

H.P. STAFF SELECTION COMMISSION, HAMIRPUR-177001

INSTRUCTIONS TO THE CENTRE SUPERINTENDENT

1. The Centre Superintendent should complete all necessary arrangements for examination, namely arrangements of seats, writing of roll numbers on the tables/desks/benches/tat patties/mats and seating plan etc. a day before the commencement of examination. The seating plan should be displayed at the prominent place at the Centre not earlier than two hours before the commencement of the examination. The plan should indicate number of rows and number of candidates in each row with roll numbers. The question booklets for the examination may be in A,B,C&D. Therefore, it may please be ensured that the distribution of question booklets in the vertical row starts with “A” or “C” series booklets and that in the first row the first candidate will be given “A” and so on. In the second row distribution will start from the candidate with the question booklet “C” to first candidate and “D” to the second and so on. Under no circumstances should two candidates sitting one behind the other, be issued same series of question booklets. No question booklets should be left on the seat not occupied by the candidate. If some question booklet is found torn or defective the same may be replaced by the booklet of the same series. For the convenience of the Centre Superintendent a specimen showing distribution/seating plan is as under:-

<u>First Row</u>		<u>Second Row</u>	
<u>Roll No.</u>	<u>Series</u>	<u>Roll NO.</u>	<u>Series</u>
1	A	11	C
2	B	12	D
3	C	13	A
4	D	14	B
5	A	15	C
6	B	16	D
7	C	17	A
8	D	18	B
9	A	19	C
10	B	20	D

2. The instructions in case of persons with Disabilities circulated by the Government of Himachal Pradesh vide letter No. SJE-A-A(10)-6/2012 dated 15/6/2013 and dated 11/02/2015, should be followed scrupulously:
- i) The candidate with disability may be allowed compensatory (extra) time of minimum of one hour for examination of 3 hours duration i.e. 20 minutes per hour, if any.
 - ii) Proper seating arrangement (preferably on the ground floor) should be made for persons with disabilities prior to the commencement of examination to avoid confusion or distraction during the day of exam.
 - iii) The person with disabilities of 40% or more should appear before the Centre Superintendent along with Medical Certificate issued by the Competent Authority indicating 40% disability in support of his claim before the commencement of exam and make a written request to allow him to take the facility of Scribe/Reader/Lab Assistant by providing photograph as well as proof of identity of the person whose services he intends to take as a Scribe/Reader/Lab Assistant. The Centre Superintendent after verifying the genuineness of the request may grant permission on the prescribed proforma provided to him by the Commission.
3. The Centre Superintendent will organize a meeting with all invigilation staff and apprise them of the instructions to be followed for the conduct of examination. This meeting may be fixed on the day preceding the date of examination.
4. The Centre Superintendent should obtain a certificate, before the commencement of examination, from the Dy. Supdt., each invigilator and other staff put on duty, to the effect that no candidate in relation or dependent of his/her is taking the examination. Such certificate should also be recorded by the Centre Superintendent by himself/herself on the enclosed proforma. If any staff put on duty has his/her relation or dependent, taking the examination, he/she should not be allowed to perform the duty of invigilation.
5. The packet containing question papers will be opened half an hour before the start of examination in the presence of Centre Superintendent /Dy. Superintendent, two invigilators and two volunteer candidates from the examination centre who will also sign the opening certificate. The Volunteer candidates shall also mention their Roll Nos. alongside their signature. A certificate regarding no tampering, no relations etc. shall be recorded.
6. The candidates are required to reach the examination halls/rooms and take their seats 30 minutes before the commencement of the test along with admit card and in no case the candidates will be allowed after 15 minutes of the commencement of the examination and no candidate will be allowed to leave the examination hall till the stipulated time is over. As soon as the candidates

take their seats, one copy of answer sheet will be distributed by the invigilator to all the candidates present or otherwise ask them to fill-up the roll number correctly both in words & figures in the relevant column / box on the answer sheet.

7. The candidates shall be allowed to bring with them card board, pen, ball-pen and foot rule and no other material such as hand bag, books, magazines, cell phone, calculator or slide rule etc. in examination halls/rooms. No one except the staff on duty or the Commission's official with identity card shall be allowed to enter the examination halls/rooms.
8. The Centre Superintendent may deploy one additional invigilator for retaining the Cell phones of the candidates outside the entry of the examination centre, if required.
9. The question booklets should be distributed five minutes before the commencement of the examination. All spare copies of answer sheets and un-used question booklets should be collected by the Centre Supdt. immediately after 15 minutes of the commencement of the paper and kept in his personal custody duly sealed. The concerned invigilator will be required to render an account of the question booklets and answer sheets at the time of returning these to the Centre Supdt.
10. The Centre Supdt. should issue instructions to the Invigilation staff to ensure that the serial number of Question-Booklet and Answer Sheet distributed to the candidates are equally matched with the roll number of each candidate. The series of question book-let must be entered by the candidate in the specified box of the Answer Sheet. These instructions may be adhered to strictly in letter & spirit. In case of any discrepancy, the matter may be reported specially to the Controller of Examination-cum-Secretary,HP Staff Selection Commission, Hamirpur.
11. After the distribution of Answer Sheets and Question Booklets to the candidates, the Centre Superintendent shall announce the general guidelines for filling up the various columns which have also been indicated/illustrated in the Question Booklet. The method of filling in the Roll No., Series and date of birth in the Answer Sheet has been illustrated at the back of the Answer Sheet of candidate's copy, attached with the Answer Sheet. The Question Booklet has been sealed with a paper seal which shall be opened by the candidates only when the Centre Supdt. directs them to do so at the commencement of the examination. In no case the sticker-seal of the Question-Booklet be removed by any one other than the candidate and that too just before the start of examination.
12. The candidates have been issued admit cards. In case a candidate has not received the Admit Card and his name is in the list of admitted candidates then he/she may be admitted provisionally upon giving or producing a recent attested photograph (on identification of the

candidate) which will be pasted on the under taking to be produced by the candidate and attested by the Centre Superintendent.

