NO. DDE (RPVV)/2013/28-06-2013

To,

The Deputy Director of Education
(All Districts), Delhi / N. Delhi.

Sub.: Observer in r/o screening test to be held on 02/07/2013 (Tuesday) in connection with admission to class XI in all Rajkiya Pratibha Vikas Vidyalyas (Session 2013-14).

Sır/Madam

Screening test for the admission to Class XI in Rajkiya Pratibha Vikas Vidyalaya is scheduled to be held in RPVVs on 02/07/2013 (Tuesday) from 10.00 AM 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 Question Booklets and OMR Sheets on 02/07/2013 (Tuesday) from the Office of the Principal, Rajkiya Pratibha Vikas Vidyalaya, Civil Lines, New Delhi, between 7.00 A.M. to 8.00 A.M. Thereafter they will proceed to the assigned RPVV for delivery of the Question 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 the Question Booklets (Unused) and OMR Sheets (Used & Unused) properly packed and sealed separately and shall deposit them by 2.30 P.M. on the same day at Rajkiya Pratibha Vikas Vidyalaya, Hari Nagar which has been fixed as the Nodal Centre.

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

   In case any of the EOs / DEOs as above is/are busy in court case or some other work of 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.
<table>
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<tr>
<th>S. No.</th>
<th>EO or DEO of Zone Number</th>
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<th>EO or DEO of Zone Number</th>
<th>S. No.</th>
<th>EO or DEO of Zone Number</th>
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</table>

4. The observers will be assigned place of duty at the time of receiving the Question Booklets and OMR Sheets at Office of the Principal, Rajkiya Pratibha Vikas Vidyalaya, Civil Lines, New Delhi, between 7.00 A.M. to 8.00 A.M.

This issue with the prior approval of Director of Education.

(K.S. YADAV)
DDE (RPVV)

All EOs/DEOs through MIS

Copy to:

1. Additional Director of Education (School /Exam).
2. All Regional Director.
3. All DDEs (Diss.) with request to ensure strict compliance of the content.
4. P.S. to Secretary of Education
5. P.S. to Director of Education
6. Incharge, Computer Cell to upload on the web site

(K.S. YADAV)
DDE (RPVV)
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION: (RPVV)
KARAM PURA, NEW MOTI NAGAR,
NEW DELHI: 110 015.

NO. DDE (RPVV)/2013/ Dated: - 28-06-2013

RPVV ENTRANCE SCREENING TEST FOR CLASS XI TO BE HELD ON
02 JULY 2013 (TUESDAY)

INSTRUCTIONS FOR CENTRE OBSERVERS

1. Students will be allowed to enter the examination hall/room 30 minutes before the commencement of the examination.

2. Question Booklets & OMR sheets will be collected by all observers on the day of exam i.e. 02/07/2013 (Tuesday) from the Office of the Principal, Rajkiya Pratibha Vikas Vidyalaya, Civil Lines, New Delhi, between 7.00 A.M. to 8.00 A.M.

3. Observer (EO/DEO) will proceed to the allotted RPVV along with Question Booklets and OMR Sheets from 8.00 AM onwards on the day of examination to report at the examination centre by 9.00 AM.

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 observers of respective centers, will deposit the following items IN SEALED PACKETS, at the Nodal Centre, RPVV Hari Nagar, New Delhi.

   (a) Unused Question Booklets.
   (b) Used OMR Sheets.
   (c) Unused OMR Sheets.
   (d) Summary of Attendance.
   (e) Copy of Seating Plan.

6. Care has been taken to provide sufficient OMR sheets. In case of any shortage arrangements may be made from Office of the Principal, Rajkiya Pratibha Vikas Vidyalaya, Civil Lines, New Delhi.
7. For any clarification, contact may be made on telephone to

Ms. Urvashi Gupta – 23911606 / 9717440098, Principal/Head of RPVV-Civil Lines, OR
Ms. Usha Rani (Nodal Officer Exam) 254994338 / 9868756744.

