GOVERNMENT OF NCT OF DELHI
OFFICE OF THE DY. DIRECTOR OF EDUCATION
DISTT SOUTH WEST (B), NAJAFGARH, NEW DELHI

NO. DDE (RPVV) / 2014 / 36

Date 12-4-2014

RPVV ENTRANCE SCREENING TEST FOR CLASSES VI & IX TO BE HELD ON 17TH APRIL, 2014 (THURSDAY)

INSTRUCTIONS FOR CENTRE OBSERVER

1. Students will be allowed to enter the examination hall/room 30 minutes before the commencement of the examination.
2. Question Papers & OMR Sheets will be collected by the observers on the day of exam i.e. 17.04.2014 (Thursday) between 7:00 a.m. to 8:00 a.m. from the RPVV, Civil Line, Shammath Marg, 22-A, Delhi.
3. Observer (EO/DEO) will proceed to the allotted RPVV along with Question Paper Booklets and OMR Sheets from 8:00 a.m. onwards on the day of examination to report at the examination centre by 9:00 a.m.
4. During the examination, no student is allowed to go out of the examination room except in case of any emergency.
5. At the end of the test the nominated observer of respective centers, will deposit the following items IN SEALED PACKETS, at the Nodal Centre, RPVV Hari Nagar, New Delhi.
   (a) Filled OMR Sheets
   (b) Summary of Attendance
   (c) Unfilled OMR Sheets and unused Question Booklets.
6. Care has been taken to provide sufficient OMR Sheets. In case of any shortage arrangements may be made from Nodal Centre, RPVV Hari Nagar, New Delhi.
7. For any clarification, contact may be made on telephone- 25494338 & 9818027455 (Dr. Anurag Yadav, Nodal Officer Exam).

This issue with the prior approval of the competent authority/ Director of Education.

(JANG BAHADUR SINGH)
DEPUTY DIRECTOR OF EDUCATION
DISTRICT SOUTH WEST-B

Copy to:
1. All Regional Directors.
2. All District DDEs with request to ensure strict compliance of the content.
3. P.S. to Secretary (Education)
4. P.S. to Director (Education)
5. In-charge, Computer Cell to upload the same on the website.

Guard File

(JANG BAHADUR SINGH)
DEPUTY DIRECTOR OF EDUCATION
DISTRICT SOUTH WEST-B
INSTRUCTIONS FOR INVIGILATORS

1. The test shall begin as per schedule and shall be of two hours duration.
2. The test is objective type in which every question has only one correct answer. Ask the candidate to mark the answer only in the given OMR sheet by blackening the correct answer with Ball Point Pen only, which will be evaluated by computer. The answers if marked anywhere else will be invalid. Hence due care should be taken while marking the answers.
3. Candidates must read carefully the instructions given on the booklet cover and OMR answer sheet.
4. Place the Answer Sheet and Question Booklet on each desk/ seat and remove the absent candidates answer sheets and question booklets after 10 minutes.
5. Candidates be asked to check their question booklet and OMR answer sheets at the start of the test. Defective booklet/ answer sheet, if any, may be replaced immediately by an extra question booklet / answer sheet. Replace the question booklet of damaged, mutilated, imprinted etc. with the same series, which was issued earlier.
6. Take attendance of the candidate in the attendance sheet and check the particulars of the student such as, Roll No. & Signature of the candidate on the answer sheet.
7. After checking the details, put your signature on the candidate’s answer sheet and mark ABSENT against the absent candidate on the attendance sheet. Put your signature on the attendance sheet.
8. Don’t allow the candidate to carry or use calculators / geometrical instruments/book/mobile phone/ paper etc. inside the examination hall.
9. Make sure that the candidates DO NOT wrinkle/ fold/ tear/ staple or make any stray marking on the Answer Sheet.
10. Arrange the Answer Sheets in the serial order of the Roll Number before handing them over to the Examination Superintendent. Do not fold or damage OMR answer sheets while arranging them.
11. Do not allow any student to leave his/ her seat in the Examination Room for drinking water, toilet or any other purpose, except in case of emergency.
12. At the end of Examination, please ensure that no candidate leaves the room until all the answer sheets have been collected and accounted for. Check their total number, which must tally with the Attendance Sheet.

