



**GOVT. OF NCT OF DELHI DIRECTORATE OF EDUCATION
SCIENCE & TV BRANCH**

OLD GARGI COLLEGE BUILDING, LAJPAT NAGAR-IV NEW DELHI.

Ph.No.26280410-12

email : sciencebranch@gmail.com

F.No.DE.40(13)/Sc.Br./NMMSS/2020-21/2876

Date:- 20/01/2021

CIRCULAR

The National Means-Cum Merit Scholarship scheme Examination for students studying in Class-VIII is meant for meritorious students of economically weaker sections whose parental income is less than Rs.1,50,000/- per annum. (As per guidelines of MHRD).

Date of Examination : Directorate of Education will conduct NMMSS examination on 28th February , 2021 (Sunday)

Eligibility : (i) The students presently studying in Class VIII in Govt., Govt. Aided and Local Body Schools in GNCT of Delhi.

(ii) The students shall have minimum of 55% marks or equivalent grade in Class VII examination for appearing in selection test for award of scholarship (relaxable by 5% for SC/ST students).

Reservation :- 15% for the students belonging to the SC Category.
7.5% for students belonging to the ST category.
27% for the students belonging to the OBC Category.
4% for children with benchmark disabilities.

Scholarship:- (i) These scholarship will be provided on yearly basis to the students studying as regular student in class IX in Govt., Govt. aided and Local body schools which will be renewed for class X, XI and XII. Thus the scholarship will be for a maximum period of four years. The amount of scholarship will be Rs.12000/- per annum @ Rs.1000/- per month. As per the guidelines of MHRD.

Examination Pattern : The pattern of written examination will be as follows –:

Paper	Test	No. of questions	No. of Marks	Duration
Paper-I	Mental Ability Test (MAT) (The question in the test may be on analogy, classification series, pattern perception, hidden figure ect.)	90	90	90 minutes
Paper-II	Scholastic Aptitude Test (SAT) (Question covering subject namely, science, social studies, and mathematics as taught in classes VII and VIII.)	90	90	90 minutes

Children with disability will be given extra time, as applicable.

Selection : (i) The students must pass both the tests i.e. Mental Ability Test (MAT) and Scholastic Aptitude Test (SAT) with at latest 40% marks in aggregate taken together for these tests. For the SC/ST students, these cut off will be 32% marks.

(ii) Selected students on merit as per state quota will be recommended for scholarship to MHRD.

How to Apply : (i) The School HoS will register the students on Directorate of Education website www.edudel.nic.in with their own school login ID and Password► School Plant► Scholarship► School information entry form► Application form.

(ii) School can register their eligible enrolled students from 25th January to 13th February 2021.

(iii) Directorate of Education, Science Branch will generate Roll Numbers of the candidates and allot Centre of Examination by 18th February, 2021.

(iv) Schools will take print from 19th February out of the admit card duly attested by HoS and issue to the students by 26th February, 2021.

COVID GUIDELINES

All the candidates will have to follow prescribed COVID guidelines by the Govt. of NCT Delhi.


(PRAMOD KUMAR)
DDE (SC. & TV)

Enclosure:-

1. Guidelines for centre superintendent, Observer and Invigilator.
2. Performa to be submit by centre superintendent.


DDE (SC. & TV)

Schedule of N.M.M.S.S. Examination -2020-21 To be held on
28/02/2021 (SUNDAY)

9.00 A M	:	Entry open 1. Students having valid admit card 2. Thermal Checking of students. 3. No physical frisking 4. Students to ask that no digital device/ rough paper etc. allowed in the examination hall.
9.30 AM	:	Distribution of OMR Sheets Carefully filling of OMR Sheets One copy of admit card to be collected
9.45 AM	:	Distribution of Question Paper booklets
10.00 A.M	:	Commencement of Examination
10.20 A.M	:	Collection of unused Booklets and OMR Sheets
1.00 P.M.	:	Completion of Examination
1:10 P.M.	:	Invigilators to collect only OMR Sheets by ensuring that these have been collected from all the student and arrange them in ascending order
1.10 PM Long Bell	:	Students to allowed to leave the Examination hall in Orderly manner with following social distance norms.
Remarks:-	:	Visually challenged candidates are allowed 30 minutes extra time.

