

**PROCEEDINGS OF THE COMMISSIONER & DIRECTOR OF SCHOOL EDUCATION  
& EX-OFFICIO STATE PROJECT DIRECTOR, TSSA, HYDERABAD**

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**Rc.No.2458/TSSA/KGBV/T9/2017**

**Dt: 5.06.2017**


**Sub:** TSSA, KGBV, Hyderabad – Conduct of Written test for selection of SOs & CRTs in URSs & KGBVs on 22.06.2017 & 24.06.2017 – Certain Instructions - Reg.  
**Ref:** SPD Proc.Rc.No.2458/TSSA/KGBV/T9/2017, dt:14.06.2017

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In continuation to this office proceedings vide reference cited, the date and time schedule for conduct of Conduct of Written test for selection of SOs & CRTs in URSs & KGBVs on 22.06.2017 & 24.06.2017 is communicated to all the DEOs & E.O. DPO, TSSA in the State.

Name of the Post	URSs	KGBVs
Special Officers	22.06.2017 (9.00 A.M. to 12.00 P.M)	24.06.2017 (9.00 A.M. to 12.00 P.M)
Contract Resident Teachers	22.06.2017 (3.00 P.M – 6.00 P.M)	24.06.2017 (3.00 P.M – 6.00 P.M)

Further all the DEOs & E.O. DPO, TSSA in the state are informed to identify separate examination centres for Special Officers/ CRTs and give wide publicity on change of Date & Timings.

  
**Commr. & Director of School Education &  
Ex-officio State Project Director**

To  
All the DEOs & E.O. DPO, TSSA in the State.

**OFFICE OF THE COMMISSIONER AND DIRECTOR OF SCHOOL EDUCATION &  
E.O., STATE PROJECT DIRECTOR, TSSA, TELANGANA, HYDERABAD**

**CONDUCT OF KGBV/ URS TEST - JUNE 2017**

Certain Instructions to all the District Educational Officers, ACGE's, CS's, DO's, Invigilators etc., in the State for smooth conduct of Examinations:

1. All the DEO's are instructed to appoint immediately CS's, DO's, Invigilators (Non teaching Staff), well in advance without any delay.
2. DEOs and ACGEs are instructed not to leave District Headquarters till the completion of the **KGBV/ URS TEST, 2017**. The Examination timings are 9.00 A.M. to 12.00 Noon (Morning Session) and 3.00 P.M. to 6.00 P.M. (After noon session)
3. They are also instructed to give instructions to all the Chief Superintendents/ Departmental Officers of the Examination Centres to check Centre wise Question Paper Statement with Centre Nominal Roll, and if any shortage is noticed Question Paper has to be taken from the O/o the District Educational Officer.
4. All DEOs are once again instructed to check facilities (Accommodation, Furniture, Water, Electricity, Toilets etc.) in all Examination centres. If any shortages, make necessary arrangements immediately.
5. Circulate the copies of Act 25/1997 among the Chief Superintendents / Departmental Officers of the Examination Centres to create awareness among the Exam Staff and take action even on the Outsiders entering the Examination halls vide Act/25/1997.
6. Make it necessary to wear the ID cards for the personnel involved in Examinations. For this, DEOs has to supply sufficient number of ID cards to all Exam Centres.
7. No one is allowed in the Examination Centre during the Examination time. Only Examination staff with ID cards is allowed. If there is any deviation Chief Superintendent/Departmental Officer will be held responsible.
8. Mobile Phones are strictly prohibited into the Examination Centre. No one is permitted to use Mobile Phones including CS/DO. In any emergency, use Mobile Phone of the Police personnel attending the Bandobust Duty, duly maintaining call register by Chief Superintendent.
9. DEOs are informed to have mobile numbers of the SHOs/SIs concerned to contact in emergency. Further he informed to give list of SHOs/SI Phone numbers to all C.S/D.O to contact in emergency.
10. (a) During the Examinations the invigilator shall not leave the Examination hall without substitution by the Chief Superintendent.  
  
(b) Non-Teaching Staff shall be appointed as Invigilators.
11. Chief Superintendent has to visit all the Rooms during the Examinations as frequently as possible.
12. Give wide publicity regarding, that no candidate will be allowed into the Examination Centre after 9:00 AM (Morning session) & after 3-00 P.M (Afternoon session).

13. Letter may be addressed to Superintendent of Police for necessary Bandobust at Exams Centres, for Escort for Q.P transportation, for promulgate 144 Section at centres.
14. **DEOs are informed to identify the safe and secure place as strong room (where treasury facility not available) to preserve Question papers and District bulk till completion of Examinations. Provide 1+4 Armed Guard round the clock security for the Strong room till completion of Examinations.**
15. No candidate (Examinee) is allowed to leave the examination hall till completion of the Examination. Further, the candidates shall be advised to attend the nature calls before commencement of Examinations.
16. Room wise seating arrangement of the Examination centre shall be kept in Notice Board in 2 or 3 places in the centre for convenience of the candidates.
17. Instruct all CS, DO, Invigilators, to see that the candidates shall write their Hall ticket No. on each page of the Question Paper (Top right side) given. It is mandatory.
18. The candidates have to write only Roll Number, **Subject** KGBV/URS (SO's/CRT) **Paper:** Telugu/English/Hindi/Maths/Science/Social Studies etc., ..... on the main answer sheet only.
19. The DEOs has to put Code No. for each Answer script and to write Subject wise in Register, before giving Scripts for valuation.
20. Before giving for valuation, the top part of the Main Answer Scripts (having Roll No. and Code No.) are to be teared and to keep them under confidential Custody of the DEO along with coding Registers (subject wise). The coding work shall be done by the DEOs only with the help of 2 Senior Headmasters as Coding Officers.
21. After tearing the top part of the Main Answer Script, the Coded Answer Scripts are only to be given for valuation.
22. Only Headmasters of Govt./Z.P Schools are to be taken as AE's/CE's.
23. The Stamp with "KGBV/URS Test Code No. ...." shall be affixed on the top right side of the each Main Answer script.

*Sd/- XXX*  
**C&DSE and E.O.,**  
**S.P.D., TSSA, Hyderabad**

To

All the DEOs for taking necessary action for smooth conduct of Examinations.