These issues with the prior approval of the competent authority / Director of Education.

(K.S. YADAV)
DDE (RPVV)

All EOs/DEOs through MIS

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(K.S. YADAV)
DDE (RPVV)
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION: (RPVV)
KARAM PURA, NEW MOTI NAGAR,
NEW DELHI: 110 015.

NO. DDE (RPVV)/2013/ Dated: - 28-06-2013

SCREENING TEST : RAJKIYA PRATIBHA VIKAS VIDYALAYA
DATE : 02/07/2013(TUESDAY)

INSTRUCTIONS FOR CENTER OBSERVER / CENTRE SUPRINTENDENT

1. Each Rajkiya Pratibha Vikas Vidyalaya is coded numerically as under:-

<table>
<thead>
<tr>
<th></th>
<th>Center</th>
<th>Code</th>
<th>Location</th>
<th>Code</th>
<th>Location</th>
<th>Code</th>
<th>Location</th>
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</thead>
<tbody>
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<td>1</td>
<td>East</td>
<td>10011</td>
<td>Suraj Mal Vihar</td>
<td>10</td>
<td>NW – B</td>
<td>14131</td>
<td>Rohini</td>
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<tr>
<td>2</td>
<td>East</td>
<td>10031</td>
<td>Gandhi Nagar</td>
<td>11</td>
<td>W – A</td>
<td>15141</td>
<td>Hari Nagar</td>
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<tr>
<td>3</td>
<td>N/E</td>
<td>11041</td>
<td>Yamuna Vihar</td>
<td>12</td>
<td>W – B</td>
<td>16171</td>
<td>Paschim Vihar</td>
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<tr>
<td>4</td>
<td>N/E</td>
<td>11061</td>
<td>Nand Nagari</td>
<td>13</td>
<td>SW – A</td>
<td>17201</td>
<td>Vasant Kunj</td>
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<tr>
<td>5</td>
<td>North</td>
<td>12071</td>
<td>Raj Niwas Marg</td>
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<td>18211</td>
<td>Dwarka</td>
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<td>6</td>
<td>- do -</td>
<td>12073</td>
<td>Civil Lines</td>
<td>15</td>
<td>South</td>
<td>19241</td>
<td>Tyagraj Nagar</td>
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<td>7</td>
<td>- do -</td>
<td>12081</td>
<td>Kishan Ganj</td>
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<td>South</td>
<td>19251</td>
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<td>17</td>
<td>Central</td>
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<td>Narela</td>
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<td>XXXXX</td>
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</tr>
</tbody>
</table>

2. Entry of students will begin at 9.30 AM and no student will be allowed after 10.00 A.M.

3. All the students appearing for the screening test should have authentic Admit Cards, bearing Roll Number issued by the Head of the concerned RPVV.

4. The students will sit in the examination hall/room as per the seating plan and a copy of the same duly signed by the incharge and invigilator will be sent to Nodal Centre after the completion of the test.

5. The question papers will be distributed to the invigilators 15 minutes before the commencement of the test i.e. at 9.45 AM.
6. The students shall write the Roll Number at the top of the Question Booklet and the invigilator will sign in the space provided for the purpose. The students will open the seal of the question paper only at 10.00 AM and start marking/writing the answer.

7. Unused booklet(s) in the hall/room will be collected after 15 minutes from the start of the test.

8. Screening test will be held under supervision of the observers and at the end of the test, they will collect the Question Booklets (Unused) and OMR sheets (Used & Unused), properly packed and sealed, separately and shall deposit them at the Rajkiya Pratibha Vikas Vidyalaya Hari Nagar, Delhi which has been fixed as the Nodal Centre, on the same day by 2.30 P.M.

9. For any clarification, contact may be made on telephone to

    Ms. Urvashi Gupta – 23911606 /9717440098, Principal/Head of RPVV-Civil Lines.

