

OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION (SC &TV)
OLD GARGI COLLEGE BUILDING : LAJPAT NAGAR-IV
NEW DELHI -110024

NO: 1201

DATED: 13/12/16.

CIRCULAR

SUB : Guidelines for NTSE Examination 2016-17

All HOS s' who have been appointed as Centre Superintendent as per list attached for the First Stage NTSE Exam 2016-17 to be held on 18/12/2016 are hereby directed to follow the Guidelines and Instructions enclosed herewith. The Details of Centre Observers' appointed for their school is mentioned against each School.

Please ensure strict compliance of the guidelines.

(ZAREEN TAJ)
DDE (SC & TV)

Copy to :

- 1) Incharge , Computer Cell with the request to upload the Circular on Dte. of Edn. Website as well as Public Circulars and Pop-up also.

(ZAREEN TAJ)
DDE (SC & TV)

List of Centre wise with Roll No.

Center NO	Name Of Centre	ID	Roll No.	total	Name of observer
1	G.CO.ED SS, WEST AZAD NAGAR	1001194	225170001001 to349	349	Sh.Surjeet Singh,8130144017
2	GBSS, VIVEK VIHAR, ND	1001012	225170002001 to 353	353	Sh.Mohan Singh,9868031390
3	SKV SHANKAR NAGAR. ND	1003026	225170003001 to 362	362	Sh.Devender Pratap,9312118714
4	SKV , NEW SEEMAPURI. N.D	1106018	225170004001 to 354	354	Sh. Bikram Singh,8586904307
5	GBSS, M.V. PH-III	1002354	225170005001 to356	356	Sh. DHARMENDARA kR,9990083570
6	SKV, DALLUPURA	1002027	225170006001 to354	354	Sh. Himmat singh,9868597595
7	SBV, SCH.BLOCK, SHAKARPUR	1002195	225170007001 to 350	350	Sh.Shubhash chand,9811262470
8	GBSSS, NEW ASHOK NAGAR	1002187	225170008001 to 368	368	Dr.Ashok Kr.Gour,9873996125
9	GBSS, BLOCK 27 TRILOKPURI	1002197	225170009001 to 350	350	Sh.Ram Kishor ,7835969685
10	SKV, NO-1 SHAKARPUR	1002196	225170010001 to 354	354	Sh. Navin Govil,9868575484,9968548454
11	SKV, PATPADGANJ, N.D.	1002031	225170011001 to 359	359	Sh. Sunil Kr. Tyagi,9958379274
12	GGSS, M.V, PHASE III, KONDLI GHAROLI	1002352	225170012001 to 375 (ROLL NO. 350 MISSING)	375	Sh. Raghu Beer singh,9968650600,9711460961
13	GGSSS, KALYANPURI	1002039	225170013001 to 352	352	Sh. rakam singh,9818361193
14	G CO. ED SS, KHICHDIPUR VILLAGE	1002350	225170014001 to 374 (Roll No. 182 to 190 cancelled)	374	Sh. satyapal singh,9717252633
15	RPVV, GANDHI NAGAR	1003261	225170015001 to 372	372	Sh.Naresh Pal Singh,9968825641
16	SBV, RADHEY SHAYAM PARK	1003152	225170016001 to 359	359	Sh. R.k.Sharma,9868154690
17	GBSSS, BLK-13, GEETA COLONY	1003009	225170017001 to 355	355	SH. SUDEEP kR., 9582202430
18	G.CO.ED, BLK-2 GEETA COLONY	1003202	225170018001 to 354	354	Sh.Jagat Singh,9811848566

