hall Superintendent shall report to the Chief Superintendent on the date of examination at 07.00 A.M.

3. Ensure that candidates follow physical distancing norms while entering the exam hall and properly sanitise their hands.

4. Check the candidates thoroughly with the assistance of the Invigilators and remove forbidden material, if any, before they enter into the Hall between **09.30 AM and 10.00 AM (2.00 PM and 2.30 PM in the A.N)**

5. On the day of the examination, the Hall Superintendent shall proceed to the Chief Superintendent and obtain (i) OMR Answer Sheets (ii) Nominal-Roll-cum-Photo Attendance Sheets with signature (iii) Question Paper Bundles & (iv) Hall/Room Seating Plan (**Proforma XVII A or B as the case may be**) and return to the Rooms / Halls allotted to him and handover the material to the Invigilators.

6. On the date of examination, the Chief Superintendent opens question paper bundles in the presence of all Hall Superintendents at **9.40 AM/2.10 PM** and handovers the question paper bundles to Hall Superintendents. The Hall Superintendents will in turn hand over to invigilators at **9.50 AM/2.20PM**. The invigilator opens the Question Paper bundles at **9.55 AM/2.25 PM** in the examination hall in the presence of candidates and then distributes according to seating layout.

7. Proceed immediately i.e. before 09.45 AM /02.15PM to the Chief Superintendent to receive the Question Paper Booklets.

8. The Chief Superintendents shall open the Question Paper Booklets in the presence of Hall Superintendents. Ensure that he/she receives the required number of Question paper Booklets as per the hall wise strength for the halls allotted to him/her.

9. Check the bonafides of the candidates with reference to the information given on the Hall Ticket by cross checking with the Nominal-Roll-cum-Attendance Sheets with Photographs and Signatures with the assistance of invigilator. He/She should also ensure that signature of the candidate is taken on the attendance sheet. He/She should ensure that all the boxes meant for the identification of the candidate on the Question Paper Booklet and OMR Answer Sheet are properly filled. He/She should also check
whether the invigilator and the candidate have signed in the proper place on the OMR Answer Sheet.

10. Ensure that the OMR Answer Sheets and Question Paper Booklets are distributed to all the candidates in time.

11. Collect Hall Wise Absentee statement in the Proforma-VII from invigilators and help the Chief Superintendent in preparation of Centre Wise Absentee Statement in Proforma VIII.

12. Handover the unused Answer Sheets, unused Question Paper Booklets, Absentee Statement and OMR Absentee Statementsto Chief Superintendents at 10.30 A.M/03.30PM.

13. Oversees the videography and guide the videographer in covering important proceedings without causing disturbance to the candidates.

14. Bring cases of malpractice to the notice of the Chief Superintendent immediately after booking the case.

15. At the end of the examination, collect the used OMR Answer Sheets and handover to the Chief Superintendent.

16. Keep a watch on the candidates going for water or nature calls and if any candidate resorts to malpractices, take immediate action to book him/her and handover to police. However, the candidate shall not be allowed to leave the examination hall.

17. Attend to other specific duties if any communicated by the District Collector/CEO, ZPP from time to time.

**ATTENTION HALL SUPERINTENDENT**

- Shall ensure strict adherence of COVID 19 Protocols in exam hall by all candidates writing exam
- Shall ensure that the Question Paper Booklets are distributed to the candidates as per the Seating Plan of the Hall.
- Should also ensure that all the candidates in the centre allotted to them have bubbled the Question Paper Booklet Code on the OMR Answer Sheet properly.
**DUTIES OF INVIGILATORS**

1. The Invigilators shall report to the concerned O/o. Tahsildar/Mandal Parishad Development Officer as informed in the order and at the time communicated by District Collector one day prior to the date of examination to know their Examination Centre and then proceed to report to the Chief Superintendent at 02.00 p.m. on the day before the date of examination at the Examination Centre and receive training/instructions.

2. The Invigilators shall report to the Chief Superintendent at 7.00 A.M i.e., on the day of examination.

3. Assist the Chief Superintendent of the exam centre in checking the candidates and removing forbidden material, if any, before their entering into the exam Hall.

4. On the date of examination, the Chief Superintendent opens question paper bundles in the presence of all Hall Superintendents at 9.40 AM/2.10 PM and handovers the question paper bundles to Hall Superintendents. The Hall Superintendents will, in turn, hand over to the invigilators at 9.50 AM/2.20PM. The invigilator opens the **Question Paper bundles at 9.55 AM/2.25PM** in the examination hall in the presence of candidates and then distributes according to the seating layout.

5. Invigilator will be responsible for distribution of OMR Answer Sheets at 09.45 A.M/02.15PM. (at the stroke of 1st Bell) and collection of unused Answer Sheets and unused Question Booklets by 10.15 A.M/02.45 PM

6. In case any candidate brings to the notice of the Invigilator that the Pre-printed OMR Answer Sheet is either spoilt or torn or not properly printed (other than candidate details) then the matter may be taken to the notice of the Chief Superintendent and get a Buffer OMR issued as replacement immediately.

7. **MOST IMPORTANT:**
   
i) Special attention should be paid in regard to shading of Question Paper Booklet Code on the OMR Answer Sheet.
   
ii) The Invigilators should pay special attention with regard to issue of buffer OMR answer sheets.
   
iii) Buffer sheets should only be issued if the original pre-printed OMR Answer Sheet is either spoilt or torn or not printed properly.
iv) Buffer OMR Answer Sheets should not be issued for wrong entries found in the details of the candidate. Such corrections can be made in the Nominal-Roll-cum-Attendance sheet.
v) Do not issue Buffer OMR Answer sheet for wrong distribution of booklet codes by the invigilator or wrong shading of booklet code by the candidate.
vi) In case of wrong distribution or wrong shading, the Invigilator may report it to the Chief Superintendent in the following Proforma

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Hall ticket number</th>
<th>Wrong shading</th>
<th>Wrong distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Booklet code shaded on the OMR</td>
<td>Actual booklet code used by the candidate</td>
</tr>
</tbody>
</table>

vii) Each Invigilator is responsible for the distribution of Question Paper Booklets at 10.00 AM/2:30 PM (at the stroke of 2nd Bell) as per Hall Ticket wise Room Seating Plan provided by the Chief Superintendent as per Proforma XVII (A or B as the case may be)
viii) The Invigilators should be responsible
a. To check whether the particulars of the candidates are properly printed on the Pre-printed OMR Answer Sheet. **Please check if the photograph on the nominal roll is that of the candidate.**
b. To check whether the candidates have filled the particulars on the OMR Answer Sheets correctly.
c. To tally the particulars of the candidates given on the Pre-printed OMR Answer Sheet and Nominal-Roll-cum-Attendance Sheet with Photographs and Signature. If any wrong entries are noted corrections are to be made in the Nominal-Roll-cum-Attendance sheet.
d. To take the signature of the candidates on the Nominal-Roll-cum-Attendance Sheet with Photographs and Signature and tally the same with Pre-printed Signature.
e. **To ensure that the candidates have correctly mentioned and bubbled their question paper booklet code on the OMR answer sheet and Nominal-Roll-cum-Attendancesheet.**
f. To collect used OMR answer sheet at 12.30PM/05.00 PM from candidates at the stroke of the closing bell
ix) The candidates are allowed to make bio-data corrections, if any in the nominal roll. The signature of the candidate shall be obtained against each such correction.
x) If the hall ticket is printed without photo/blurred photos/too small photo/photo without signature, the candidates should bring 3 passport size photos duly attested by a Gazetted Officer and hand over the same to the Invigilator in the examination Hall, failing which the candidate shall not be admitted for the examination.

xi) Attend to other specific duties if any communicated by District Collector / CEO, ZPP/Chief Superintendent from time to time.

