



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION: SCIENCE & TV BRANCH  
2<sup>ND</sup> FLOOR, OLD GARGI COLLEGE BUILDING: LAJPAT NAGAR-IV,  
NEW DELHI-110024

Ph. No: 26280410 & 13; email: [sciencebranch@gamil.com](mailto:sciencebranch@gamil.com) Mobile No.9868495930, 9810834390

1st Stage NTS- Examination 2019

Instructions for Centre Superintendent

Note: A. Used Question Booklets are to be retained by the candidates.

B. Candidates **cannot** scratch/alter/change the answers once marked on OMR sheet by using White Fluid/ Whitener /Blade/ Tearing / wearing or in any other form

C. Extra room will not be allowed up to additional 05 Candidates. They have to be accommodated by the centre Superintendent, above five additional room is permissible. One invigilator is admissible upto 15 candidates, in case candidate exceeds 05.

1. As a Centre Superintendent you have a great responsibility. Efficient administration of examination under standardised conditions and congenial atmosphere is the prime concern of the Science Branch.
- 2.1 While making seating plan it may be ensured that 25 candidates are arranged in a room (one candidate per desk).
- 2.2 The seating plan of candidates for the venue as a whole should be displayed at prominent places to guide the candidates to locate their rooms.
- 2.3 The roll number of the candidates 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.
4. Instructions for invigilators are being provided separately
5. Centre Superintendent must ensure that no near relation of the staff engaged for conduction of examination is appearing in this examination.
- 5.1 The Examination Hall should be neat & clean and be opened at least 30 minutes before the commencement of the examination. The candidates must occupy their seats 40 minutes before the commencement of the examination.
- 5.2 Candidates may be allowed on the discretion of the Centre Superintendent latest by 10.15 A.M.

*Handwritten signature*  
30/10/18

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5.3 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 Question booklets and OMR sheets are very sensitive documents and the Centre Superintendent is personally responsible for their complete accountability. The centre superintendent should maintain the record of used, unused and damaged Question booklets as well as OMR sheets in Annexure-B.

6.2 Centre Superintendent should brief the Invigilators about the instructions and procedure to be adopted for smooth conduction of the Examination.

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. The following announcement will be made at 9.20 AM in each hall/ room by one of the invigilators (before starting of Exam).

I. ATTENTION PLEASE, YOU SHOULD ENSURE THAT YOU HAVE NO UNAUTHORISED BOOK OR PAPER, CALCULATOR, CELL PHONE OR SIMILAR DIVICE WITH YOU OR IN YOUR DESK.

II. YOU WILL SOON BE GIVEN **OMR** SHEET. CHECK THE OMR 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/stationary item by candidates is not permitted in the Examination Hall.

IV TAKE YOUR OMR 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 Question booklet to each candidates fifteen (15) minutes before the commencement of the examination so that the candidates get enough time to go through instructions given on the Question 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 OMR sheets and Question Booklets from the observer within the said time and the same way handover the unused question Booklets & OMR sheets with exact counting and proper sealing to the observer. If no observer reports to your centre by 8.50 A.M. You have to immediately inform the Science Branch on Phone No. 26280410 & 13/9868495930/9810834390.

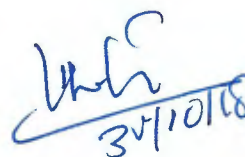
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9. You have to ensure that the stamp of your school has been put on every OMR sheet and all other Annexure before sending them to Science Branch through observer.

THE CENTRE SUPERINTENDENT/ OBSERVER/INVIGILATOR SHOULD NOT READ THE QUESTION BOOKLETS IN NO CASE NOT A SINGLE BOOKLET/OMR SHEET EVEN IF IT IS UNUSED SHOULD BE RETAINED BY THE CENTRE SUPERINTENDENT/OBSERVER. COPYING OF ANY ITEM OR PAGE IS STRICTLY PROHIBITED.

- 9.1 Ensure that all Annexure are properly filled and signed by you along with the stamp. **Please check that Annexure pasted on the sealed packet should have proper information.**
- 9.2 No correction in the Question booklets is allowed. In case of any error, the same may be reported to science Branch by Observer in writing.
- 9.3 NO candidate should be allowed to leave the examination hall before the expiry of full allotted time of the Exam.
- 10 The packing at the close of examination should be made as under:-
- a) **Bag-1** should contain only used OMR Sheets in the carborated grooved box provided and fixing sticker on top of the box duly filled and signed by Observer and Centre Superintendent & Admit cards (Sealed with wax).
- b) **Bag-2** should contain Unused OMR Sheets, Unused Question Booklets and other Exam material. This bag will also include Proforma 'A' and Annexure C to H as per details given below:-
1. **Performa 'A':-** Attendance sheet duly signed by the candidates.
  2. **Annexure B:-** Account of question booklets OMR sheets pasted on the box of used OMR SHEETS.
  3. **Annexure 'C':-** Absentees Statement
  4. **Annexure 'D':-** Center Superintendent Report
  5. **Annexure 'E':-** Certificate of Opening Question booklet
  6. **Annexure-F:-** Observer report
  7. **Annexure- G:-** Payment voucher
  8. **Annexure-H:-** Bill cum-receipt
11. 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. In case of any clarification, you may contact the control room of NTS Exam at the Phone numbers mentioned above.

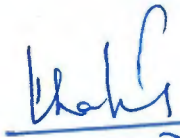
  
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**OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION  
GOVT OF NCT OF DELHI  
SCIENCE & TV BRANCH OLD GARGI COLLEGE BUILDING  
LAJPAT NAGAR – IV, NEW DELHI.**

No.DE/40/DDE (Sci. Br.)/NTSE/JSTS/NMMS2018-19/1523 Dated: 30/10/18

**Sub: Regarding collection of Roll numbers for 1st Stage NTS Examination 2019  
from Science Branch, Lajpat Nagar, New Delhi.**

All the HOS of Government Schools/Aided Schools/Unaided Recognized Schools/Kendriya Vidyalayas are hereby requested to collect the Roll numbers for 1st Stage NTS Examination 2019 from this office address mentioned above till 02/11/2018 positively.

  
(USHA CHATURVEDI) 30/10/18

Deputy Director of Education (Science)

To

All the HOS,  
Govt./Aided/Unaided Recognized Schools and Kendriya Vidyalayas,  
Delhi.