19	GBSSS, GHONDA	1104007	225170019001 to 347	347	Sh. B.D.S. Chuhan,9968285946
20	GBSSS, TUKHMIRPUR	1104261	225170020001 to 351	351	Sh.Seema Kant,9968495009
21	SKV,MBPB. GTROAD, SHAHDRA	1105110	225170021001 to353	353	Sh.Sanjay Kr.,7838631640
22	GBSSS, BABARPUR	1105007	225170022001 to 349	349	Sh.R.S.Mahta,98109824 06
23	GBSSS, BLK-GH, OLD SEEMAPURI	1106263	225170023001 to350	350	Sh. Anurudha verma,9540882121
24	SHAHID BHAI, BM,SV, Shankaracharya Marg	1207008	225170024001 to 352	352	Sh. Vakil Ahmad,996809273
25	GGSSS, NICHOLSON ROAD	1207043	225170025001 to 355 (Roll No. 334 to 344 cancelled)	344	Sh. Basant Kr.,9868388557
26	SKV,KEDARBUILD SABZIMANDI	1207033	225170026001 to 360	360	Ms.Neena mendiratta,995376533 1
27	SBV, GOKHLE MARG	1207014	225170027001 to 360	360	Mohd shakir,8800730938
28	SV LANCER ROAD	1207032	225170028001 to 355	355	Sh. Manoj kr. Jha,7503085556
29	SBV,GULAIBAGH	1208001	225170029001 to 371	371	Ms.priti makkar,981837326
30	SBV, SHASTRI NAGAR	1208229	225170030001 to 355	355	Sh.R.N.Singh, 9999350926
31	GBSSS, AZADPUR Colony	1309128	225170031001 to 348	348	Satyaveer Singh,9868870790
32	SKV, BLK-B (AH) SHALIMAR BAGH	1309032	225170032001 to 359	359	Sh.Dharam Pal,9953196805
33	GBSSS, ALIPUR	1310014	225170033001 to 351	351	Sh.S.B Dixit,9350249395
34	SKV, RAMPUR	1411032	225170034001 to 363	363	Sh. B.P.Garg,9868701766
35	GBSSS, BADLI	1310009	225170035001 to 372	372	Anil Kumar,9873002366
36	GBSSS, SU-BLK PITAMPURA	1411017	225170036001 to 353	353	Ms.Pushpa Singh,9654654103
37	GGSSS, ANADWAS	1411038	225170037001 to 362 (Roll No. 54 to 63 & 330 TO 337 CANCELLED)	344	Sh.Praveen Jain,8285126992
38	GGSSS, BLK-D, ASHOKVIHAR	1411040	225170038001 to 352	352	Sh.Sunil DattGupta,9716986233

39	G. CO.ED SSS, PITAMPUR GP BLOCK	1411007	225170039001 to 350	350	Sh.Nand Kishor,9891459110
40	GG SS, ANANDWAS	1411046	225170040001 to 361	361	Sh. D.B. CHANDOLA 8377066562
41	GBSS, BLK-E SULTANPURI	1412086	225170041001 to 364	364	ISHA, 8860857791
42	SV, K-2, MANGOLPURI	1412019	225170042001 to 339 (Roll no. 205 to 276 cancelled)	339	Sh.Rajesh kr.,8826936991
43	GGSS, BLK-D, SULTANPURI	1412088	225170043001 to 373 (ROLL NO. 297 TO 356 Cancelled)	373	Sh.Shukhdev Singh,964390059
44	GSV CO-ED, RANI KHERA	1412095	225170044001 to 372	372	A.K. 9899086891 <i>Malik</i>
45	GBSSS, BLK-D, MANGOLPURI	1412130	225170045001 to 375	375	Sh.Ram Kr.dahiya,9968241162
46	SV, SEC-7, ROHINI	1413074	225170046001 to 373	373	Ms.Shushma Sharma,9311681321
47	SKV, PRASHANT VIHAR	1413067	225170047001 to 368	368	Sh.RamChander sharma, 9868108032
48	G CO ED, SEC-11, ROHINI	1413023	225170048001 to 364 (ROLL NO. 274 TO 285 CANCELLED)	352	Sh.Harsh Mohan, 9555242748
49	RPVV,SEC-11, ROHINI	1413076	225170049001 to 359	359	Sh.Mohammed Nasir,9811973546
50	GGSSS, SEC-1 ROHINI AVANTIKA	1413069	225170050001 to 363	363	Ms.Nisha nayyar,9810765641
51	GBSSS, RITHALA	1413013	225170051001 to 352	352	Sh. Manoj Kumar,9650159215
52	SV, SEC VI, ROHINI	1413004	225170052001 to 365	365	Ahibaran Singh Dinkar,9910536297
53	SBV, NO.2, TILAKNAGAR	1514006	225170053001 to 366	366	Sh.Dr.nawab Singh,9560258446
54	SKV, BLK-B, JANAKPURI	1514019	225170054001 to 366	366	Sh.Satbir singh,9868171290
55	GBSSS,NO.1, RAJOURI GARDEN EXTN.	1515006	225170055001 to 375	375	Sh.Anand singh,9582940609
56	SV. JAIDEV PARK	1515001	225170056001 to 365	365	Sh. Ram Ratan singh,9868599668
57	GGSSS, NO-1 SUBHASH NAGAR	1515029	225170057001 to 359	359	Sh.Gurmail Singh,9868118900