**Instructions to Candidates –To be informed and announced by Invigilator**

xii) The invigilator should inform/announce the following instructions to candidates:

a. Candidates are not allowed to carry any electronic devices such as Mobile/Cell Phones, Calculators, Tablets, I-Pad, Bluetooth, Pagers or any other device capable of interacting/Programming into the examination Centre. Any violation of the above leads to disqualification of candidature.

b. Candidates should be advised to check the Answer sheet and read the instructions on it as well as on test booklet carefully.

c. Advise the candidates to use ONLY ball point pen (blue/black) to fill the required particulars and to write and encode their Test Booklet series (A or B or C or D) at appropriate places in the answer sheet. It must be made clear that failure to encode/wrong encoding of Test Booklet Series will lead to invalidation of answer sheet.

d. Writing with Gel Pen or any other writing device at wrong places will also lead to invalidation of Answer sheet.

e. The Candidates shall put their sign and get the signature of the invigilator at the appropriate places in the Answer sheet.

f. OMR sheets supplied to the candidates consist of two copies, the original copy on the top and the duplicate copy at bottom. After completion of the examination, the candidate should handover the original OMR answer sheet (top sheet) to the invigilator and can carry the bottom sheet (duplicate) for his/her record.

g. Frequent visits to the toilets are not permitted. Candidates should be advised to use the toilet facility only in case of extreme necessity. If any candidates are found to be indulging in discussions or malpractice near the toilets or corridors or any other places after going out of the hall under the plea for going to toilet or otherwise they would be disqualified.

h. Candidates will not be permitted to leave the examination hall till the expiry of full time. If any candidate leaves the examination hall in the middle, he/she would be disqualified.
The compensatory time will be twenty (20) minutes per hour of examination per persons who are allowed use of scribe.

The candidates, not availing the facility of scribe will also be allowed additional time of Fifty (50) minutes for each session of 150 minutes duration.
# MINUTE TO MINUTE ACTIVITY SCHEDULE AT THE EXAM CENTRE ON THE DAY OF EXAMINATION FORENOON SESSION (EXAM TIME 10.00AM TO 12.30 PM)

<table>
<thead>
<tr>
<th>Point of Time / Time Range</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.00 AM</td>
<td>To be present at examination centre</td>
</tr>
<tr>
<td>7.15 AM – 7.30 AM</td>
<td>Instructions to Invigilators on their duties</td>
</tr>
<tr>
<td>7.30 AM</td>
<td>To see that Police allotted for Bandobust report for duty (previous day Chief Superintendent should confirm from SHO concerned)</td>
</tr>
<tr>
<td>7.45 AM – 8.30 AM</td>
<td>Receive question papers and OMR sheets from Route Officer concerned.</td>
</tr>
<tr>
<td>9.00 AM – 9.15 AM</td>
<td>Outside the examination Hall, security personnel check candidates thoroughly to remove forbidden material if any</td>
</tr>
<tr>
<td>9.15 AM</td>
<td>Allotment of rooms to Invigilators by draw of lots system. Handover the blank OMR sheets, attendance-cum-room wise Nominal Rolls, seating plan to the invigilators through Hall Superintendents and take signatures of Invigilators in proof.</td>
</tr>
<tr>
<td>9.30 AM – 9.45 AM</td>
<td>Allow the candidates into examination hall, verifying the hall tickets, invigilator establishes identity of candidates.</td>
</tr>
<tr>
<td>9.45 AM - 10.00 AM</td>
<td>Invigilators to check thoroughly candidates to remove forbidden material if any.</td>
</tr>
<tr>
<td>9.40 AM</td>
<td>Chief Superintendent opens question paper bundles in the presence of all Hall Superintendents and hands over the Question paper bundles to Hall Superintendents</td>
</tr>
<tr>
<td>9.45 AM</td>
<td>First Bell is rung signaling all candidates to be in their seats and invigilator to distribute blank OMRs to candidates.</td>
</tr>
<tr>
<td>9.50 AM</td>
<td>Hall Superintendent supplies required number of question paper bundles to invigilators and take signature in proof.</td>
</tr>
<tr>
<td>9.55 AM</td>
<td>Invigilator opens the Question Paper bundles in the presence of candidates in the examination hall</td>
</tr>
<tr>
<td>10.00 AM</td>
<td>See that main gate is closed. No candidate is allowed to enter after 10.00 AM. (Second Bell is given signaling distribution of question paper booklets).</td>
</tr>
<tr>
<td>10.00 AM – 10.15 AM</td>
<td>Invigilator to see that candidates affix their signature on OMR sheet, invigilator also affixes signature after verifying the necessary entries made by candidates like booklet code.</td>
</tr>
<tr>
<td>10.15 AM</td>
<td>Receive balance material from invigilator (a) Unused question paper booklets, (b) Seating cum distribution plan duly certified by invigilator</td>
</tr>
<tr>
<td>Point of Time / Time Range</td>
<td>Activity</td>
</tr>
<tr>
<td>---------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>10.15 AM – 10.30 AM</td>
<td>Preparation of account of question paper booklets and answer sheets used and unused in proof. Receive from invigilator room wise attendance cum Nominal Rolls and tallies with Proforma-VII. Obtain room wise absentee statement from invigilator and prepares consolidated proforma of the Centre.</td>
</tr>
<tr>
<td>10.45 AM - 11.00 AM</td>
<td>To prepare the list of visually impaired candidates if any with name of scribes and educational level of scribes.</td>
</tr>
<tr>
<td>12.30 PM</td>
<td>Ringing of third Bell signaling end of the test.</td>
</tr>
<tr>
<td>12.30 pm -1.00 PM</td>
<td>Sealing of used OMRs as per instructions</td>
</tr>
<tr>
<td>1.30 PM</td>
<td>Handing over the material to Route Officer</td>
</tr>
</tbody>
</table>
## MINUTE TO MINUTE ACTIVITY SCHEDULE AT THE EXAM CENTRE
### ON THE DAY OF EXAMINATION FOR A.N SESSION
#### (EXAM TIME 2.30 PM TO 5.00 PM)