You are requested to submit the following documents to Science Branch

1. Attendance sheet duly completed and signed by Centre Supdt. of your centre.
- 1 Account of Question Booklet and OMR Sheets (Annexure B)
2. Absentee's Statement (**Annexure-C**)
3. Centre superintendent report (**Annexure-D**)
4. Opening certificate (**Annexure-E**)
5. Observer report (**Annexure-F**)
6. Payment voucher (**Annexure- G**)duly signed by the centre Supdt.
7. Bill cum-receipt (**Annexure-H**) duly signed by the Centre Supdt.
8. Contingency voucher of Rs.160/- verified & signed by the Centre Supdt.
9. Original Admit Cards
- 10.OMR sheets sealed and packed in the carton.

Note: The attendance sheet which will be handed over to the Centre Supdt. on the day the exam.



DDE (Sc. & TV)

NMMSS Examination 2020-21
Account 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.

**Signature of Centre
Superintendent**

Dated:

Verified by the Observer:

Name and Signature

Official Seal:

NMMSS Examination 2020-21

Absentee's Statement

Centre No. _____

Name of the Centre _____

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	
18		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.

CENTRE SUPERINTENDENT's Report
NMMSS EXAMINATION 2020-21 DATE OF EXAM. 28.02.2021

EXAMINATION CENTRE NO. _____

1. Name and Number of the Examination Centre: _____
2. Observer Reached at Exam. Centre with examination material: Yes/ /No
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.

Opening Certificate NMMSS Examination 2020-21

Name of the Centre _____ Centre No. _____

Certified that:-

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

Name & full Signature of two invigilators

1. _____

Signature of Centre Superintendent

2. _____

(Office Seal)

Signature of Observer:

OBSERVER'S REPORT OF NMMSS EXAMINATION –2020-21DATE of Examination :- 28.02.2021

1. No. of rooms in which Exam. was conducted. _____
2. No. of Invigilators on duty. _____
- 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 _____ P.M.
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

NMMSS EXAMINATION 2020-21				
	Name of centre		Centre No.	
S.No.	NAME AND MOBILE NUMBER	DESIGNATION	Amount Recd.	Signatures
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
18				
18				
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21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				

Signature of Centre Supdt.(With seal)

Annexure -H



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

Ph. No: 26280410-13;

email: sciencebranch@gamil.com

Centre No. _____

Voucher No. _____

BILL CUM RECEIPT FOR CONDUCTING (NMMSS) EXAM 2020-21

Name of the Centre _____

1. Centre Supdt. (1)	@ Rs 790/-	Rs.
2. Asstt. Supdt./Extra Invigilator (1)	@ Rs.320/-	Rs.
3. Invigilation Charges	@ Rs.320/-	Rs.
4. Clerk (1)	@ Rs.320/-	Rs.
5. Class-IV (3)	@ Rs.160/-	Rs.
6. Contingency	@ Rs.160/-	Rs. _____
	Total	Rs. _____

Actual Expdr. Not exceeding
(Rs. _____)

Received, paid & Verified
Signature of the Centre Supdt.

FOR OFFICE USE ONLY

Net amount Payable Rs. _____

Sign. Incharge, (NMMSS)

Passed for payment for Rs. _____

D.D.O. (Sc. Br.)



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NMMSS- Examination 2021

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

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 24 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. Candidate last entry is permitted till 10:00 AM. In emergent situation Centre Superintendents may permit till 10:15 AM only.

5.1 **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.**

(2).

- 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 .**
 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 ELECTFRONIC GEZETS 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 DDE Science Branch or Examination Coordinator.

(3).

9. You have to ensure that the signature and 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 **(Sealed with wax).**
- b) **Bag-2** should contain Unused OMR Sheets, Unused Question Booklets and other Exam material. This bag will also include Attendance sheet and Annexure C to H as per details given below:-
1. **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-** Bill cum-receipt **H:-**
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 NMMSS Exam at the Phone numbers mentioned above.



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NMMSS Examination 2020-21

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: A. **Used 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**
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 may therefore visit the examination Centre four days prior to the date of examination** and discuss the plan of arrangements made at the Centre with HOS for smooth conduction of Exam. It should be ensured that centre superintendent conducts a briefing session for the invigilators well before the commencement of Examination.
 2. On the day of examination, Centre Observer must reach the Science Branch, Lajpat Nagar-IV, New Delhi latest by 6.30 A.M. to collect Question booklets and other Exam related Material of their centre. The material should be collected before 7.00 A.M.
 3. Ensure that the Exam. material & Question booklets should reach the Exam. Centre latest by 08.30 A.M. positively and check whether all arrangements have been made for the smooth conduction of the examination. Duty chart and seating plan are prepared and displayed at prominent places.
 4. Observer should ensure that the seals of Question booklet packets are intact and the packet of Question booklet is opened at 9.15 A.M. in his/her presence and he/she should put his/her signatures on opening certificate.
 5. It should be ensured that instructions by Centre Superintendent and Invigilators are being followed properly.
 6. 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 on it.