57	GGSSS, NO-1 SUBHASH NAGAR	1515029	225170057001 to 359	359	Sh.Gurmail Singh,9868118900
58	GCOED. SSS, KARAMPURA, IN. AREA	1516068	225170058001 to 365	365	Sh.Rakesh,9868891649
59	G. COED, SARASWATI GARDEN	1516017	225170058001 to 375	375	Sh.Ajay Kumar,9811443251
60	G.CO.ED, BAPROLA	1617030	225170060001 to 362	362	Ms.neelam Rani,9873829223
61	G.CO.EDSSS PASCHIM VIHAR, A- 6	1617032	225170061001 to 345	345	Ms.Aparna kaushik,9873481423
62	SV CO. ED, NEW NUTAN NAGAR	1617007	225170062001 to 362	362	Sh. Rajesh Kumar,9810665345
63	GBSSS, KG-I/II VIKASPURI	1618015	225170063001 to 352	352	Sh. Rakesh Kumar,9811470385
64	GGSSS, BINDAPUR	1618060	225170064001 to 362	362	Sh.Devi Singh,9868406412
65	G.COED RAJPUR KHURD	1618192	225170065001 to 354	354	Sh. Ajit Kumar Mishra,9868094354
66	GBSSS, NO-2 UTTAM NAGAR	1618004	225170066001 to 355	355	Sh.Veesh Kumar,9990881706
67	SKV, UTTAM NAGAR	1618057	225170067001 to 350	350	Ms.Sarita ,9810469946
68	GBSSS NO-3, SAROJINI NAGAR	1719005	225170068001 to 354	354	Sh. Anil Kumar ,9650539109
69	GBSSS,NO-4 SAROJINI NAGAR	1719006	225170069001 to 360	360	Sh. v.p singh,9968273093
70	SV, NO-1, SEC 2, R.K.PURAM	1719069	225170070001 to 350	350	Ms. Manju Khurana,9953708383
71	GSV CO-ED, INDERPURI	1720121	225170071001 to 359	359	Ms. Madhuri 353chhabra,971727303 6
72	SBV. IST SHIFT NARAINA	1720002	225170072001 to 353	353	Sh. 349satya naraya361n,750355655 9
73	SKV, NO-1 JANAKPURI, D BLOCK	1720014	225170074001 to 349	349	Sh. satyavi353r singh,9582563357616
74	SBV, NO-1 SAROJININAGAR	1719002	225170074001 to 361	361	Ms.Sunita Karnwal,8744817744
75	GBSSS, RAJNAGAR-II	1821003	225170075001 to 353	353	Sh Harish Chander Sharma,9968299720
76	GBSSS, NO-2 SAGAR PUR	1821007	225170076001 to 357	357	Sh. narayan Singh,9013283620
77	GBSSS, NO-1, PALAM VILLAGE	1821004	225170077001 to 348	348	Sh.Suresh Cnand,9818528230
78	G.CO.ED SS, MAHAVIR ENCLAVE	1821136	225170078001 to 350	350	Sh. Prakash Mishra,9582789146

79	SBV , DEENDARPUR	1822247	225170079001 to 336	336	Sh.Bhagwan singh Meena,9555867234
80	SKV, VIJAY ENCLAVE	1821025	225170080001 to 319	319	Sh.Chandarpal Singh,9868825805
81	GBSSS, GOEL KUND	1822257	225170081001 to 353	353	Sh.Narender Singh,9868893158
82	SKV, DEENDARPUR	1822176	225170082001 to 356	356	Sh.Akhilesh Kr. Dubey,9868531502
83	SKV, DHARAMPURA	1822061	225170083001 to 351	351	Sh. Kuldeep Sharma,9911355346
84	GBSSS, NO.3 NAJAFGARH	1822057	225170084001 to 369	369	Sh.RPSDalal,921361563 7
85	SV, DAULATPUR	1822006	225170085001 to 364	364	Sh. meetha lal,9013504772
86	GGSSS, SEC-V AMBEDKAR NAGAR	1923078	225170086001 to 352	352	Ms.Anita Thakur,9717445573
87	RSKV, MEHRAULI	1923038	225170087001 to 355	355	Sh. Arun dagar,8826911298
88	RPVV, THYAGRAJ NAGAR	1924038	225170088001 to 353	353	Ms.Pushpa Khurana,9873702236
89	SBV (SVP) ,Tughlakabad Extn.	1925007	225170089001 to 350	350	Sh. raj Kumar,8882490336
90	SBV,SEC IV , A- N.	1923019	225170090001 to 363	363	Sh. Dharmraj Kaushik,9968291442
91	GBSSS, HARI NAGAR ASHRAM	1924005	225170091001 to 366	366	Ms.Veena Arora,9266322103,921 3230356
92	GBSSS, KIDWAI NAGAR NO-1	1924006	225170092001 to 350	350	Ms.Amita Budhiraja,9871001016
93	GBPSBV, SRINIWASPURI	1924001	225170093001 to 366	366	Sh. B.P.Sharma,989155954 7
94	RPVV, LAJPATNAGAR	1925334	225170094001 to 313	313	SH.Braham Singh.9968079392
95	GBSSS. NO.3 BADARPUR	1925247	225170095001 to 348	348	Ms.Minakshi,99685001 09
96	GBSSS, JOGABAI	1925052	225170096001 to 354	354	
97	GBSSS, JASOLA VILLAGE	1925353	225170097001 to 351 (roll no. 235 to 238 cancellled)	351	Ms.Mina rawat,9971841796
98	GBSSS, PANDARA ROAD	2026003	225170098001 to 368	368	Ms.Priti Kumari,9416150385
99	SN, MALCHA MARG	2026002	225170099001 to 364	364	Sh. Stendra Kumar Tyagi, 9810377137