JANG BAHADUR SINGH
DEPUTY DIRECTOR OF EDUCATION
DISTRICT SOUTH WEST-B
GOVERNMENT OF NCT OF DELHI
OFFICE OF THE DY. DIRECTOR OF EDUCATION
DISTT SOUTH WEST (B), NAJAFGARH, NEW DELHI

NO. D.O.E(RPVV)/2014/27

Date: 12.4.2014

TIME TABLE / INSTRUCTIONS

<table>
<thead>
<tr>
<th>Timings</th>
<th>Details</th>
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<tbody>
<tr>
<td>9:30 a.m.</td>
<td>Distribution of OMR Sheets</td>
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<td>9:35 a.m.</td>
<td>Instruction delivery by the invigilators to the students as to how OMR sheet is to be filled.</td>
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While OMR sheets are being filled, the invigilator would check the following from each Student’s OMR/Answer Sheets.

1. Name of the candidate
2. Centre (School) Code
3. Class
4. Registration Form Number
5. Date of Examination
6. Medium
7. Roll No.
8. Date of Birth
9. Student’s Signature

After verifying (1) to (9) as given above, the invigilator will sign the OMR sheets on the spaces provided for it and ensure that student has put his/her signature in the appropriate box.

09:50 a.m. : Distribution of the Question papers.
10:00 a.m. : Allow students to start marking answer on OMR sheets.
10:15 a.m. : Collection of attendance sheets, unused question papers & OMR sheets.
12:00 Noon : Collection of used OMR sheets.

1. Pack all filled/used OMR Answer sheets and attendance sheet in an envelope and seal it.
2. Paste the summary sheet duly filled in, on the above envelope.
3. Pack and seal the Un-used Question Booklets separately.
4. Pack and seal the Un-used OMR Separately.

The above materials are to be deposited at the Nodal Centre RPVV Hari Nagar, Delhi by observer before 2:30 p.m. on the same day.

JANG BAHADUR SINGH)
DEPUTY DIRECTOR OF EDUCATION
DISTRICT SOUTH WEST-B
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GOVERNMENT OF NCT OF DELHI
OFFICE OF THE DY. DIRECTOR OF EDUCATION
DISTT SOUTH WEST (B), NAJAFGARH, NEW DELHI

NO. DDE (RPVV)/2014/25

Date 12-4-2014

To

The Deputy Director of Education
(All District), Delhi/ New Delhi.

Sub: Observer in r/o screening test to be held on 17.04.2014 (Thursday) in connection with admission to class VI & IX in all Rajkiya Pratibha Vikas Vidyalayas (Session 2014-15)

Sir/ Madam

Screening test for the admission to Class VI & IX in Rajkiya Pratibha Vikas Vidyalayas is scheduled to be held in RPVV’s on 17.04.2014 (Thursday) from 10:00 a.m. to 12:00 Noon. Eos/ DEOs will act as Observers in the schools allotted by the competent authority for the above said Entrance Test/Screening Test.

1. The Observers will receive the Q. Booklet and OMR Sheet on 17.04.2014 (Thursday) from RPVV, Civil Line, 22-A, Shannath Marg, Delhi between 7:00 a.m. to 8:00 a.m. Thereafter they will proceed to assigned RPVV’s for delivery of the Q. Booklets and OMR Sheets of the test and thereafter, they will supervise the Examination Centre.

2. Screening test will be held under their supervision and at the end of the test, they will collect only the OMR Sheets properly packed and sealed separately (used and unused) and shall deposit them by 2:00 p.m. on the same day at Rajkiya Pratibha Vikas Vidyalaya, Hari Nagar which has been fixed as the Nodal Centre (Nodal Centre Incharge- Dr. Anurag Yadav (Principal) Ph:25494338 & 9818027455)

3. The following EO or DEO as posted in respective Zones are deployed for the above said duty of observer/ Supervisor:

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In case any of the EOs/DEOs as above is/are busy in court case or some of the work or urgent nature or has been transferred or stand retired, the concerned DDE is requested to depute any other responsible Eos/DEOs/Head of School of the District in his/her place for the said duty with the direction to ensure the completion of work allotted/assigned to such officer.

4. The Observers will be assigned place of duty at the time of receiving the Q. Paper Booklets and OMR Sheets.

The Issues with the prior approval of Director of Education.

(JANG BAHADUR SINGH)
DEPUTY DIRECTOR OF EDUCATION
DISTRICT SOUTH WEST-B

All concerned DDEs/ Eos/ DEOs through MIS

Copy to:
1. Additional Director of Education (School/Exam)
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