<table>
<thead>
<tr>
<th>Point of Time / Time Range</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.45-1.30 PM</td>
<td>Receive question papers and OMR sheets from the CEO, ZPP through Route Officer concerned.</td>
</tr>
<tr>
<td>1.30-01.45 PM</td>
<td>Outside the examination Hall, security personnel check candidates thoroughly to remove forbidden material if any</td>
</tr>
<tr>
<td>1.45 PM</td>
<td>Allotment of rooms to Invigilators by lots system. Handover the blank OMR sheets, attendance cum room wise Nominal Rolls, seating plan to the invigilators through Hall Superintendents and take signatures of Invigilators in proof.</td>
</tr>
<tr>
<td>2.00 PM – 2.15 PM</td>
<td>Allow the candidates into examination hall, verifying the hall tickets, invigilator establishes identity of candidates.</td>
</tr>
<tr>
<td>2.15 PM–2.30 PM</td>
<td>Invigilators to check thoroughly candidates to remove forbidden material if any.</td>
</tr>
<tr>
<td>2.10 PM</td>
<td>Chief Superintendent opens question paper bundles in the presence of all Hall Superintendents and hands over the Question paper bundles to Hall Superintendents</td>
</tr>
<tr>
<td>2.15 PM</td>
<td>First Bell is rung signaling all candidates to be in their seats and invigilator to distribute blank OMRs to candidates.</td>
</tr>
<tr>
<td>2.20 PM</td>
<td>Hall Superintendent supplies required number of question paper bundles to invigilators and take signature in proof.</td>
</tr>
<tr>
<td>2.25 PM</td>
<td>Invigilator opens the Question Paper bundles in the presence of candidates in the examination hall</td>
</tr>
</tbody>
</table>
| 2.30 PM                     | See that main gate is closed. No candidate is allowed to enter after 2.30 pm.  
Second Bell is given signaling distribution of question paper booklets. |
| 2.30 – 2.45 PM              | Invigilator to see that candidates affix their signature on OMR sheet, invigilator also affixes signature after verifying the necessary entries made by candidates like booklet code. |
| 2.45 PM                     | Receive balance from invigilator  
(a) Unused question paper booklets,  
(b) Seating-cum-distribution plan duly certified by invigilator |
<p>| 2.45PM – 3.00 PM            | Preparation of account of question paper booklets and answer sheets used and unused in proof. |</p>
<table>
<thead>
<tr>
<th>Point of Time / Time Range</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.15 PM–3.30 PM</td>
<td>To prepare the list of visually impaired candidates if any with name of scribes and educational level of scribes.</td>
</tr>
<tr>
<td>5.00 PM</td>
<td>Ringing of third Bell signaling end of the exam.</td>
</tr>
<tr>
<td>5.00 PM -5.30 PM</td>
<td>Sealing of used OMRs as per instructions</td>
</tr>
<tr>
<td>6.00 PM</td>
<td>Handing over material to Route Officer</td>
</tr>
</tbody>
</table>
MOVEMENT OF CONFIDENTIAL MATERIAL
(QUESTION PAPER/OMR SHEETS)

- The Confidential Question Papers will be directly delivered to the District Head Quarters by the Confidential Printers.

- The OMR Answer sheets will be delivered to the district Headquarters by the Confidential Printers.

- The Chief Executive Officer, ZillaPraja Parishad shall receive the Question Papers and OMR Answer sheets along with a Joint custodian as decided by the District Collector.

- For all the examination Centres located outside the district head quarters, the CEO, ZPP shall hand over the Confidential material to the Route Officers one day in advance i.e on the day preceding the exam by 7.00 AM and the route officer in turn will deposit the same in the designated Police Station/Sub Treasury in the vicinity of exam centre for safe custody. The Route Officer shall withdraw the Confidential Material from PS/STO on the day of examination and handover to the Chief Superintendent of Examination centre.

- For all the centres located in the District headquarters, the CEO ZPP shall arrange for distributing on the date of examination at 6.00 AM.

- The Collectors shall finalise the routes and prepare route maps for effective movement of men and material. For every 5 Centres, one route and one route officer with two armed escort should be provided.
MOVEMENT OF USED CONFIDENTIAL MATERIAL

- After completion of the examination, the Chief Superintendents shall hand over sealed Box-I and Sealed Box-II to the Route Officer. The Route Officer in turn will hand over the Box I and Box II to the CEO, ZPP.

- The CEO, ZPP shall make necessary transit storage facility in the strong room identified at District Headquarters and after receiving entire Confidential material in Box I and Box II from all the examination centres in the district, shall deposit the sealed Box II in the District Strong Room. The sealed Box-I shall be sent to State Head Quarters in a closed container with armed escort and a designated officer for handing over to the Commissioner, PR&RD at designated State Reception Centre.

- All the used Confidential Material in Sealed Box-I should be transported to State headquarters immediately on the same day of examination itself without any time lapse.
CASES OF MALPRACTICE


ISSUES THAT NEED SPECIAL ATTENTION

2. The Chief Superintendents, Hall Superintendents and Invigilators have to verify whether Question Paper (Test Booklet) Series are encoded and the particulars are filled in by the candidate correctly; and to tally the used Answers Sheets with the marked Nominal Rolls.

3. Instances are there where number of Answer Sheets were invalidated for wrong encoding or not encoding Question Paper (Test Booklet) Series in many competitive exams due to negligence/ignorance on the part of the Invigilators.
4. The Chief Superintendents should inform the Invigilators concerned to sign in the space provided for in the Answer Sheets only after verifying the Question Paper (Test Booklet) Series encoded and the particulars filled in by the candidate.

5. The Chief Superintendent/Hall Superintendent should personally count and verify the used Answer Sheets as per Nominal Rolls before packing at the venue and mention the total number of candidates present on the “Absentee Statement” and to put their signatures for authenticity. If any discrepancy is noticed they will be held responsible.

6. The used Answer Sheets shall be kept in a transparent polythene cover and tied up with rubber bands or thread for safety; and such packet be kept in the carton/box supplied and that carton/box be stitched with cloth and be sealed under personal supervision of the Chief Superintendent and Hall Superintendent.

7. The Chief Superintendent should name such sealed packet, the Venue Code number and the total number of used Answer Sheets in the packet be mentioned.

8. The post examination material and other papers have to be packed with the particulars as shown below.

<table>
<thead>
<tr>
<th>SPECIMEN COPY</th>
</tr>
</thead>
<tbody>
<tr>
<td>PACKET NO. 1: (CLOTH PACKING)</td>
</tr>
<tr>
<td>RECRUITMENT’S NAME AND NOTIFICATION NO:</td>
</tr>
<tr>
<td>DISTRICT NAME: DATE OF EXAM:</td>
</tr>
<tr>
<td>VENUE CODE NO:</td>
</tr>
<tr>
<td>NO. OF USED ANSWER SHEETS:</td>
</tr>
<tr>
<td>From: Signature and Name of the Chief Superintendent with Venue Seal</td>
</tr>
</tbody>
</table>

9. The Chief Superintendent should caution the Invigilators that any lenience on their part in this regard will be viewed very seriously and will be attracted by the penal provisions of Act No.25 of 1997, i.e., Andhra Pradesh Public Examinations (Prevention of Malpractice and unfair means) Act, 1997.