(2)

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.

7. The Schedule of Examination is to be followed strictly.
8. Observer should ensure that all the unused OMR sheets and Question Booklets are collected back from each room by 10.20 A.M. and sealed in his/her presence.
9. The observer should take frequent rounds of the examination halls to ensure smooth conduction of Exam and no malpractices take place at the centre.
10. Observer should also count the used OMR sheets and ensure that they are properly packed and sealed. The **Annexure-B** is complete in all respects. Observer should sign the annexure B mentioning his/her complete name.
11. All the unused Question booklets, unused OMR sheets and other material along with the SEALED PACKETS OF USED OMR SHEETS be collected from the respective examination centre. The Centre Observer will hand over the whole examination material to the NMMSS Unit, Science Branch and stay there till the 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.
 - 11.1. The Packing of Examination Material should be made in the following manner:-
 - a) **Bag-1** should contain only **used OMR Sheets**.
 - b) **Bag-2** should contain Unused OMR Sheets, Unused Question Booklets and other Exam material.
 - c) **Bag-3 in file cover**. Attendance sheet and Annexure (C to H).
 - i. **Attendance sheet** duly signed by the candidates.
 - ii. **Annexure B:-** Account of question booklets OMR sheets **pasted on the box of used OMR SHEETS**.
 - iii. **Annexure 'C':-** Absentees Statement
 - iv. **Annexure 'D':-** Center Superintendent Report
 - v. **Annexure 'E':-** Certificate of Opening Question booklet
 - vi. **Annexure-F:-** Observer report
 - vii. **Annexure- G:-** Payment voucher
 - viii. **Annexure-H:-** Bill cum-receipt
12. No correction in the Question booklets is allowed. In case of any error, the same may be reported to Science Branch by the Observer in writing.
13. Complete the observers report and submit it along with the other Performs.



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NMMSS Examination 2020-21

INSTRUCTIONS FOR INVIGILATORS

Note : 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

1. The Invigilator should report at least one hour before commencement of the Exam and make sure about
 - (i) The room to which he/she has been assigned duty to ascertain the name(s) of the other invigilator(s) who will share duties with him.
 - (ii) The number of candidates in that room so that the Roll numbers of the candidates are written on the tables/desks and tally with the seating plan.
2. The examination will start at 10.00 A.M. Sharp. However, the candidates are allowed to occupy their seats 40 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 Superintendents.
- 2.1 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 on it. **No candidate is allowed to APPEAR IN EXAMINATION WITHOUT VALID ADMISSION CARD.** The Centre Superintendents 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** as well as in the OMR sheet.
4. After the candidates have taken their seats the following announcement has to be made at 9:20 AM by one of the invigilator in the examination hall.
 - I. ATTENTION PLEASE, CANDIDATES SHOULD ENSURE THAT THEY HAVE NO UNAUTHORISED BOOK, PAPER, CALCULATOR, CELL PHONE OR SIMILAR DEVICE(S) WITH THEM OR IN THEIR DESK.

(2)

- 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 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. Read the instructions carefully and fill-up the Roll No. and others details correctly.
- VI. DARKEN THE CORRECT ALTERNATIVE OUT OF 1,2,3,4 /A,B,C,D.
- 5.1 The Invigilator will distribute the Question Booklet to each candidate fifteen minutes before the commencement of the examination so that the candidates get enough time to go through the instructions given in the Question booklet.
- 5.2 There will be no modification or correction in the Question booklet. If there is an error, the same may be reported to the Observer in writing.
- 6.1 NO INVIGILATOR SHOULD READ EITHER THE QUESTION BOOKLET OR OMR SHEET OF THE CANDIDATE.
- 6.2 Copying of any item or page of Question booklet either by candidate or by any other person /official 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 OMR sheet after verifying entries made by the candidate i.e. (i) Roll No. (ii) Category Gen./SC/ST/OBC/V.Ch./P.H (iii) 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 01.00 P.M to ensure that no candidate leaves the room until all the OMR sheets are collected and accounted for Invigilators should remain vigilant so that no candidate carries with him/her the Admit Cards or OMR Sheet while leaving the Examination hall.
- 11 After the completion of Paper, arrange OMR sheets in serial order and deposit these with the Centre Superintendents.