







# BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

(To be used in OTET/OSSTET/OAVET/PMST/NRTS Examination only)

## QUESTION & OMR ACKNOWLEDGEMENT RECEIPT STATEMENT

### Part-A

1. Name of Examination : _____
2. Date : _____ Sitting : _____
3. Name and address of the Examination Centre : _____ _____
4. Centre Code : _____ District : _____

### Part-B

	Class/ Paper				
Total No. of Candidates Allotted					
Question paper Received					
OMR Answer Sheets Received	Standard				
	Non-Standard				

### Part-C

Received _____ nos of sealed packets of Questions and _____ no. of sealed packets of standard and non-standard OMRs as per the statement mentioned above
--

**Deputy Centre Superintendent**

**Date** \_\_\_\_\_

**Contact No.** \_\_\_\_\_

**Full Signature of Centre Superintendent**

**Date** \_\_\_\_\_

**Contact No.** \_\_\_\_\_



**BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK**

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**QUESTION PAPER PACKETS & OMR SHEET OPENING CERTIFICATE**

**Part-A**

1. Name of Examination : \_\_\_\_\_
2. Date : \_\_\_\_\_ Sitting : \_\_\_\_\_
3. Name and address of the Examination Centre : \_\_\_\_\_  
\_\_\_\_\_
4. Centre Code : \_\_\_\_\_ District : \_\_\_\_\_

**Part-B**

We, the undersigned do hereby certify that the sealed bag(s)/box(es) containing \_\_\_\_\_ question booklets of paper \_\_\_\_\_ for the \_\_\_\_\_ Examination have been examined by us and found intact and opened in our presence at \_\_\_\_\_ (time) for OMR \_\_\_\_\_ (time) for question paper on \_\_\_\_\_ (Date).

**Signature of Invigilator(1)    Signature of Invigilator(2)    Signature of Deputy CS**

**Signature of Observer**

**Signature of Centre Superintendent**



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## QUESTION BOOKLETS AND OMR SHEET ACCOUNT STATEMENT

### Part-A

1. Name of Examination : _____
2. Date : _____ Sitting : _____
3. Name and address of the Examination Centre : _____ _____
4. Centre Code : _____ District : _____

### Part-B

		Paper/Class						
1. Question Booklets Received								
2. Used								
3. Unused								
OMR Answer sheets Received	Standard							
	Non-standard							
Used	Standard							
	Non-standard							
Un-used	Standard							
	Non-standard							

Certified that the unused question booklets as well as the unused OMRs Answer sheets (Standard and Non-Standard) shall be packed and sealed separately after 30 minutes from the commencement of examinations.

**Signature of Deputy CS**

**Date** \_\_\_\_\_

**Contact No.** \_\_\_\_\_

**Signature of CS**

**Date** \_\_\_\_\_

**Contact No.** \_\_\_\_\_





# BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

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## STATEMENT OF BLIND / ORTHOPAEDICAL DISABLED

### Part-A

1. Name of Examination : \_\_\_\_\_
2. Date : \_\_\_\_\_ Sitting : \_\_\_\_\_
3. Name and address of the Examination Centre : \_\_\_\_\_  
\_\_\_\_\_
4. Centre Code : \_\_\_\_\_ District : \_\_\_\_\_

*Details of the Blind/Orthopaedically Disabled Candidates those who are unable to read & write only and appearing at the Examination through a Scribe.*

Name of the Candidate :-

Roll No.:-

Nature of Deficiency (Blind/Orthopaedically disabled):-

Name of the Scribe (Helper Writer) :-

Class in which he/she is reading :-

Name of the School/College with detailed address:-

Contact No. of Parents:-

Photograph of  
Helper Writer  
duly attested  
by the Cent.  
Supdt.

### **UNDERTAKING**

This is to undertake that I Sri/Ku./Smt. \_\_\_\_\_ Son/Daughter of \_\_\_\_\_ a student of Class \_\_\_\_\_ of \_\_\_\_\_ School/College at \_\_\_\_\_ Post Office \_\_\_\_\_ Dist. \_\_\_\_\_ acted as Scribe (Helper Writer) for candidate \_\_\_\_\_ Roll No \_\_\_\_\_ as per the instruction of the Centre Supdt. This is true and correct to best of my knowledge and belief.