**SCRIBE FACILITY**

In case the persons with benchmark disabilities (not less than 40 percent) in the category of blindness, loco motor disability (both arm affected-BA) and cerebral palsy, the facility of scribe assistant shall be given, if so desired by the person. The compensatory timewill be twenty (20) minutes per hour of examination per persons who are allowed use of scribe. The candidates, not availing the facility of scribe will also be allowed additional
time of Fifty (50) minutes for each session of 150 minutes duration, as per Office Memo F.No.34-02/2015-DD-III,GoI, MSJ&E, Dated. 28/8/2018 (Proforma-XX)

**RATES OF REMUNERATION**

The personnel who are drafted for the examination duties shall be paid remuneration as per the rates G.O.Ms.No.1643, G.A.(Ser.A) Dept., dt.04.08.2016. The rates of remuneration applicable are as follows:

<table>
<thead>
<tr>
<th>Session</th>
<th>Chief Supdt/Addl Chief Supdt/Centre Spl. officer.</th>
<th>Hall Superintendent</th>
<th>Invigilator</th>
<th>Clerk</th>
<th>Class-IV</th>
<th>Route Officer/Flying Squad</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half Day</td>
<td>600-00</td>
<td>500-00</td>
<td>400-00</td>
<td>200-00</td>
<td>150-00</td>
<td>600-00</td>
</tr>
<tr>
<td>Full Day</td>
<td>900-00</td>
<td>700-00</td>
<td>600-00</td>
<td>400-00</td>
<td>150-00</td>
<td>900-00</td>
</tr>
</tbody>
</table>

Towards miscellaneous expenditure including (a) Seating arrangements made day prior to the commencement of examination, (b) rearrangements of furniture after conclusion of the examination (c) Purchase of cloth, sheets, gum, etc., (d) Expenditure on conveyance, water pots, glasses, etc., and (e) waterman, sweepers, chowkidars, police guards and other menials, in amount @ Rs.10/- per each candidate is considered and payment has been arranged accordingly.
**PROFORMA –I**  
**DISTRICT SELECTION COMMITTEE (DSC)**  
**GRAM/WARD SACHIVALAYAM RECRUITMENT-2020**  
**EXAMINATION FOR RECRUITMENT OF CANDIDATES FOR THE POSTS OF VARIOUS FUNCTIONARIES IN VILLAGE/WARD SECRETARIAT**  
**RECEIPT OF CONFIDENTIAL MATERIAL FROM PRINTERS**

Received ……. Number of Sealed Cartons of QUESTION PAPER BOOKLETS /OMR ANSWER SHEETS *

from the Printer on ___________ at …….. Hrs and deposited in the Strong Room.

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Exam Paper Code</th>
<th>Exam Centre Code</th>
<th>No. of Boxes containing OMR Sheets</th>
<th>No. of Boxes Question Paper Booklets</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Handed over By Printer**  
Name & Designation

**Taken over by**  
Signature of CEO, ZPP  
District

Name & Designation  
Office Seal

Signature of Joint Custodian

Name & Designation  
Office Seal

**Note:**

1. Prepare in triplicate and send a copy to Commissioner PR& RD, hand over a copy to Printer and retain a copy with the CEO, ZPP.
2. In case the Question booklets and OMR sheets are received separately, CEO, ZPP has to issue receipts separately, as the case be.  
(*Strike off whichever is NOT APPLICABLE)
PROFORMA –II

DISTRICT SELECTION COMMITTEE (DSC)

GRAM/WARD SACHIVALAYAM RECRUITMENT-2020

EXAMINATION FOR RECRUITMENT OF CANDIDATES FOR THE POSTS OF VARIOUS FUNCTIONARIES IN VILLAGE/WARD SECRETARIAT

ACKNOWLEDGEMENT FROM ROUTE OFFICERS

Received the following confidential material from the Custodian and Joint Custodian on…………….. (date) ………… hrs (time)

Category of Post and Exam Code:

1. ……… Number of Sealed Boxes said to contain Questions booklets centre wise.

2.………. Number of Sealed Boxes said to contain blank OMR Answer sheets centre wise.

Pertaining to Examination centres of Route No./Nos ……………

Handed over                           Taken over

1. Chief Executive Officer, ZPP                  Route Officer
   -----------------District and       Route No.
   Name & Designation

2. Joint Custodian

NOTE: This format shall be used in both occasions viz., - i) when the Route officers receive material on the previous day to deposit in the STO/ Police Station ii) or on the day of examination while taking material to Examination Centre.
**PROFORMA – III**

**DISTRICT SELECTION COMMITTEE (DSC)**

**GRAM/WARD SACHIVALAYAM RECRUITMENT-2020**

EXAMINATION FOR RECRUITMENT OF CANDIDATES FOR THE POSTS OF VARIOUS FUNCTIONARIES IN VILLAGE/WARD SECRETARIAT

**RECEIPT OF CONFIDENTIAL EXAMINATION MATERIAL FROM ROUTE OFFICER FOR SAFE CUSTODY**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Centre code</th>
<th>Address</th>
<th>No. of Boxes containing Question Paper Booklets</th>
<th>No. of boxes contain Blank OMR Answer Sheets</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Handed Over

Taken Over

Name of the Officer

Station House Officer/STO

Route Officer

Route No.

-------------Mandal

-------------District
Certified that the following Confidential Material has been deposited in Sub Treasury/Police Station for safe Custody

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Exam Paper Code</th>
<th>Exam Centre Code</th>
<th>No. of Boxes OMR Papers</th>
<th>No. of Boxes containing Question Papers Deposited</th>
<th>STO/PS where the material is Deposited</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Received</td>
<td>Deposited</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Received</td>
<td>Deposited</td>
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<td>Received</td>
<td>Deposited</td>
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<td>Received</td>
<td>Deposited</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Received</td>
<td>Deposited</td>
<td></td>
</tr>
</tbody>
</table>

TIME: __________________________
DATE: __________________________

ROUTE OFFICER
ROUTE NO.

NAME: ______________
DESIGNATION: ______________
Mandal ______________
District ______________
PROFORMA- V
DISTRICT SELECTION COMMITTEE (DSC)

GRAM/WARD SACHIVALAYAM RECRUITMENT-2020

EXAMINATION FOR RECRUITMENT OF CANDIDATES FOR THE POSTS OF VARIOUS FUNCTIONARIES IN VILLAGE/WARD SECRETARIAT

District Consolidated Report for material stored in Sub Treasury/Police Station

Certified that the following Confidential Material has been deposited in Sub Treasury/Police Station for safe Custody by concerned Route Officers

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Exam Paper Code</th>
<th>Exam Centre Code</th>
<th>No. of Boxes containing OMR Papers</th>
<th>No. of Boxes containing Question Papers Deposited</th>
<th>STO/Police Station where the material is Deposited</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Received</td>
<td>Deposited</td>
<td>Deposited</td>
</tr>
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</tr>
</tbody>
</table>

DATE: CHIEF EXECUTIVE OFFICER,
ZILLA PRAJA PARISHAD/
JOINT CUSTODIAN
--------------------------DISTRICT
PROFORMA-VI
DISTRICT SELECTION COMMITTEE (DSC)
GRAM/WARD SACHIVALAYAM RECRUITMENT-2020
EXAMINATION FOR RECRUITMENT OF CANDIDATES FOR THE POSTS OF VARIOUS FUNCTIONARIES IN VILLAGE/WARD SECRETARIAT

RECEIPT

Received the following confidential material from Sri/Smt./Kum.___________________
Route Officer on ________

<table>
<thead>
<tr>
<th>S.NO</th>
<th>Centre Code</th>
<th>Address</th>
<th>No. of Question paper Booklets received</th>
<th>No. of OMR Answer Booklets received</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Handed over
Taken over