100	GBSSS, BELAROAD	2127007	225170100001 to 362	362	Ms.Shalina,958298969 9
101	SBV, PATAUDI HOUSE, DARIYAGANJ	2127003	225170101001 to 366	366	Sh.mehar jamal,9211606904
102	SKV MATA SUNDARI ROAD	2127015	225170102001 to 375	375	Sh.Iftikhar ali,9711081218

Amrisha

Schedule of 1st STAGE N.T.S.E. Examination -2016-17
To be held on 18/12/2016 (SUNDAY)

9.15 A M long bell :	Students having Admit Card are allowed to enter and occupy their seats & announcement of important Instructions by the invigilators.
9.30 AM	Distribution of OMR SHEETS
9.45 AM	Distribution of Question Papers Booklets
10.00 A.M Long single bell	Start answering immediately.
10.20 A.M	Collection of unused Question Booklets by the Room Invigilators
1.00 P.M. Two Continuous Bells	<u>TIME IS OVER</u> Then the Invigilators will collect the OMR /Answer sheets & Admit cards. Ensure that these have been collected from all the candidates and are placed in an ascending order. Question Booklets are to be retained by the candidates.
1.10 PM Long Bell	Students are allowed to leave the Examination hall.

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: SCIENCE BRANCH
BEHIND LADY SHRI RAM COLLEGE, LAJPAT NAGAR, NEW DELHI
NATIONAL TALENT SEARCH Examination 2015-16

Instructions for Centre Superintendent

- Note: 1. Question Booklets used by the candidates need not be taken back but retained by them after each paper.
2. Students cannot scratch/alter/change out an incorrect answer once marked on OMR sheet by using White Fluid/ Whitener / Blade/ Tearing / wearing or in any other form
3. No extra room will be allowed up to last 05 extra Students. They have to be accommodated in last room . New room will be formed if extra students are more than 05 .

1. As a Centre Superintendent you have a great responsibility. Efficient administration of examination under standardized conditions and congenial atmosphere is of prime concern to the Science Branch.
- 2.1 While making seating plan it may be ensured that 25 students are seated in a room & one student on one desk.
- 2.2 The seating plan of candidates for the venue as a whole should be displayed at prominent place to guide the students to locate their rooms. The roll number of the student should be marked on their seats well in advance and the seating plan for each room should be displayed out-side the room. The invigilators should ensure that the candidates are seated strictly in accordance with the seating plan.
3. Two invigilators are to be provided for each room and it may be ensured that both of them perform their duties meticulously.

Separate instruction for invigilators are also being provided in Annexure-B.

Centre Superintendent must ensure that no near relation of the staff engaged for the conduct of examination is appearing in this examination.

4. The specific direction to be announced by the Centre Superintendent/Invigilators to the candidates are given in Block Capitals.

5. The candidates have been asked to occupy their seats 20 minutes before the commencement of the examination. The Examination Hall should be duly neat & clean and be opened at least 30 minutes before the commencement of the examination.