### **Full Signature of the Scribe (Helper Writer) with Date**

I \_\_\_\_\_ Roll No. \_\_\_\_\_ of \_\_\_\_\_ Examination \_\_\_\_\_ do hereby accept \_\_\_\_\_ as helper writer on my behalf and declare that he is not related to me.

### ***Signature/Thumb impression of the candidate***

Certified that the Helper Writer and the candidate have signed and put their thumb impression in my presence.

**Counter signed**

**Signature of the Invigilator**

**Centre Supdt. with Date**



**BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK**

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**UNDERTAKING TO UNFAIRMEANS**

**Part-A**

1. Name of Examination : _____
2. Date : _____ Sitting : _____
3. Name and address of the Examination Centre : _____ _____
4. Centre Code : _____ District : _____

I \_\_\_\_\_, Roll No. \_\_\_\_\_ Son/Daughter of Sri \_\_\_\_\_ admit that I carried a mobile phone/book/note book/printed paper/hand written material/ (any other material) not connected with the examination (particulars of which are given below) to the venue/rooms of the examination in violation of the instructions issued by the Board of Secondary Education, Odisha in respect of \_\_\_\_\_ exam and the same was found in my possession at \_\_\_\_\_ (time) during the conduct of examination.

I understand that for commitment of the above offence, I am liable to such disciplinary proceedings by the Board of Secondary Education, Odisha as deemed proper.

Details of the incriminating material/ any other materials seized (to be written in detail below)

- 1.
- 2.
- 3.
- 4.
- 5.

Signature of the person with designation  
Who seized the Materials  
Date:

Signature of the candidate  
Name:  
Roll No.

Sign. Of Centre Supdt.  
Date & Seal

Sign of invigilator  
Date



[Form No.-IX]

# BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

(To be used in OTET/OSSTET/OAVET/PMST/NRTS Examination only)

## CONSOLIDATED LIST OF CANDIDATES BOOKED UNDER MALPACTICE

### Part-A

1. Name of Examination : _____
2. Date : _____ Sitting : _____
3. Name and address of the Examination Centre : _____ _____
4. Centre Code : _____ District : _____

SL. NO.	ROLL NO.	SUBJECT & SITTING	TIME OF SEIZER	NAME OF THE CANDIDATE	FULL ADDRESS OF THE CANDIDATE WITH MOBILE NO.	REMARK OF THE INVIGILATOR
1	2	3	4	5	6	7

SIGNATURE OF DY CENTRE SUPDT.

SEAL & SIGNATURE OF CENTRE SUPDT.



# BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

(To be used in OTET/OSSTET/OAVET/PMST/NRTS Examination only)

## DESPATCH MEMO OF USED OMR SHEETS

### Part-A

1. Name of Examination : \_\_\_\_\_
2. Date : \_\_\_\_\_ Sitting : \_\_\_\_\_
3. Name and address of the Examination Centre : \_\_\_\_\_  
\_\_\_\_\_
4. Centre Code : \_\_\_\_\_ District : \_\_\_\_\_

1) Subject/ Paper/ Class -

2) No. of candidates Allotted:  Appeared:  Absent:

3) Roll No.s of the candidates present : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(All present roll No.s need not be written, continuous Roll nos should be written for example :- 1-25, 27, 31-38... etc)

4) Roll No. of absentee Candidates: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5) Roll no. of the Candidates booked

Under MP : \_\_\_\_\_

6) No. of PWD candidates : \_\_\_\_\_

7) No. of Pkt done : Standard  Non-standard

Pkt. No. : \_\_\_\_\_ No. of Sheets \_\_\_\_\_ Roll No. from \_\_\_\_\_ to \_\_\_\_\_

Pkt. No. : \_\_\_\_\_ No. of Sheets \_\_\_\_\_ Roll No. from \_\_\_\_\_ to \_\_\_\_\_

Pkt. No. : \_\_\_\_\_ No. of Sheets \_\_\_\_\_ Roll No. from \_\_\_\_\_ to \_\_\_\_\_