Route Officer

Chief Superintendent:
Centre Code: District
Designation:
Name of the office working for:
PROFORMA-VII

DISTRICT SELECTION COMMITTEE (DSC)

GRAM/WARD SACHIVALAYAM RECRUITMENT-2020

EXAMINATION FOR RECRUITMENT OF CANDIDATES FOR THE POSTS OF VARIOUS FUNCTIONARIES IN VILLAGE/WARD SECRETARIAT

STATEMENT SHOWING HALL-WISE ABSENTEES:

Centre Code:                        District Code:
Centre Name:                                    District Name:
Hall Number:       Exam Name:

Category of Post:
Date :

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Hall Ticket No</th>
<th>Name of the candidate</th>
<th>Booklet Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>4</td>
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<td></td>
<td></td>
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<tr>
<td>5</td>
<td></td>
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</tr>
</tbody>
</table>

SIGNATURE OF THE INVIGILATOR

Date:                  Name:
Designation:
PROFORMA-VIII
GRAM/WARD SACHIVALAYAM RECRUITMENT-2020

EXAMINATION FOR RECRUITMENT OF CANDIDATES FOR THE POSTS OF
VARIOUS FUNCTIONARIES IN VILLAGE/WARD SECRETARIAT

STATEMENT SHOWING CENTRE-WISE ABSENTEES:

Centre Code: District Code:
Centre Name: District Name:
Category of Post: Exam Name:

<table>
<thead>
<tr>
<th>SL.NO</th>
<th>Hall Ticket No</th>
<th>Name of the candidate</th>
<th>Booklet Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<tr>
<td>2</td>
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<td>6</td>
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<td></td>
<td></td>
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<tr>
<td>7</td>
<td></td>
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</tr>
</tbody>
</table>

Date:

Signature of the Chief Superintendent

Name
Designation:
Centre Name
## PROFORMA-IXA

**DISTRICT SELECTION COMMITTEE (DSC)**

**GRAM/WARD SACHIVALAYAM RECRUITMENT-2020**

EXAMINATION FOR RECRUITMENT OF CANDIDATES FOR THE POSTS OF VARIOUS FUNCTIONARIES IN VILLAGE/WARD SECRETARIAT

**Acknowledgement for Nominal Rolls & OMR Answer Sheets to be distributed to Invigilators through Hall Superintendents at 9.30AM/2.00PM**

<table>
<thead>
<tr>
<th>Hall. No</th>
<th>Name of Invigilator</th>
<th>Hall Ticket Number From</th>
<th>Hall Ticket Number To</th>
<th>Hall Ticket Number Total</th>
<th>No. of Pre-printed OMR AnswerSheets received</th>
<th>Signature of Invigilator</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Signature of Hall Superintendent

Name:

Designation:

Name of the office working for:
PROFORMA-IXB
DISTRICT SELECTION COMMITTEE (DSC)

GRAM/WARD SACHIVALAYAM RECRUITMENT-2020

EXAMINATION FOR RECRUITMENT OF CANDIDATES FOR THE POSTS OF VARIOUS FUNCTIONARIES IN VILLAGE/WARD SECRETARIAT

Acknowledgement for sealed covers containing Question Paper Booklets by Invigilators through Hall Superintendents to Chief Superintendent before starting of test i.e. at 9:50 AM/2:20 PM.

Centre Name:     District Name
Centre Code:      District Code
Category of Post: Exam Name:

Date

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Hall Number</th>
<th>Name of Invigilator</th>
<th>No.of Question Papers</th>
<th>Signature of Invigilator</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Total</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Date:    Signature of Hall Superintendent

Name:

Designation:

Name of the office working for:
PROFORMA- X

DISTRICT SELECTION COMMITTEE (DSC)

GRAM/WARD SACHIVALAYAM RECRUITMENT-2020

EXAMINATION FOR RECRUITMENT OF CANDIDATES FOR THE POSTS OF VARIOUS FUNCTIONARIES IN VILLAGE/WARD SECRETARIAT

Proforma for receipt of Question Paper Booklet and OMR Answer Sheet handed over by Hall Superintendent to Chief Superintendent after completion of exam.

Centre Name:    District Name:
Centre Code:     District Code
Category of Post:  Exam Name
Date

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Hall No.</th>
<th>No of Un used Question Paper Booklets Returned</th>
<th>No. of OMR Answer sheets Returned</th>
<th>No. of Buffer OMR Sheets Returned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Used</td>
<td>Un Used</td>
</tr>
</tbody>
</table>

Date:                        Signature of Hall Superintendent
Name:
Designation:
Name of the office working for:
PROFORMA-XI
DISTRICT SELECTION COMMITTEE (DSC)
GRAM/WARD SACHIVALAYAM RECRUITMENT-2020
EXAMINATION FOR RECRUITMENT OF CANDIDATES FOR THE POSTS OF VARIOUS FUNCTIONARIES IN VILLAGE/WARD SECRETARIAT

Account of Question Paper Booklets, OMR Answer Sheets

Name of the Chief Superintendent_________________

Centre Name: District Name
Centre Code: District Code
Category of Post: Exam Name
Date:

<table>
<thead>
<tr>
<th>Hall ticket No.</th>
<th>No.of Question Paper Booklets</th>
<th>No.of OMR Answer Sheets</th>
<th>No of Buffer OMR Answer Sheets</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
<td>Total</td>
<td>Used</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

Date:

Signature of Chief Superintendent

Name and designation:

Name Of The Office Working For:
# PROFORMA-XII
## DISTRICT SELECTION COMMITTEE (DSC)

**STATEMENT SHOWING THE MATERIAL RECEIVED FROM THE CHIEF SUPERINTENDENT BY ROUTE OFFICERS, AFTER COMPLETION OF BOTH SESSIONS OF EXAMINATION**

<table>
<thead>
<tr>
<th>District Code</th>
<th>District Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre Code</td>
<td>Centre Name</td>
</tr>
<tr>
<td>Category of Post:</td>
<td>Exam Name</td>
</tr>
</tbody>
</table>

**BOX NO.-I:-**

- a) Sealed Cover containing used Pre-Printed OMR Answer Sheets.
- b) Sealed Cover containing used OMR Buffer Answer Sheets.
- c) Sealed Cover containing filled in OMR Absentees Proforma.
- d) Sealed Cover containing Absentee statement (Proforma VII & VIII).
- e) Sealed Cover containing Nominal-Roll-cum-Attendance sheet with Photograph Signature.
- f) Sealed Cover containing Wrong distribution or wrong shading of Booklet code (Proforma XVI).
- g) Sealed Cover Containing Room Seating Plan XVII (A OR B)
- h) Opening/Closing Certificate (Proforma XIX)
- i) Scribe Particulars (Proforma XX_
- j) Sealed cover containing Malpractice cases with reports (Proforma XXI)

**BOX NO.-II:-**

- k) Sealed cover containing unused Pre-printed OMR Answer Sheets.
- l) Sealed cover containing unused OMR Buffer Answer Sheets.
- m) Sealed Cover Containing Un used Question Papers

