ORDER

Sub: Observer in r/o screening test to be held on 15.06.2015(Monday) in connection with Screening Test for admission to class XI in all Rajkiya Pratibha Vikas Vidyalayas (Session 2015-2016).

Screening test for the admission to Class XI in Rajkiya Pratibha Vikas Vidyalayas is scheduled to be held in RPVVs on 15.06.2015(Monday) from 10:00 a.m. to 12:15 For Science & Commerce Steam and up to 12.30 p.m. for Humanities Stream. DDEs (Zone)/ DEOs/ Senior most Head of Government School of the District, will act as Observers in the schools allotted by the competent authority for the above said Entrance / Screening Test.

1. The Observers will receive the Q. Booklet and OMR Sheet on 15.06.2015(Monday) from Rajkiya Pratibha Vikas Vidyalaya-CIVIL LINES, (ID 1207113) (School Phone No. 23911606) between 7.00 a.m. to 8.00 a.m. Thereafter they will proceed to the assigned RPVV for delivery of the Q. Booklets, OMR & Answer Sheets of the test and thereafter, they will act as Observer for that assigned RPVV.

2. Screening test will be held under their Guidance/Observation and at the end of the test, they will collect Used Answer Sheets + OMR Sheets along with Un-used Question Booklets, OMR Sheets & Un-used Answer Sheets properly packed and sealed separately (Used and Un-used) and shall deposit them by 2.30 p.m. on the same day at Rajkiya Pratibha Vikas Vidyalaya-KISHAN GANJ, (ID 1208092) (School Phone No. 23695836) which has been fixed as the Nodal Centre.

3. District DDEs are requested to depute either DDE (Zone)/DEO/Senior most Head of Government School of the District working under their control as a Centre Observer for each RPVV under their District. If there are more than one RPVV under the District then depute one observer for each RPVV under their control. They are further requested to inform the undersigned (BY MAIL AT MAIL ID 5003002) the details of deputed officer (i.e. Name of Officer/Designation/ID no. and Contact Number) by 08.06.2015 so that the same may be communicated to Head of RPVV-Civil Lines from where Observers are to collect the Question Paper Booklets, OMR Sheets & Answer Sheets on the day of Screening Test for Admission in Class- XI in RPVVs Session 2015-2016.
4. The observers will be assigned place of duty at the time of receiving the Q. Paper Booklets and Answer Sheets/OMR Sheets.

5. All the Head of RPVVs will perform the duty of Centre Superintendent for their respective RPVV.

This issue with the prior approval of Director of Education.

Copy to all concerned through MIS for necessary action.

1. P.S. to Secretary (Education).
2. P.S. to Director (Education).
3. Additional Director of Education (School /Exam).
4. All Regional Directors.
5. All District DDEs with request to ensure strict compliance of the content.
6. All Heads of RPVVs.
7. In-charge, Computer Cell to Up-load the same on the website.

(MARCEL EKKA)
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)/2015/ 32

Date: 03/06/15

RPVV ENTRANCE SCREENING TEST FOR CLASS XI TO BE HELD ON
15th JUNE, 2015 (MONDAY)

INSTRUCTIONS FOR CENTRE OBSERVERS/CENTRE SUPERINTENDENT

1. Students will be allowed to enter the examination hall/room 45 minutes before the commencement of the examination and no candidate should be allowed to leave the room before 12.30 p.m. in respect of all the candidates i.e. (Science/Commerce/Humanities Stream).

2. Question Paper Booklets, OMR Sheets and Answer Sheets will be collected by all observers on the day of exam i.e. 15.06.2015(MONDAY) between 7.00 a.m. to 8.00 a.m. from the RPVV-CIVIL LINES, NEW DELHI, Directorate of Education.

3. Observer (DDE (ZONE)/DEO/SENIOR HEAD OF GOVERNMENT SCHOOL) will proceed to the allotted RPVV along with Question Paper Booklets, Answer Sheets and OMR Sheets from 8.00 a.m. onwards on the day of examination and 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-KISHAN GANJ, (ID 1208092) (School Phone No. 23695836).

(a) Filled OMR Sheets.
(b) Filled Answer Sheets.
(c) Un-used Question Booklets, OMR Sheets & Answer Sheets.
(d) Summary of Attendance.
(e) Seating Plan.

6. Care has been taken to provide sufficient Question Paper Booklets, OMR Sheets and Answer Sheets. In case of any shortage arrangements may be made from Nodal Centre RPVV-CIVIL LINES.