Pkt. No. : \_\_\_\_\_ No. of Sheets \_\_\_\_\_ Roll No. from \_\_\_\_\_ to \_\_\_\_\_

**(Full Signature of Centre Superintendent)**

**Contact No.** \_\_\_\_\_

**Date** \_\_\_\_\_



**BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK**

(To be used in OTET/OSSTET/OAVET/PMST/NRTS Examination only)

**FINAL REPORT OF CENTRE SUPERINTENDENT**

**Part-A**

1. Name of Examination : \_\_\_\_\_
2. Date : \_\_\_\_\_ Sitting : \_\_\_\_\_
3. Name and address of the Examination Centre : \_\_\_\_\_  
\_\_\_\_\_
4. Centre Code : \_\_\_\_\_ District : \_\_\_\_\_

1. Number of Candidates Allotted:..... Appeared:..... Absent:.....
2. Number of PH Candidates Appeared :.....
3. Number of Candidates booked under Malpractice (if any):.....
4. Number of Question Booklets received :.....
5. Number of Question Booklets used :.....
6. Number of Balance Question Booklets :.....
7. Number of OMR Sheets received (Standard):..... (Non-standard):.....
8. Number of OMR Sheets used (Standard):..... (Non-standard):.....
9. Number of Balance OMR Sheets (Both Standard & Non-standard):.....
10. (a) Total Amount of Centre Charge received Rs:-  
(b) Total Amount utilised Rs:-  
(c) Balance amount (if any) returned to the Board Rs:-
11. Whether all the documents sent to the Board as per the Check list :.....
12. Whether the Examination is conducted as per the instruction of the Board :.....
13. Squad Visited :.....
14. Deviations if any :.....

***Signature of the Centre Supdt.***

***Seal & Date:***

***Contact No.:***



**BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK**

**REPORT OF THE SQUAD**

1. Name of The Examination
2. Name & Designation of the Squad Member :-
3. Name of the Exam Centre & Centre Code
4. Name & Designation of the Cen. Supdt.
5. No. of candidates allotted :-
6. No. of candidates present :-
7. Paper of the Examination :- I- \_\_\_\_ / II- \_\_\_\_ (put  $\sqrt{}$  mark)
8. Name of the Observer
9. Time of arrival of the Observer :-
10. Duration of stay of squad member :- From..... to.....
11. Whether employees engaged for exam duty have been frisked for possession of cell phone. :- Yes- \_\_\_\_ / No- \_\_\_\_ (put  $\sqrt{}$  mark)
12. The cell phones collected have been kept in switch off mode at a designated place under lock and key :- Yes- \_\_\_\_ / No- \_\_\_\_ (put  $\sqrt{}$  mark)
13. Gate checking of candidates have been properly carried out :- Yes- \_\_\_\_ / No- \_\_\_\_ (put  $\sqrt{}$  mark)
14. Materials sealed at the gate checking :- (a) Incriminating materials  
\_\_\_\_\_  
\_\_\_\_\_  
(b) Cell phones \_\_\_\_\_  
(c) Others \_\_\_\_\_  
\_\_\_\_\_
15. Whether 60% staff required have been deployed at the centre from other schools :- Yes- \_\_\_\_ / No- \_\_\_\_ (put  $\sqrt{}$  mark)
16. Time of receipt of confidential packets from the despatch team :-
17. Time of receipt of confidential packets from the despatch team :-
18. Time of opening of 1<sup>st</sup> two layer seal at the strong room :-
19. Time of opening of 3<sup>rd</sup> layer seal of question packet at the rooms / halls :-
20. Whether surplus question papers have been collected by the cent. supdt. immediately from rooms / halls or not :-