**Date:**

**Signature of Chief Superintendent**

**Name:**

**Designation:**

**Name of the officeworking for:**
## PROFORMA-XIII

**DISTRICT SELECTION COMMITTEE (DSC)**

**GRAM/WARD SACHIVALAYAM RECRUITMENT-2020**

**EXAMINATION FOR RECRUITMENT OF CANDIDATES FOR THE POSTS OF VARIOUS FUNCTIONARIES IN VILLAGE/WARD SECRETARIAT**

**STATEMENT SHOWING DISTRICT-WISE ABSENTEES**

<table>
<thead>
<tr>
<th>District Code:</th>
<th>District Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category of Post:</td>
<td>Exam Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SL.NO</th>
<th>Centre Code and Address</th>
<th>Total Allotted</th>
<th>Total Present</th>
<th>Total Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
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<tr>
<td>7</td>
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<td></td>
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</tr>
</tbody>
</table>

**DATE:**

Signature of the Chief Executive Officer, ZPP

Name:

**NB:** THIS INFORMATION SHALL BE COLLECTED THROUGH ROUTE OFFICERS/CENTRE SPECIAL OFFICERS AND COMMUNICATED TO THE COMMISSIONER PR&RD
PROFORMA-XIV
DISTRICT SELECTION COMMITTEE (DSC)

GRAM/WARD SACHIVALAYAM RECRUITMENT-2020

EXAMINATION FOR RECRUITMENT OF CANDIDATES FOR THE POSTS OF VARIOUS FUNCTIONARIES IN VILLAGE/WARD SECRETARIAT

DISTRICT CONSOLIDATED STATEMENT SHOWING CENTRE WISE PARTICULARS OF ANSWER SHEETS USED

DISTRICT CODE:                                        DISTRICT NAME:
Category of Post:                                          Date & Session:

<table>
<thead>
<tr>
<th>Centre</th>
<th>Hall Ticket Numbers</th>
<th>No.of candidates</th>
<th>Total no of OMR answer sheets used</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code/ Name</td>
<td>From</td>
<td>To</td>
<td>Total</td>
<td>Present</td>
</tr>
<tr>
<td>---------</td>
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<td></td>
</tr>
</tbody>
</table>

Signed by
Chief Executive Officer, ZPP
Office Stamp

Counter Signed by
District Collector

Handed Over by
Chief Executive Officer, ZPP
Centre
District

Received by___________
Counter official at reception,
Designation:__________
Name of the office working for____

NB: THIS INFORMATION SHALL BE COLLECTED THROUGH ROUTE OFFICERS/CENTRE SPECIAL OFFICERS AND COMMUNICATED TO THE COMMISSIONER PR&RD
PROFORMA-XV

DISTRICT SELECTION COMMITTEE (DSC)

GRAM/WARD SACHIYALAYAMRECRUITMENT-2020

EXAMINATION FOR RECRUITMENT OF CANDIDATES FOR THE POSTS OF
VARIOUS FUNCTIONARIES IN VILLAGE/WARD SECRETARIAT

STATEMENT SHOWING THE MATERIAL RECEIVED FROM ROUTE OFFICERS
BY THE CHIEF EXECUTIVE OFFICERS, ZPP

Category of Post: Centre Code:
Name:

BOX NO.-I:-

a) Sealed Cover containing used Pre-Printed OMR Answer Sheets.
b) Sealed Cover containing used OMR Buffer Answer Sheets.
c) Sealed Cover containing filled in OMR Absentees Proforma
d) Sealed Cover containing Absentee statement (Proforma VII & VIII).
e) Sealed Cover containing Nominal-Roll-cum-Attendance sheet with Photograph
   Signature
f) Sealed Cover containing Wrong distribution or wrong shading of Booklet code
   (Proforma XVI)
g) Sealed Cover Containing Room Seating Plan XVII (A OR B)
h) Opening/Closing Certificate (Proforma XIX)
i) Scribe Particulars (Proforma XX)
j) Sealed cover containing Malpractice cases with reports (Proforma XXI)

BOX NO.-II:

k) Sealed cover containing unused Pre-printed OMR Answer Sheets.
l) Sealed cover containing unused OMR Buffer Answer Sheets.
m) Sealed Cover Containing un used Question Papers

Handed Over Taken Over
Route Officer Chief Executive Officer
Centre Name and Code ZPP----------District
PROFORMA – XVI
DISTRICT SELECTION COMMITTEE (DSC)
GRAM/WARD SACHIVALAYAM RECRUITMENT-2020
EXAMINATION FOR RECRUITMENT OF CANDIDATES FOR THE POSTS OF VARIOUS FUNCTIONARIES IN VILLAGE/WARD SECRETARIAT

STATEMENT SHOWING THE WRONG DISTRIBUTION OR WRONG SHADING OF BOOKLET CODE

<table>
<thead>
<tr>
<th>Category of Post:</th>
<th>Centre Code No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Code:</td>
<td>District Name</td>
</tr>
<tr>
<td>Date of Exam:</td>
<td>Forenoon/Afternoon</td>
</tr>
<tr>
<td>Name of the Exam:</td>
<td>date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Hall Ticket Number</th>
<th>Wrong shading</th>
<th>Wrong distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Booklet code shaded on the OMR</td>
<td>Actual booklet code used by the candidate</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date:

Signature of Chief Superintendent

Name:

Designation:

Name of the office working for:
PROFORMA – XVII A
DISTRICT SELECTION COMMITTEE (DSC)
GRAM/WARD SACHIVALAYAM RECRUITMENT-2020
EXAMINATION FOR RECRUITMENT OF CANDIDATES FOR THE POSTS OF VARIOUS FUNCTIONARIES IN VILLAGE/WARD SECRETARIAT

Category of Post:      Centre Code No.
Date of Exam:          Forenoon/Afternoon
Name of the Exam:      Paper Code
Category of the post:  Name of the Invigilator
Room No:              No. of candidates allotted to the Room

**Room Seating Plan**
*(Model for 24 Seater)*

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>.....001</td>
<td>(A)</td>
<td>.....007</td>
<td>(C)</td>
<td>.....013</td>
<td>(A)</td>
<td>.....019</td>
<td>(C)</td>
</tr>
<tr>
<td>.....002</td>
<td>(B)</td>
<td>.....008</td>
<td>(D)</td>
<td>.....014</td>
<td>(B)</td>
<td>.....020</td>
<td>(D)</td>
</tr>
<tr>
<td>.....003</td>
<td>(C)</td>
<td>.....009</td>
<td>(A)</td>
<td>.....015</td>
<td>(C)</td>
<td>.....021</td>
<td>(A)</td>
</tr>
<tr>
<td>.....004</td>
<td>(D)</td>
<td>.....010</td>
<td>(B)</td>
<td>.....016</td>
<td>(D)</td>
<td>.....022</td>
<td>(B)</td>
</tr>
<tr>
<td>.....005</td>
<td>(A)</td>
<td>.....011</td>
<td>(C)</td>
<td>.....017</td>
<td>(A)</td>
<td>.....023</td>
<td>(C)</td>
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<tr>
<td>.....006</td>
<td>(B)</td>
<td>.....012</td>
<td>(D)</td>
<td>.....018</td>
<td>(B)</td>
<td>.....024</td>
<td>(D)</td>
</tr>
</tbody>
</table>

Handed Over by      Received by
Signature of the    Signature of the
Chief Superintendent Invigilator

**Note:** After completion of the Examination, the Invigilator should return Room Seating Plan to the Chief Superintendent, with the following certificate.