7. For any clarification, contact may be made on telephone – Mr. Sanjeev Kumar, Head of RPVV-KISHAN GANJ cum Examination In-charge (School ID 1208092) School Phone No. 23695836) (Mobile No. 9811458610)

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

(MARCEL EKKA)
DDE (RPVV)

Copy to all concerned through MIS for necessary action.

1. P.S. to Secretary (Education).
2. P.S. to Director (Education).
3. Additional Director of Education (School /Exam).
4. All Regional Directors.
5. All District DDEs with request to ensure strict compliance of the content.
6. All Heads of RPVVs.
7. In-charge, Computer Cell to Up-load the same on the website.

(MARCEL EKKA)
DDE (RPVV)
ENTRANCE/SCREENING TEST : RAJKIYA PRATIBHA VIKAS
VIDYALAYA
DATE : 15.06.2015(MONDAY)

INSTRUCTIONS FOR CENTER OBSERVER / CENTRE SUPERINTENDENT

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

<table>
<thead>
<tr>
<th>No.</th>
<th>Area</th>
<th>Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>East</td>
<td>10011</td>
<td>Suraj Mal Vihar</td>
</tr>
<tr>
<td>2.</td>
<td>East</td>
<td>10031</td>
<td>Gandhi Nagar</td>
</tr>
<tr>
<td>3.</td>
<td>N/E</td>
<td>11041</td>
<td>Yamuna Vihar</td>
</tr>
<tr>
<td>4.</td>
<td>N/E</td>
<td>11061</td>
<td>Nand Nagari</td>
</tr>
<tr>
<td>5.</td>
<td>North</td>
<td>12071</td>
<td>Civil Lines</td>
</tr>
<tr>
<td>6.</td>
<td>- do -</td>
<td>12072</td>
<td>Raj Niwas Marg</td>
</tr>
<tr>
<td>7.</td>
<td>- do -</td>
<td>12081</td>
<td>Kishan Ganj</td>
</tr>
<tr>
<td>8.</td>
<td>NW - A</td>
<td>13091</td>
<td>Shalimar Bagh</td>
</tr>
<tr>
<td>9.</td>
<td>NW - A</td>
<td>13101</td>
<td>Narela</td>
</tr>
<tr>
<td>10.</td>
<td>NW - B</td>
<td>14131</td>
<td>Rohini</td>
</tr>
<tr>
<td>11.</td>
<td>W - A</td>
<td>15141</td>
<td>Hari Nagar</td>
</tr>
<tr>
<td>12.</td>
<td>W - B</td>
<td>16171</td>
<td>Paschim Vihar</td>
</tr>
<tr>
<td>13.</td>
<td>South</td>
<td>17201</td>
<td>Vasant Kunj</td>
</tr>
<tr>
<td>14.</td>
<td>SW - B</td>
<td>18211</td>
<td>Dwarka</td>
</tr>
<tr>
<td>15.</td>
<td>South - East</td>
<td>19241</td>
<td>Tyagraj Nagar</td>
</tr>
<tr>
<td>16.</td>
<td>South - East</td>
<td>19251</td>
<td>Lajpat Nagar</td>
</tr>
<tr>
<td>17.</td>
<td>Central</td>
<td>21281</td>
<td>Link Road Karol Bagh</td>
</tr>
</tbody>
</table>

2. Entry of students will begin at 9.15 a.m. and no student will be allowed after 09.45 a.m.

3. All the students appearing for the screening test should have authentic Admit Card, 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 in charge 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 a.m. and the same shall be distributed to the candidates by the invigilators.

6. The students shall write the Roll Number at the top of the Question Paper Booklet and the invigilator will sign at the space provided for the purpose. The students will open the seal of the question paper only at 10.00 a.m. and start marking the answer. No candidate should be allowed to leave the room before 12.30 p.m. in respect of all the candidates i.e. (Science/Commerce/Humanities Stream).
7. Un-used Question Booklet(s), OMR Sheets & Answer Sheets will be collected from the Examination Room after 15 minutes from the commencement of test.

8. Screening test will be held under supervision of the observer and at the end of the test, they will receive all the **Used OMR Sheets & Answer Sheets along with Un-used Question paper Booklets, OMR Sheets & Un-used Answer Sheets properly packed and sealed separately (Used and Un-used)** from the Centre Superintendent i.e. Head of respective RPVV and shall deposit them at the **Rajkiya Pratibha Vikas Vidyalaya-KISHAN GANJ**, which has been fixed as the Nodal Centre, on the same day by 2.30 p.m.