- 5.1 Candidates may be allowed on the discretion of the Centre Superintendent latest by 10.15 A.M.
- 5.2 No candidates is allowed to take examination without proper and valid Admission Card. The Centre Superintendent or any other officer has no discretion on this account whatever the reason may be.
- 6.1 It may be noted that the Test Booklets and Answer Sheets are very sensitive documents and the Centre Superintendent is personally responsible for their complete accountability. As such, no let-up in their handling by any one should be allowed by the centre superintendent. Proper record of exact number of used and unused/damaged/not usable question paper booklets and answer-sheets in Annexure-B (Copy enclosed) are to be maintained.
- 6.2 Centre Superintendent should organize a meeting of Invigilators and brief the procedure to be adopted for smooth conduct of the Examination. Instruction for invigilators must be discussed for strict compliance.
- 6.3 After the candidates occupy their seats, the identity of each candidate should be checked by the invigilator with the photograph pasted on his/her admission card.
- 6.4 It is to be ensured that all the candidates sign their attendance against their names in the attendance sheet (Performa 'A') .
7. After the candidates have taken their seats, the following announcement will be made in each hall/ room by on of the invigilators.
 - I. ATTENTION PLEASE, YOU SHOULD ENSURE THAT YOU HAVE NO UNAUTHORISED BOOKS OR PAPERS, CALCULATORS, CELL PHONES OR SIMILAR DIVICE(S) WITH YOU OR IN YOUR DESK.
 - II. YOU WILL SOON BE GIVEN ANSWER SHEET.CHECK THE ANSWER SHEET PROVIDED TO YOU CAREFULLY AND MAKE SURE THAT IT IS PROPERLY PRINTED AND IS NOT MUTILATED OR TORN. IF IT IS DEFECTIVE GET IT CHANGED FROM THE INVIGILATOR.
 - III. Exchange of any article by candidates is not permitted in the Examination Hall.
 - IV. TAKE YOUR ANSWER SHEET (OMR) AND FILL IN YOUR ROLL NO. WITH BLACK/ BLUE BALL POINT PEN AND FOR MARKING ANSWERS AS WELL .

The Invigilator will distribute the Test Booklet to each candidates five minutes before the commencement of the examination so that the candidates get enough time to go through instructions given on the test booklet.

8. Science Branch will appoint an observer for each Exam. centre He/She will reach the centre by 8.30 A.M. to 8.45 A.M. with Exam related material. The centre Supdtt. is requested to receive the sealed bags containing Answer Sheets and question Booklets from the observer within the said time and the same way handover the unused question Booklets & Answer sheets with exact counting and proper sealing to the observer and ensure that all items are OK. If no observer reached your centre by 9.30 A.M. You have to report to the Science Branch on Phone No. 26280413.
- 9.1 You have to ensure that the stamp of your school has been put on every answer sheet and all other Performa before sending them to Science Branch through observer.
- 9.2 Ensure that all Performa properly filled and signed by you along with the stamp. **Please check that Performa pasted on the sealed packet containing in all respect.**
- 9.3 There will be no modification or correction in the question paper. Even if there is an error, the same will be taken care of while marking the answer sheets.
- 9.4 NO candidate should be allowed to leave the examination hall till the expiry of full allotted time for the papers.
10. The answer sheets (used) arranged in ascending order of Roll Nos. should be packed in the box and packed in Bag No.1 Please make entries on the bag. However, unused answer sheets, Unused Question Booklets & Performa A to E to be packed in Bag No.2
- i. THE CENTRE SUPERINTENDENT/ OBSERVER/INVIGILATOR SHOULD NOT READ THE QUESTION BOOKLETS IN NO CASE NOT A SINGLE BOOKLET/ANSWER SHEET EVEN IF IT IS UNUSED SHOULD BE RETAINED BY THE CENTRE SUPERINTENDENT/OBSERVER. COPYING OF ANY ITEM OR PAGE IS STRICTLY PROHIBITED.
11. After the examination is over the following material may also be get sealed in the presence of the observer.
- (a) Attendance sheet duly signed by the candidates in Performa 'A' which will be sent to you through the Observer on the day of the examination.
- (b) Performa B giving the account of question booklets and answer sheets.
- (c) Absentees Statement in Performa 'C'
- (d) Performa 'D' duly signed by the invigilators and Centre Superintendent
- (e) Certificate of Opening question paper in Performa 'E' .
- (f) Cases of malpractices (if any) & report of action taken by you.

12. Two canvas bags have been provided to each Centre containing question booklets and one containing answer sheets etc. You are requested to kindly check that the packing of unused Question booklets, answer sheets and other material is done in these bags as per instructions.
13. All the used and unused exam. material along with the above mentioned Performa should be handed over to the observer of the Science Branch immediately after the exam.
14. All the used Question Booklets and Admit Card are to be retained by the candidates.