**CERTIFICATE**

This is to certify that I have distributed the Booklets as per the Seating Plan, Hall Ticket wise given to by the Chief Superintendent for this purpose.

Centre No:          Room No.
Date:               Signature of the Invigilator
PROFORMA XVII B
DISTRICT SELECTION COMMITTEE (DSC)
GRAM/WARD SACHIVALAYAM RECRUITMENT-2020

Category of Post: Centre Code No.
Date of Exam: Forenoon/Afternoon
Name of the Exam: Paper Code
Category of the Post: Name of the Invigilator
Room No: No. of candidates allotted to the Room

Room Seating Plan
(Model for 16 Seater)

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>..... 001</td>
<td>(A)</td>
<td>..... 005</td>
<td>(C)</td>
<td>..... 09(A)</td>
<td></td>
<td>..... 013</td>
<td>(C)</td>
</tr>
<tr>
<td>..... 002</td>
<td>(B)</td>
<td>..... 006</td>
<td>(D)</td>
<td>..... 010</td>
<td>(B)</td>
<td>..... 014</td>
<td>(D)</td>
</tr>
<tr>
<td>..... 003</td>
<td>(C)</td>
<td>..... 007</td>
<td>(A)</td>
<td>..... 011</td>
<td>(C)</td>
<td>..... 015</td>
<td>(A)</td>
</tr>
<tr>
<td>..... 004</td>
<td>(D)</td>
<td>..... 008</td>
<td>(B)</td>
<td>..... 012</td>
<td>(D)</td>
<td>..... 016</td>
<td>(B)</td>
</tr>
</tbody>
</table>

Or

<table>
<thead>
<tr>
<th>001</th>
<th>002</th>
<th>003</th>
<th>004</th>
<th>005</th>
<th>006</th>
<th>007</th>
<th>008</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
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<td>009</td>
<td>010</td>
<td>011</td>
<td>012</td>
<td>013</td>
<td>014</td>
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<td>016</td>
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<tr>
<td>C</td>
<td>D</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>A</td>
<td>B</td>
</tr>
</tbody>
</table>

Handed Over by
Signature of the
Chief Superintendent

Received by
Signature of the
Invigilator

Note: After completion of the Examination, the Invigilator should return Room Seating Plan to the Chief Superintendent, with the following certificate.

CERTIFICATE

This is to certify that I have distributed the Booklets as per the Seating Plan, Hall Ticket wise given to by the Chief Superintendent for this purpose.

Centre No.
Room No.
Date: Signature of the Invigilator
PROFORMA - XVIII
DISTRICT SELECTION COMMITTEE (DSC)

GRAM/WARD SACHIVALAYAM RECRUITMENT-2020

EXAMINATION FOR RECRUITMENT OF CANDIDATES FOR THE POSTS OF VARIOUS FUNCTIONARIES IN VILLAGE/WARD SECRETARIAT

FINAL REPORT OF THE CHIEF SUPERINTENDENT

_________________ Examination held at the Centre Code No ……on _______________, District______________

Date: ________________, District______________

1 Name and Official designation of the Chief Superintendent :
2 Were the parcels containing the Question Papers examined and were they intact?
3 Were the inner covers enclosing the Question Papers examined and were the flaps, edges and seals intact?
4 Were the number of Question Papers and the subject as specified on the outer cover were correct in each case?
5 Was the Question Paper on each subject given out on the day and at the hour prescribed?
6 Have you marked the absentees in the Attendance lists of names sent to you and returned the list to the CEO, ZPP?
7 Were any candidates sent out of the examination hall for violating any of the rules/instructions to the candidates? If so, state their names and nature of the offence in each case?
8 Were any malpractices discovered? If so, state the nature of those malpractices?
9 Were any candidates suspected? If so, state their names and Hall Ticket Numbers and the action taken against them?
10 Were the candidates at any time left without the permission of Chief Superintendent?
11 In what building was the examination held? In how many halls or rooms or verandas was it held?
12 How many candidates with Hall Ticket Numbers were accommodated in each hall, room or Veranda? Who was the in charge of Hall/Veranda? A list should be furnished.
13 What amount or amounts, if any, were drawn in advance? How much was spent? Was the balance refunded and if so, how?

Station: ____________________________

Date: ____________________________

Signature of Chief Superintendent
Name of the Office/Working for
Centre code
Centre Name
District

69
PROFORMA - XIX
DISTRICT SELECTION COMMITTEE (DSC)

GRAM/WARD SACHIVALAYAM RECRUITMENT-2020

EXAMINATION FOR RECRUITMENT OF CANDIDATES FOR THE POSTS OF VARIOUS FUNCTIONARIES IN VILLAGE/WARD SECRETARIAT

OPENING/CLOSING CERTIFICATE

Centre Code No._________  Centre Name  District_________

We, the undersigned hereby certify that the sealed Envelope(s) containing Question Papers in (Category of the Post) ___________________________ for the ___________________________ Examination has/have been examined by us and found to be in proper condition and opened in our presence at (Time) __________A.M. on (Date)______________.

Chief Superintendent  Centre Special Officer

CLOSING CERTIFICATE

Venue Code No____________

We, the undersigned hereby certify that the sealed Envelope(s) /Bundles containing Answer Sheets and other packets in (Category of the Post) ___________________________ for the ___________________________ Examination have been sealed properly and despatched in our presence (Time) __________ P.M. on (Date)______________.

Chief Superintendent  Centre Special Officer

TALLY STATEMENT AND CERTIFICATE

<table>
<thead>
<tr>
<th>Item</th>
<th>No. Received</th>
<th>No. used</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question Papers (Test Booklets)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Answer Sheets (OMR Sheets)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

We certify that we have verified the used answer sheets with reference to the nominal roll; and the same are tallied.

Chief Superintendent  Centre Special Officer

Centre Code & Name
PROFORMA - XX
DISTRICT SELECTION COMMITTEE (DSC)

GRAM/WARD SACHIVALAYAM RECRUITMENT-2020
EXAMINATION FOR RECRUITMENT OF CANDIDATES FOR THE POSTS OF
VARIOUS FUNCTIONARIES IN VILLAGE/WARD SECRETARIAT

PROFORMA TO BE FILLED BY SCRIBE

Name of the Examination/Category : 
Date of Examination : 
Centre Code : 
Venue Name : 
Name of the Scribe : 
Gender of the Scribe : 
Address of the Scribe : 
Qualification of the Scribe : 
Hall Ticket No. of the candidate (VH/OH) to whom you are acting as Scribe : 
Name of the (VH / OH) Candidate : 

DECLARATION OF THE SCRIBE

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

Yours faithfully,

Signature of the Scribe

FOR CHIEF SUPERINTENDENT USE ONLY

Whether scribe appointed by the Chief Superintendent or allowed as per of the candidates choice? : Appointed by Chief Superintendent/Allowed the candidates choice(put a tick mark)

Signature of the chief superintendent, centre code

District-----------------
PROFORMA - XXI
DISTRICT SELECTION COMMITTEE (DSC)

GRAM/WARD SACHIVALAYAM RECRUITMENT-2020
EXAMINATION FOR RECRUITMENT OF CANDIDATES FOR THE POSTS OF
VARIOUS FUNCTIONARIES IN VILLAGE/WARD SECRETARIAT

SPECIAL REPORT ON THE MISBEHAVIOUR/MALPRACTICE

Name of the Examination: Category:

Exam Centre Code No.: Date & Session:

Room No:

Special Report on the misbehaviour / malpractice resorted to by Sri _____________________

Address ____________________________________________________________________

Hall Ticket No: Place of examination Name and Date (FN or AN) of Test/Examination.