    OR

    Ms. Usha Rani (Nodal Officer Exam) 254994338 / 9868756744.

(K.S. YADAV)
DDE (RPVV)
TIME TABLE / INSTRUCTIONS

<table>
<thead>
<tr>
<th>Timings</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.30 AM</td>
<td>Distribution of OMR Sheets to invigilators.</td>
</tr>
<tr>
<td>9.35 AM</td>
<td>Instructions delivery by the invigilators to the students as to how OMR sheet is to be filled</td>
</tr>
</tbody>
</table>

While OMR sheets are being filled, the invigilator would check the following from each Student’s OMR Sheet:

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 would sign on the OMR sheets on the space provided for it and ensure that student has put his/her signature in the appropriate box.

<table>
<thead>
<tr>
<th>Timings</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>09.55 AM</td>
<td>Distribution of the Question Booklets to the candidates.</td>
</tr>
<tr>
<td>10.00 AM</td>
<td>Allow students to start marking answer on OMR sheets.</td>
</tr>
<tr>
<td>10.15 AM</td>
<td>Collection of Unused Question Booklets &amp; OMR Sheets.</td>
</tr>
<tr>
<td>10.30 AM</td>
<td>Collection of Attendance Sheets.</td>
</tr>
<tr>
<td>12.00 Noon</td>
<td>Test over and Collection of used OMR Sheets.</td>
</tr>
</tbody>
</table>

1. Pack all Filled / Used OMR Sheets and Attendance Sheet in an envelope and seal the packet.
2. Paste the summary sheet duly filled in, on the above envelope packet as made at Serial No.1.
3. Pack and seal the Un-used Question Booklets.
4. Pack and seal the Un-used OMR Sheets.

The above materials are to be deposited at the Nodal Center RPVV Hari Nagar, Delhi by observer before 2.30 P.M. on the same day.

(K.S. YADAV)
DDE (RPVV)
1. The test will begin as per schedule and will 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 **BLUE 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 sheet.

4. Place the OMR Sheet and Question Booklet on each desk / seat and remove the absent candidates OMR Sheet and Question Booklet after 15 minutes from the start of the test.

5. Candidates be asked to check their Question Booklets and OMR Sheets at the start of the test. Defective Booklet / OMR Sheet, if any, may be replaced immediately by an extra Question Booklet / OMR Sheet. Replace the Question Booklet of damaged, mutilated, imprinted etc. with the same series, which was issued earlier.

6. Take attendance of the candidates in the Attendance Sheet and check the particulars of the students such as their Roll No. & Signature on the OMR Sheet.

7. After checking the details, put your signature on every candidate’s OMR Sheet and mark ABSENT against the absent candidate on the Attendance Sheet. Put your signature on the attendance sheet.

8. Don’t allow the candidates to carry or use calculators / geometrical instruments /books / mobile phone/pager etc. inside the examination hall.

9. Make sure that the candidates DO NOT wrinkle / fold / tear / staple or make any stray marking on the OMR Sheet.

10. Arrange the used OMR Sheets in the serial order of the Roll Number before handing them over to the Examination Superintendent. Do not fold or damage OMR 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 used OMR Sheets have been collected and accounted for. Check their total number, which must tally with the Attendance sheet.

(K.S. YADAV)
DDE (RPVV)
DUTY CHART OF EO/DEO DEPUTED AS CENTRE OBSERVER/SUPERVISOR

RPVV ENTRANCE SCREENING TEST FOR CLASS XI TO BE HELD ON
02 JULY 2013 (TUESDAY)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Location of RPVV</th>
<th>ID of RPVV</th>
<th>Phone Number of the RPVV</th>
<th>EO/DEO of Zone Number deputed as Centre Observer/Supervisor for RPVV mentioned in Column No. II</th>
</tr>
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<tr>
<td>I</td>
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<td>III</td>
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(K.S. YADAV)
DDE (RPVV)