21. Whether any PH candidates appearing at the centre (give the no. of candidates) :-
22. Whether checking by the internal squad carried out :- Yes- \_\_\_\_ / No- \_\_\_\_ (put √ mark)
23. Time of checking :-
24. Write the outcome of the checking :-
25. How many more times checking has been done besides the checking done by Internal squad :-
26. Police personnel have been deployed at centre :- Yes- \_\_\_\_ / No- \_\_\_\_ (put √ mark)
27. Whether there was any outside interference :- Yes- \_\_\_\_ / No- \_\_\_\_ (put √ mark)
28. Whether DEO visited the centre :- Yes- \_\_\_\_ / No- \_\_\_\_ (put √ mark)
29. If yes the time of visit :-
30. Whether any other officers deputed by the Board visited the centre :- Yes- \_\_\_\_ / No- \_\_\_\_ (put √ mark)
31. Give the details of visit (Name, designation & time of visit) :-
32. No. of malpractice cases booked. Write the roll nos. of such cases :-
33. Details of malpractice cases booked :-

**Paper**

**Roll No**

**Name of the Candidate**

**Details of incriminating materials seized**

Full signature and seal of the  
Centre Superintendent

Full signature of the  
Squad Member



# BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

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## CHECK LIST

### Part-A

1. Name of Examination : _____
2. Date : _____ Sitting : _____
3. Name and address of the Examination Centre : _____ _____
4. Centre Code : _____ District : _____

Please check the following at the time of despatch of the materials after the examination is over

1. No. of Sealed packet(s) of used (Both Standard & Non-Standard)  
OMR Answer sheets PAPER-I \_\_\_\_\_ PAPER-II \_\_\_\_\_
2. No. of Sealed packet(s) of unused (Both Standard & Non-Standard)  
OMR Answer sheets PAPER-I \_\_\_\_\_ PAPER-II \_\_\_\_\_
3. Sealed packet(s) of unused OMR sheets (PAPER-II) Yes/No
4. Packet No-1 containing all related Form No. I to XIV  
filled in & Roll sheets duly signed by the candidates,  
invigilator and the centre supdt. Yes/No
5. Packet No-2 containing the U.C. (to be handed over to the  
messenger at the time of receipt of cash.) Yes/No
6. Spl. Packet, if, any containing adoption of unfair means  
in the examination Yes/No
7. Final Report of the Centre Supdt. & Observer(in packet No-1) Yes/No
8. Despatch Memo in Form No-X. The documents should be  
handed over to the Board representative at the time of  
collection of the materials.
9. Absentee Statement
10. Statement of Accounts of used/un-used of poly pkts, in Form-XI and Balance Security Envelops  
returned to the Board's Messenger.

Full Sign. of the Centre Supdt.  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

Full Signature of Receiver  
Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Mob. No. \_\_\_\_\_

# ODISHA TEACHER ELIGIBILITY TEST, 2026

## REPORT OF THE OBSERVER

1. Name & Designation of the Observer :-
2. Name of the Exam Centre :-
3. Centre Code :-
4. Name & Designation of the Cen. Supdt. :-
5. No. of candidates allotted :-
6. No. of candidates present :-
7. Paper of the Examination :- I- \_\_\_\_ / II- \_\_\_\_ (put √ mark)
8. Time of arrival of the Observer :-
9. Whether employees engaged for exam duty have been frisked for possession of cell phone. :- Yes- \_\_\_\_ / No- \_\_\_\_ (put √ mark)
10. The cell phones collected have been kept in switch off mode at a designated place under lock and key :- Yes- \_\_\_\_ / No- \_\_\_\_ (put √ mark)
11. Gate checking of candidates have been properly carried out :- Yes- \_\_\_\_ / No- \_\_\_\_ (put √ mark)
12. Materials sealed at the gate checking (Mention the quantity) :- (a) Incriminating materials \_\_\_\_\_  
\_\_\_\_\_  
(b) Cell phones \_\_\_\_\_  
(c) Others \_\_\_\_\_  
\_\_\_\_\_
13. Whether 60% staff required have been deployed at the centre from other schools :- Yes- \_\_\_\_ / No- \_\_\_\_ (put √ mark)
14. Time of receipt of confidential packets from the despatch team :-
15. Time of opening of 1<sup>st</sup> two layer seal at the strong room :-
16. Time of opening of 3<sup>rd</sup> layer seal of question packet at the rooms / halls :-
17. Whether surplus question papers have been collected by the cent. supdt. immediately from rooms / halls or not :-

