

BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

Instruction to the Centre Superintendent UPS/ NRTS Examination: 2018

A. Function of the Centre Superintendent

- I. The Centre Superintendent shall be mainly accountable for the smooth conduct of the Examination by involving team spirit among the staff involving in the Examination work and in case of any difficulties it should be brought to the notice of the concerned DEO for immediate solution. He will be assisted by Dy. Centre Superintendent all through.
- II. To maintain all confidential and general records of the Examination.
- III. To check the number of Question Booklets, OMR Answer sheets and Attendance Sheets at the time of receipt of the same from the messenger of the Board and any short must be brought to the notice of the Board.
- IV. The Centre Superintendent shall submit no relation declaration form duly signed by the Centre Superintendent, Deputy Centre Superintendent, Invigilators and other teaching and non teaching staffs associated with the Examination.

B. Criteria for Appointment of Dy. Centre Superintendent

Up to 250 Candidates	One Dy. Centre Supdt.
251 to 500 Candidates	Two Dy. Centre Supdt.
From 501 and above	Three Dy. Centre Supdt.

The Deputy Centre Superintendent Shall Act. Under the guidance of the Centre Superintendent and render all such support to the Centre Superintendent for smooth conduct of the Examination and safety handling of the confidential materials at the Examination Centre.

C. Appointment of invigilators and Reliever

The Centre Superintendent shall appoint invigilator for each 25 candidates and also appoint reliever for each 100 candidates and part of. The duty of the invigilator and reliever will be same which are envisaged in the instruction to Centre Superintendent meant for High School certificate Examination, 2018.

D. The Programme of the Examination

The Date of Examination – 27/09/2018 (Thursday)

Time of Examination – 10 A.M. to 12 P.M.

Entry of the candidates to the Examination hall – 9.30 A.M.

Issue of OMR Answer Sheets – 9.30 A.M. to 9.45 A.M.

Issue of Question Paper Booklet – 9.45 A.M.

Candidates are allowed to read the Questions – 9.45 A.M. to 10.00 A.M.

Examination starts – 10.00 A.M.

E. OMR Answer Sheets

The OMR Answer Sheets have been printed with printing of all required information and instruction for use at the Examination Centre by the Candidate. Invigilators while issuing the OMR Answer Sheets to the candidate in the Examination Centre must verify Roll No., Date of Examination, Name of the Candidate, Name of the Examination Centre, Centre Code and to make ensure regarding correctness of information and issue of the same to the respective candidate.

In case of non availability of OMR Answer Sheets in respect of any candidate(s) the blank Answer OMR Answer Sheets shall be issued. The invigilator shall issue the non standard OMR Answer Sheets to such candidate(s) and make ensure for correct entry of information in the OMR Answer Sheets prior to issue of Question Paper Booklet.

The standard and non-standard OMR Answer Sheets shall be issued to the candidates 30 minutes before the start of Examination.

F. Question Paper Booklet

The Question Paper Booklets have four sets. They are A set, B set, C set and D set. The Question Booklet shall be issued to the candidates at 9.45 A.M. that is prior to 15 minutes from the scheduled time. The candidates are allowed to darken the set code on the OMR Answer Sheets and allowed to read the questions. When warning bell for start of Examination will ring, the candidates are allowed to answer the questions. During the interval between issue of question paper and start of answering the questions, the invigilator are to check the answer sheets and put their signature in the proper column of the Answer Sheets. They shall have to darken the set code in the OMR Answer Sheets of each candidate with verification of same from set code printed on the Question Paper Booklet issued.

G. Attendance Sheets

The Centre Superintendent shall verify the Attendance sheets regarding number of candidates allotted to the centre and number of question with OMR Answer Sheets received for the conduct of Examination. They shall verify the standard OMR Answer Sheets Roll No wise according to Attendance Sheets. After issue of OMR Answer Sheets they shall collect the signature of candidates who will be appearing the Examination in the Examination hall. They have to record question set code and OMR Serial No. issued to the respective candidates in the proper column of the Attendance Sheets. They shall record the present and absent in the Examination Centre and report the same to the Board just after start of Examination. This should be informed to the Asst. Secretary Examination in cell No.9437439368.

H. Packing of Issued OMR Answer Sheets and unused OMR Answer Sheets

I. The Used OMR Answer Sheets

The Used OMR Answer Sheets shall be collected and packed in the security envelope(s) immediately after end of the Examination at the rate of 200 Sheets per packet. All non standard used OMR Answer Sheets shall be packed in separate security envelop.

II. The Unused OMR Answer sheets

Both standard and non-standard unused OMR Answer sheets shall be kept in a separate packet.

All above OMR Answer sheets packets shall be handed over to the messengers of the Board those are collecting the same in their respective route.

I. Cover No.11

All the records pertaining to conduct of Examination shall be kept in this cover and same shall be handed over to the messenger along with the OMR Answer Sheets.

J. Cover No.4

The Accounts statement/ Utilization certificate shall be kept in this cover and same shall be handed over to the messenger along with the OMR Answer Sheets.

K. Remuneration

Centre Supdt. Rs.100 per sitting	when number of candidate is 250
Rs. 150 per sitting	when number of candidates is 251 and more
Dy. Centre Supdt.	Rs. 75 per sitting
Invigilator and Reliver	Rs. 20 per sitting
Clerks & Menials	Rs. 50 per sitting
Contingent	Rs. 1 per candidate

The Centre charge amount shall be credited to the Bank account of the Centre Superintendent.

Sd/-
Controller of Examinations,
B.S.E. Odisha, Cuttack.