**GOVT OF NCT OF DELHI; DIRECTORATE OF EDUCATION
SCIENCE BRANCH
BEHIND L.S.R. COLLEGE; LAJPAT NAGAR-IV; NEW DELHI
NATIONAL TALENT SEARCH EXAMINATION
2016-17
INSTRUCTIONS FOR INVIGILATORS**

Note : Students cannot scratch/alter/change out an incorrect answer once marked on OMR sheet by using White Fluid/ Whitener / Blade/ Tearing / wearing or in any other form

1. The Invigilator should report at least one hour before commencement of the paper and make sure of the room to which he/she has been assigned duty and ascertain the name(s) of the other invigilator(s) who will share duties with him and the number of candidates in that room and ensure that the Roll numbers of the candidates written on the tables/desks and tally with the seating plan.
- 2.1 The examination will start at 10.00 A.M. Sharp. However, the candidates may be allowed to occupy their seats 30 minutes before the commencement of the examination. Therefore, one invigilator should go to the examination room at least 40 minutes before the commencement of the examination while the other invigilator may stay to collect the answer/OMR sheets and related material from the Centre Supdtt..
- 2.2. The candidates may be allowed to enter the Examination Centre up to 10.15 A.M at the discretion of Centre Supdtt.
- 2.3 The Science Branch of Directorate of Education has issued Admission Cards to the candidates. Please note that the photograph on the admit card bears the stamps of the H.O.S and name of the Examination Centre is clearly mentioned. No candidate is allowed to APPEAR IN EXAMINATION WITHOUT VALID ADMISSION CARD. The Centre Supdtt. or any other officer has no discretion on this account whatever the reason may be.
3. You should ensure that all the candidates sign against their names in the attendance sheet and their details are the same as regard to Category etc. are same in the Attendance Sheet and OMR Sheet (Proforma- A)
4. After the candidates have taken their seats the following announcement has to be made by one of the invigilators in the examination hall.
 - I. ATTENTION PLEASE, YOU SHOULD ENSURE THAT YOU HAVE NO UNAUTHORISED BOOKS OR PAPERS, CALCULATORS, CELL PHONES OR SIMILAR DIVICE(S) WITH YOU OR IN YOUR DESK.
 - II. YOU WILL SOON BE GIVEN ANSWER SHEET. CHECK THE ANSWER SHEET PROVIDED TO YOU CAREFULLY AND MAKE SURE THAT IT IS PROPERLY PRINTED AND IS NOT MUTILATED OR TORN. IF IT IS DEFECTIVE GET IT CHANGED FROM THE INVIGILATOR.
 - III. Exchange of any article by candidates is not permitted in the Examination Hall.

- IV. Use only Black /Blue Ball point pen for marking the answer on OMR sheet.
- V. Take up your answer sheet and fill in your Roll No. and other entries. Read the instructions carefully.
- VI. DARKEN THE CORRECT ALTERNATIVE OUT OF 1,2,3,4 WHICH YOU THINK IS CORRECT

- 5.1 The Invigilator will distribute the Test Booklet to each candidates five minutes before the commencement of the examination that the candidates get enough time to go through instructions given on the test booklet.
- 5.2 There will be no modification or correction in the Question Paper. Even if there is an error, the same will be taken care of while marking the answer sheets.
- 6.1 NO INVIGILATOR SHOULD READ EITHER THE TEXT BOOKLET OR ANSWERSHEET OF A CANDIDATE.
- 6.2 Copying of any item or page of test booklet either by candidate or by any other person including any officer is strictly prohibited.
- 7 No candidate should be allowed to leave the examination hall till the expiry of the full allotted time for the examination.
- 8 Invigilator should sign the answer/OMR sheet after verifying entries made by the candidate i.e (i) Roll No. (ii) Category SC/ST/Gen./V.Ch./P.H(iii) Type as school (iv) Signature of candidate. All entries should tally with the Attendance sheet .**
9. The Invigilator must sign in the space assigned on the top of the Question Paper
10. Invigilator may close the door at 01.15 P.M to ensure that no candidate leaves the room until all the OMR sheets are collected and accounted for. Invigilators should remain vigilant to see that no candidate carries with him/her OMR Sheets while leaving the Examination Hall.
11. After the completion of Paper, collected OMR sheet may be Arranged in serial order and deposited with the Centre Supdt.