18. Whether any PH candidates appearing at the centre (give the no. of candidates) :-
19. Whether checking by the internal squad carried out :- Yes- \_\_\_\_ / No- \_\_\_\_ (put √ mark)
20. Time of checking :-
21. Write the outcome of the checking :-
22. How many more times checking has been done besides the checking done by Internal squad :-
23. Police personnel have been deployed at centre :- Yes- \_\_\_\_ / No- \_\_\_\_ (put √ mark)
24. Whether there was any outside interference :- Yes- \_\_\_\_ / No- \_\_\_\_ (put √ mark)
25. Whether DEO visited the centre :- Yes- \_\_\_\_ / No- \_\_\_\_ (put √ mark)
26. If yes the time of visit :-
27. Whether any other officers deputed by the Board visited the centre :- Yes- \_\_\_\_ / No- \_\_\_\_ (put √ mark)
28. Give the details of visit (Name, designated & time of visit) :-
29. Whether used OMR answer sheet collected at the rooms/ halls in proper time & manner :- Yes- \_\_\_\_ / No- \_\_\_\_ (put √ mark)
30. Time of seal of the used OMR answer sheet packets :-
31. How many pkts have been prepared :-
32. No. of malpractice cases booked. Write the roll nos. of such cases :-
33. Time of delivery of used OMR answer sheet pkts to the despatch team :-

Full signature and seal of the  
Centre Superintendent

Full signature of the  
Observer

# **BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK**

## **OTET & OSSTET Examinations**

### **DUTIES AND RESPONSIBILITIES OF OBSERVER**

- 1. Observers for OTET/OSSTET shall be appointed by the concerned District Education Officers from among the OES Officers/ Sr SES headmasters.**
- 2. OAS/ ORS Officers can also be appointed as Observer in consultation with the District Administration.**
- 3. The primary function of the observers is to supervise the exam process at the center for both Paper- I & II.**
- 4. Observers have to perform the following duties in course of their supervision.**
  - a) He must be remain present at the time of receipt of question paper by the Centre Superintendent at the strong room.**
  - b) Reach the center one & half an hour before commencement of examination.**
  - c) Check whether the employees engaged for exam work have been frisked for possession of cell phones or not. If not the same has to be done immediately.**
  - d) Ensure that gate checking for candidates is carried out strictly.**
  - e) No cell phone is allowed inside the centre. Only center superintendent and observer can use the cell phone for the purpose of official communication.**
  - f) Check whether Aluminum Box containing confidential materials received from the deputed staff is in properly sealed condition or not.**
  - g) Shall be a part of the team for opening of Box as well as Gunny bag seal at the strong room (1<sup>st</sup> & 2<sup>nd</sup> layer seal). It should be ensured that further seal is not opened and sealed packets containing Question Papers in denomination of 24, 12 & 8 are distributed for rooms/ halls.**
  - h) These packets are to be handed over to invigilators at rooms by the Centre Superintendent/ Deputy Centre Superintendent/ Authorized persons from strong room.**
  - i) Ensure that timings of various incident relating to examination is strictly followed.**
  - j) He/ She has to roam around halls/rooms throughout the exam period so that malpractice in any form do not occur.**

- k) Shall vigilant to the activity going on outside the rooms/ halls also and see that rovers and police personnel are doing their assigned duties perfectly in order to avoid any kind of outside interference.**
- l) Be a part of internal Squad for physical checking of the candidates after 1 hour from commencement of examination.**
- m) In case, it is felt that further checking is required, the same may be carried out wherever necessary.**
- n) See that other instruction for examination is strictly followed.**
- o) Ensure that the used OMR Answers Sheets are timely collected from the rooms/ halls and sealed in security envelopes after arranging properly and keep the packets in respective Aluminum Boxes for different papers within half an hour from the completion exams.**
- p) The used OMR Answer Sheets shall be packed & kept in Aluminum Box with proper GPS Locking before handing over the same to the deputed staff of the Board.**
- q) Shall send a report directly to BSE ODISHA, Cuttack**

**Sd/-  
Secretary ,  
B.S.E., Odisha, Cuttack**