9. **DEPLOYED CENTRE OBSERVER SHOULD BRING HIS/HER OFFICE IDENTITY CARD ON THE DAY OF SCREENING TEST.**

10. For any clarification, contact may be made on telephone – Mr. Sanjeev Kumar, Head of RPVV - KISHAN GANJ cum Examination In-charge (School ID 1208092) School Phone No. (23695836) (Mobile No. 9811458610)

All concerned through MIS for necessary action.

1. In-charge, Computer Cell to Up-load the same on the website.
2. All Centre Observers/Centre Superintendent/Heads of RPVVs/Invigilators.
TIME TABLE / INSTRUCTIONS

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

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Particulars to be checked by the Invigilators</th>
<th>S. No.</th>
<th>Particulars to be checked by the Invigilators</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the candidate</td>
<td>2</td>
<td>Centre (School) code</td>
</tr>
<tr>
<td>3</td>
<td>Class</td>
<td>4</td>
<td>Registration Form Number</td>
</tr>
<tr>
<td>5</td>
<td>Date of Examination</td>
<td>6</td>
<td>Medium</td>
</tr>
<tr>
<td>7</td>
<td>Roll No.</td>
<td>8</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>9</td>
<td>Student’s Signature</td>
<td>10</td>
<td>XXXXXXXXXXXXX</td>
</tr>
</tbody>
</table>

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

**Timings**

09:30 a.m. Distribution of OMR Sheets & Answer Sheets
09:35 a.m. Instructions delivery by the invigilators to the students as to how OMR sheet is to be filled
09.50 a.m. Distribution of the Question Paper Booklets.
10.00 a.m. Allow students to start marking answer on OMR sheets/Answer Sheets.
10.15 a.m. Collection of attendance sheets, Un-used Question Paper Booklets, OMR Sheets & Answer Sheets.
12.15 p.m. Collection of Used OMR Sheets & Answer Sheets in respect of students of Science and Commerce Stream.
12.30 p.m. Collection of Used OMR Sheets & Answer Sheets in respect of students of Humanities Stream.

(NO CANDIDATES (ANY STREAM) SHOULD BE ALLOWED TO LEAVE THE ROOM BEFORE 12.30 P M)

1. Pack all the filled / Used OMR Sheets & Answer Sheets separately and Attendance Sheet & Seating Plan in an envelope and seal it, and write the complete details on the sealed envelope regarding number of Used OMR Sheets & Answer Sheets etc.
2. Pack and seal the Un-used Question Paper Booklets separately.
3. Pack and seal the Un-used OMR Sheet & Answer Sheets separately.

The above materials are to be deposited at the Nodal Centre, RPVV-KISHAN GANJ, (ID 1208092) (School Phone No. 23695836) by observer before 2:30 p.m. on the same day.

All concerned through MIS for necessary action.
1. In-charge, Computer Cell to Up-load the same on the website.
2. All Centre Observers/Centre Superintendent/Heads of RPVVs/Invigilators.
INSTRUCTIONS FOR INVIGILATORS

1. The test shall begin as per schedule and shall be duration of **Two Hours & Fifteen Minutes for the students of Science & Commerce Stream AND Two Hours & Thirty Minutes for the students of Humanities Stream.**

2. The test is objective & descriptive type. In objective type paper every question has only one correct answer. Ask the candidate to mark the answer only in the given OMR Answer 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 cover of the Question Paper Booklet and OMR Answer Sheet.

4. Place the OMR Sheet & Answer Sheet and Question Paper Booklet on each desk / seat and remove the absent candidates OMR Sheets & Answer Sheets and Question Paper Booklets after 15 minutes from the commencement of the test.

5. Candidates be asked to check their Question Paper Booklet and OMR Sheet & Answer Sheets at the start of the test. Defective Question Paper Booklet /OMR Sheet & Answer Sheet, if any, may be replaced immediately by an extra Question Paper Booklet / OMR Sheet & Answer Sheet. Replace the Question Paper 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 OMR Sheet & Answer Sheet and mark ABSENT against the absent candidate on the Attendance Sheet.

8. Don’t allow the candidate 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 & Answer Sheet.

10. Arrange the OMR Sheets & Answer Sheets in the serial order of the Roll Number before handing it over to the Centre 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.

All concerned through MIS for necessary action.

1. In-charge, Computer Cell to Up-load the same on the website.
2. All the appointed Invigilators through Centre Superintendent/Heads of RPVVs.