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: SCIENCE BRANCH
BEHIND LADY SHRI RAM COLLEGE, LAJPAT NAGAR, NEW DELHI
26280413, 26280410

NTSE Examination 2016-17
Guidelines for the Centre Observers

The Observer should carefully read the following instructions and follow them strictly. Any lapse in this regard will be subjected to serious action.

Note: 1. Question Booklets used by the candidates need not be taken back but retained by them after each paper.

2. Students cannot scratch/alter/change out an incorrect answer once marked on OMR sheet by using White Fluid/ Whitener / Blade/ Tearing / wearing or in any other form
 3. No extra room will be allowed up to last 05 extra Students. They have to be accommodated in last room . New room will be formed if extra students are more than five . If the last room has less than 15 students, only one invigilator to be provided
1. As an observer you have a great responsibility. Proper co-ordination and efficient administration of examination at your centre is of prime concern. You should, therefore, visit the examination Centre one day prior to the date of examination and discuss the plan of arrangements made at the Centre for smooth conduct of Exam. It should be ensured that centre superintendent conducts a briefing session for the invigilators.
 2. On the day of examination, Observer must reach the Science Branch, Lajpat Nagar-IV, and New Delhi by 6.30 A.M. to collect Question Papers and other Exam related Material of their centre. The material should be collected before 7.00A.M. and to carry all the material in the vehicle to be hired from the operator by co-ordinating with him. . Exam. material & question papers should reach the Exam. Centre latest by 08.30 A.M. positively and ensure that all arrangements have been made for the smooth conduct of the examination. Duty chart and seating plan should be ready by this time and displayed prominently.
 3. Observer should ensure that the seals of Question paper packets are intact and the packet of Question Paper is opened at 9.40 A.M. in his/her presence and he/she should put his/her signatures on opening certificate.
 4. It should be ensured that instructions to Centre Superintendent and Invigilators are strictly followed.
 5. The Head of School concerned has issued Admission Cards to the candidates. The photograph on the admit card bears the stamp of the Head of School and Examination Centre is clearly mentioned. **NO CANDIDATE IS ALLOWED TO APPEAR IN THE EXAMINATION WITHOUT VALID ADMISSION CARD. THE CENTRE SUPERINTENDENT, OBSERVER OR ANY OFFICER HAS NO DISCRETION ON THIS ACCOUNT WHATSOEVER THE REASON.**

6. The Schedule of Examination to be strictly followed.
7. Observer should ensure that all the spare copies of answer sheets (OMR Sheets) and Question Booklets are back from each room by 10.20 A.M. and sealed in his/her presence.
8. The observer should take periodic rounds of the examination halls room both in the forenoon and afternoon sessions to ensure proper security, surveillance and conduct of the examination strictly as per the instructions.
It should be ensured that no malpractices is being observed at your centre .
9. Procedure outlined in detailed instructions letter to Superintendent should be followed scrupulously.
10. Observer should also count the used answer sheet and ensure that they are properly packed and check that PERFORMA PASTED ON THIS PACKET IS COMPLETE IN ALL RESPECTS. Observer should put his/her signatures with name on it.
11. All the unused question paper booklets, packets of unused Answer sheets and other material along with the SEALED PACKETS OF USED ANSWER SHEETS be collected from the respective examination centre. The Centre Observer will hand over the whole examination material to the NTSE / JSTS Unit, Science Branch and stay there till the material receiving & clearance slip is issued. Thus, it will be the responsibility of the observer for safe and secure delivery of the examination material at Science Branch, Lajpat Nagar, and New Delhi.
- 12.1. The Packing of Examination Material should be made in the following manner:-
 - a) Bag-1 should contain only Used OMR Sheets packed in a Box.
 - c) Bag-2 (Misc.)should contain Unused & Sealed OMR Sheet Packet, all Performas & Certificates, Attendance Sheet (Annexure A) And unused Question Booklets.
- 12.2 Collect report of Centre Superintendent, opening certificate of Question booklets, No relation certificate, Account of Question Booklets and Answer Sheets, Payment Vouchers, etc. From the Centre Superintendent & deposit in a file cover to NTSE unit along with exam material.
13. No correction in the Question Papers is allowed. In case of any error, the case will be taken at the time of evaluation.
14. Complete the observers report and submit it along with the other Performa
15. All the used Question Booklets are to be retained by the candidates.