1 Nature of malpractice- copying/helping others to copy/misbehaving towards Invigilating staff etc. (Briefly indicate the occurrence)

2 Dimensions of Room, No.of invigilators and No.of candidates

3 Name(s) and addresses of the Invigilator(s) at the place of occurrence

4 Statement of the Invigilator(s) (to be enclosed in original)

5 Statement of the candidate (to be obtained and enclosed) as endorsed by the Invigilator(s) mentioned in Column-3 above.

6 Material evidence in support of the case reported upon (to be collected and transmitted in original to the Commissioner, PRRD)

7 Has the candidate been sent out of the examination after following the procedure above referred to

8 Summary enquiry by the Chief Superintendent (if the case is detected by his Invigilating staff and his findings) If he himself finds out the case special remarks may be offered by him.

Station: ____________________________

Signature and address of the Chief Superintendent

Centre Code

District-----------------

Date:

N.B: 1. All the material seized from the candidate should be sent to the Commissioner, PRRD in original.

2. The material evidence should bear the signature of the person reported upon and attestation of Chief Superintendent.

3. All the statements recorded or obtained from the Examinees or Invigilators should be attested by the Chief Superintendent.
Annexure I

MATERIAL TO BE GIVEN TO CHIEF SUPERINTENDENT

1. Centre Nominal Roll.
2. Centre wise OMR Sheets / Blank OMR 10%. Provided by Route Officer
3. Photo Attendance sheets

4. Stationery/Packing Material – to be procured by CEO, ZPP and handover to Chief Superintendents one day prior to examination day
   1. Covers Legal Size@50 (For keeping used OMR Sheets, used Buffer OMR sheets, Absentee Statements and other filled in proformas)
   2. Sealing Wax for Sealing
   3. Cloth as per requirement (For wrapping Box I and Box II)
   4. Permanent Marker Pens – 3
   5. Twine Thread (For stitching the cloth)
   6. Candles – 2
   7. White Papers -50 Sheets (A4 or Legal)
   8. Paper Cutter (Blade) – 1( To Open the Corrugated Boxes)
   9. Match Box -1
10. Stamp Pad -1
11. Rubber stamp(Prepared as “Chief Superintendent,Centre, ----------- ; Code-----------)
12. Rubber Bands (For making OMRs in bundles of 50 each)
13. Stapler-1 and Stapler pins-1 Box
14. Big Needle
15. Metal Scale -1 (for use by Chief Superintendent)
16. Pencils – 2 (For office use only-for tallying statements etc)
17. Eraser – 1
18. Pencil Sharpener -1
19. Chalk pieces – 2 Boxes -1 White for morning session 1 Pink for Afternoon
20. Gum bottle – 1
21. Cellophane or packing Tapes -2 (for packing the boxes after the exam)
22. Small bags to cover the locks for sealing
23. Locks and keys@2per trunk box
24. Carton Packs– 2 per exam ( Or Corrugated box supplied with OMR sheets can be used for packing)
25. Acquittances
26. Forms as per booklet
27. COVID Special : Thermal Gun (one at each entry), Hand Sanitiser (Sufficient Quantity at Each Entry), One bottle in each Exam Hall, Disposable Masks @ 100 per each centre

ID cards for Personnel i.e Chief Superintendent, Dy. Chief Superintendent, Department Special Officer, Hall Superintendent, Invigilator, Videographer and other Exam Staff on Duty
GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PANCHAYAT RAJ & RURAL DEVELOPMENT (MDL.1) DEPARTMENT
G.O.Rt.No.514Dated:16-08-2019

Read the following:


ORDER:-

Government Vide reference 1st read above issued orders for establishment of Village Secretariat system in the State and also issued certain instructions vide references 2nd and 3rd read above.

2. In the reference 2nd read above, the Commissioner, Panchayat Raj & Rural Development, Tadepalli, Guntur District has submitted proposals for constituting District Selection Committees for recruitment of village functionaries in VillageSecretariats.

3. Government after careful examination, hereby constitute the District Selection Committees as follows:

<table>
<thead>
<tr>
<th></th>
<th>District Collector</th>
<th>Chairman</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Superintendent of Police</td>
<td>Vice-Chairman</td>
</tr>
<tr>
<td>2</td>
<td>Joint Collector</td>
<td>Vice-Chairman</td>
</tr>
<tr>
<td>3</td>
<td>Joint Collector-II</td>
<td>Member</td>
</tr>
<tr>
<td>4</td>
<td>Chief Executive Officer, Zilla Parishad</td>
<td>Member-Convener</td>
</tr>
<tr>
<td>5</td>
<td>Joint Director, Agriculture</td>
<td>Member</td>
</tr>
<tr>
<td>6</td>
<td>Joint Director, Animal Husbandry</td>
<td>Member</td>
</tr>
<tr>
<td>7</td>
<td>Deputy Director, Horticulture</td>
<td>Member</td>
</tr>
<tr>
<td>8</td>
<td>Deputy Director, Sericulture</td>
<td>Member</td>
</tr>
<tr>
<td>9</td>
<td>Deputy Director, Fisheries</td>
<td>Member</td>
</tr>
<tr>
<td>10</td>
<td>Assistant Director, Survey &amp; Land Records</td>
<td>Member</td>
</tr>
<tr>
<td>11</td>
<td>Superintendent Engineer, Panchayat Raj</td>
<td>Member</td>
</tr>
<tr>
<td>12</td>
<td>Deputy Director, Social Welfare</td>
<td>Member</td>
</tr>
<tr>
<td>13</td>
<td>Additional SP (Admin)</td>
<td>Member</td>
</tr>
<tr>
<td>14</td>
<td>District Medical and Health Officer</td>
<td>Member</td>
</tr>
<tr>
<td>15</td>
<td>District Panchayat Officer</td>
<td>Member</td>
</tr>
<tr>
<td>16</td>
<td>District Educational Officer</td>
<td>Member</td>
</tr>
<tr>
<td>17</td>
<td>Project Director, Women &amp; Child Welfare</td>
<td>Member</td>
</tr>
</tbody>
</table>

4. The Commissioner, PR&RD is requested to issue further guidelines/instructions from time to time to the authorities concerned as proposed/indicated in the reference 4th read above and take appropriate action for effective and smooth conduct of examinations. The Government hereby empowers the District Collectors to that effect.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)
Gopal Krishna Dwivedi,
Principal Secretary to Government.

To
The Commissioner, Panchayat Raj & Rural Development, Tadepalli, Guntur District.
All the Officers concerned through the Commissioner, PR&RD, Tadepalli, Guntur Dist. SF/SCs.