13. The candidates who are not allotted your examination centre as per the list supplied by the Commission and candidates who do not have any proper authority/direction from the Commission to appear at your centre should not be allowed admission to take examination under any circumstances.
14. The invigilator should be asked to get the signature of each candidate present on the attendance sheet and attendance of the candidates must be signed by the Deputy Superintendent and invigilators as well.
15. The Invigilator shall put his/her signature in the answer sheet after ensuring that the candidate has written his/her roll number (both in figure & words) , series and date of birth correctly.
16. Normally the computer generated admits cards are not to be collected from the candidates. However, in case of non availability of photograph in attendance list or similar other cases, the admit card of such candidates may be collected and packed separately and handed over to the authorized representative of SDM/Assistant Coordinator of HP Staff Selection Commission, Hamirpur.
17. The Centre Supdt./Deputy Supdt./invigilators should be present in the examination hall/room throughout the duration of examination.
18. The candidates shall observe restraint, discipline and silence. If any candidate has to ask for anything, he/she will raise his/her hand and the staff on duty will attend to his/her. In case any candidate is found to be indulging in or using “Un –Fair-Means” in any manner, he/she shall be warned by the Centre Superintendent/Staff on duty and if he still persists, then the staff on duty shall mark his answer sheet in red ink with the word “U.F.M.” and sign the same immediately with exact time which will be countersigned by the Centre Superintendent and the sheet will be taken, separately packed, and accounted for. The candidate shall be sent out of the examination hall/room and a report be sent to the Commission in this regard. In case of extreme rowdyism with in or out side the Centre or the use of “Un-Fair-Mean” on a large scale, the Centre Superintendent shall make a report to the Commission.
19. The candidates appearing in the examination are to be allowed to take away the Question Booklets with them after the examination is over.
20. The OMR Answer Sheets issued to the candidates are required to be collected by the invigilator after detaching the candidate’s copy from the answer sheet carefully as per the instructions given on it and handing over the same to the candidate after the examination is over. The signatures of the candidates and the invigilators must be ensured in the specified box of OMR Answer Sheet as explained in the para No. 14 above before the candidate’s copy is detached and supplied to the candidate. The answer sheets are to be handled very carefully by the invigilators and under no circumstances it should be folded or damaged. The sealed packets of answer sheets may then be packed in markin cloth cover (supplied for this purpose) and sealed.

At the bottom left hand corner of the parcel name of concerned centre and code number should be written with your office stamp. The sealed packet of answer sheets should immediately be handed over to the authorized representative of Sub Divisional Magistrate (co-ordinator)/ Assistant Coordinator of HP Staff Selection Commission, Hamirpur.

21. The packets should indicate the total No. of answer sheets/question papers unused separately with the name of examination centre/ institution. The packets will be sealed with a seal of the concerned institution whose specimen on paper of sample will be supplied to the Commission in a separate sealed cover.
22. After the examination, the Centre Superintendent shall ensure that all the used answer sheets are got collected, packed and sealed along with secrecy memo & absentee statement and handed over to the authorized representative of SDM/Assistant Coordinator of HP Staff Selection Commission, Hamirpur.
23. The invigilator should not leave the venue till the answer sheets are packed by the Centre Supdt. after the conclusion of the examination and without express permission of the Centre Supdt.

N.B.(SPECIAL ATTENTION):

1. Normally the Head of the Educational Institution where the examination centre has been created will act as Centre Supdt. and he will appoint the other staff and where there are more than one examination centres in the educational institutions, the Head of Institution will act as Centre Superintendent in one centre and next seniors will act as centre superintendent in other centres and appoint other supporting staff as per the norms already conveyed.
2. In cases where the examination centres are in non-educational institutions/buildings, the centre superintendent and other supporting staff are to be appointed by the concerned Sub Divisional Magistrate who is the Sub Divisional Coordinator for the examination.
3. Remuneration to the staff deployed for examination duty should be made payment of honorarium as per the rates contained in Annexure-A.
4. Special Attention of the candidates is also attracted on the instruction No.9. They should satisfy themselves before attempting the paper that Serial Number of question book-lets and answer sheets are matched with the roll numbers issued to them. It may also be ensured that the series to be filled up by the candidate in specified box of the OMR Answer Sheet must match with the series of Question Booklet. In case of any discrepancy, the matter may be reported immediately to the Invigilator/Dy. Superintendent/Centre Superintendent.
5. If any other problem relating to examination arises on the spot in the examination centre(s), the Centre Superintendent may contact to the Controller of Examination on the following telephone numbers:-

Office : 01972-222204

Mobile :

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CONTROLLER OF EXAM-CUM-SECRETARY,
HP STAFF SELECTION COMMISSION,
HAMIRPUR.