First Stage NTSE Examination 2016-17Account of Question Booklet and Answer/OMR Sheets

Centre No. : _____

Name of the Centre : _____

_____ Delhi/New Delhi

S.No	Particulars	Question Booklet Paper	Answer/OMR Sheet
1.	Total Number Received		
2.	Number Used		
3.	Number Unused		

Certified that all the unused question booklets and answer/OMR sheets are returned herewith in separate.

Dated:

Verified by Observer
(Signature)Signature of Centre
Superintendent

Official Seal:

NTSE Examination 2016-17Centre No.Absentee's Statement

Name of the Centre _____

Candidate	General	PH	S.C.	S.T.	Total
Registered					
Appeared					
Absent					

Roll No. of Absentees

S.No	Roll No.	S.No	Roll No.	S.No	Roll No.	S.No.	Roll No.
.		.		.			
1		26		51		76	
2		27		52		77	
3		28		53		78	
4		29		54		79	
5		30		55		80	
6		31		56		81	
7		32		57		82	
8		33		58		83	
9		34		59		84	
10		35		60		85	
11		36		61		86	
12		37		62		87	
13		38		63		88	
14		39		64		89	
15		40		65		90	
16		41		66		91	
17		42		67		92	
18		43		68		93	
19		44		69		94	
20		45		70		95	
21		46		71		96	
22		47		72		97	
23		48		73		98	
24		49		74		99	
25		50		75		100	

Sign of Centre Supdt.

Opening Certificate NTSE Examination 2016-17

Name of the Centre _____ Centre No. _____

Certified that:-

1. The seal of the canvas bag and packets of Question Paper were found intact before opening.
2. The canvas bag and packets of question paper were opened at _____ A.M.
3. The _____ packets contained _____ question booklets.
4. The packets of Answer/OMR-sheets contained _____ Answer/OMR sheets.

Full Signature of two invigilators

1. _____

2. _____

Signature of Centre Superintendent
(Office Seal)

Signature of Observer

Annexure -D

CENTRE SUPERINTENDENT's Report
NTSE EXAMINATION 2016-17, DATE OF EXAM. 18.12.2016

EXAMINATION CENTRE NO. _____

1. Name of the Examination Centre: _____
2. Observer Reached at Exam. Centre with examination material: _____
3. Checked the certificates given by the invigilators that none of their relatives is appearing at this Centre Yes/ /No

Signature of Center Supdt.
with seal.

OBSERVER'S REPORT OF NTSE EXAMINATION –2016-17
DATE of Examination :- 18.12.2016

1. No. of rooms in which Exam. was conducted. _____
2. No. of Invigilators on duty. _____
4. i) Unused OMR Sheets were sealed in my presence at _____ A.M
- ii) Unused Question Booklets were sealed in my presence at _____ A.M
- iii) I have recounted the used OMR Sheets and the BAG was sealed in my presence at _____
5. Time of departure from the Exam. Centre to the Science Branch _____ P.M
6. Cases of unfair means/malpractices noticed: _____
7. Report of Basic Amenities i.e water, electricity etc. Adequate & Satisfactory /
Not satisfactory.
- 8 Seating arrangement provided by Centre Suptd.----- Satisfactory / Not Satisfactory.

Sig. of Observer with name & designation.

PAYMENT VOUCHER

NTSE EXAMINATION 2016-17				
	Name of centre		Centre No.	
S.No.	NAME	DESIGNATION	Amount Recd.	Signatures
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
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22				
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26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				

Centre Supdtt.
(With seal)

DIRECTORATE OF EDUCATION: SCIENCE BRANCH
Amar Colony (Behind Lady Sri Ram College),
Lajpat Nagar-IV New Delhi -110024

Centre No. _____

Voucher No. _____

**BILL CUM RECEIPT FOR CONDUCTING NTSE/NMMS EXAM
2016-17**

Name of the Centre:

1. Centre Supdt. (1)	@ Rs 790/-	Rs.
2. Asstt. Supdt./Extra Invigilator (1)	@ Rs.320/-	Rs.
3. Invigilation Charges (No. of invigilators appointed _____)	@ Rs.320/-	Rs.
4. Clerk (1)	@ Rs.320/-	Rs.
5. Class-IV (3)	@ Rs.160/-	Rs.
6. Contingency Actual Expdr. Not exceeding	@ Rs.160/-	Rs.
(Rs. _____ Total		Rs.
_____)		

Received, paid & Verified
Signature of the Centre Supdt.

(FOR OFFICE USE ONLY)

Net amount

Payable Rs. _____

JSTS Passed for payment for
Rs. _____

Sign. Incharge,

D.D.O. Sc. Br.