

TELANGANA STATE PUBLIC SERVICE COMMISSION



INSTRUCTIONS TO CHIEF SUPERINTENDENTS

OMR BASED (PEN & PAPER) EXAMINATIONS

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All the Proformas of the documents attached with this Booklet can be utilized for the examination		



IMPORTANT

The Chief Superintendent is the representative of the Commission for holding the examination at the venue. He/She should personally adopt the various procedures contained in this book for the conduct of the examination without depending on his / her lower staff.

Due diligence must be exhibited in discharge of duties and any slackness will be viewed seriously.

Any deviation and lenience will result in the Chief Superintendent facing severe consequences from various levels of authority.

- The Chief Superintendent is responsible in the efficient conduct of the Examination at his/her venue.
- He/She is personally responsible for making arrangements for orderly and disciplined conduct of examinations, security and safety of examination materials and rendering of accounts. Hence, he/she shall exercise utmost care in the discharge of his/her duties.
- He/She should be present at the venue throughout the examination and be responsible for receiving, distributing, accounting and dispatching of examination material.
- The examination should be conducted smoothly. The performance of the candidates could be considered comparable only if the examination is conducted under uniform conditions at all the centres. To achieve this, the Chief Superintendent should notice shortcomings if any, sufficiently in advance and rectify them before the commencement of the examination.
- At the initial portal of examination centre, except **Liaison Officer and Chief Superintendent**, all the Invigilators and staff should deposit the **mobile phones / smart watches** before entering the examination venue.
- Any unusual things viz., Exceptional / disruption reports should be brought immediately to the notice of the Collector. Non-commencement report should be sent to the District Collector by the Chief Superintendent.
- All Exceptional reports to be sent to the District Collector through the Liaison Officer immediately on conclusion of the examination (Packet No.2(f)).
- In case of absence of Chief Superintendent in any unusual circumstances, Additional Chief Superintendent who is having similar calibre, capability, experience in conducting the examinations only should be appointed as Chief Superintendent.
- **NOMINAL ROLLS**: The Nominal Rolls of the candidates appearing for the examination at your venue should be collected from your district collectorates. In case of any missing/erroneous pages, **the nominal rolls**



can be downloaded directly from the website and printouts to be taken and seating arrangements to be made accordingly.

- **An important point to be noted that, it is decided to obtain Left Thumb Impression (any other finger impression if he / she doesn't have left Thumb) of the candidates in the Nominal Rolls** for each session at the end of the exam. Invigilator to certify in the same column if candidate does not have both the arms.
- **CC Cameras** shall be functional in examination halls / corridors / Chief Superintendent hall, wherever already existing. If CC cameras are not there, a videography / CC camera arrangement must be made in the Chief Superintendent hall, where material distribution / reception takes place. **Since the footage has to be submitted to the District authorities in a Pen-drive, an amount of Rs.500/- towards pen-drive charges are included in the C S amount.**
- **ADVANCE AMOUNT:** The advance amount towards remuneration and miscellaneous expenditure etc., will be transferred online to the accounts provided by the Chief Superintendents.
- **OMR ANSWER SHEETS AND QUESTION PAPERS:** **The OMR Answer Sheet Boxes and Question Paper boxes will be handed over to the Chief Superintendent before 8.00 AM on the day of examination by the Route Officer through the Liaison Officer** allotted to the venue who is appointed by the District Collector.

I. PRE-EXAMINATION ARRANGEMENTS:

All arrangements for holding the examination should be completed at least one day before commencement of the examination.

1. Appointment of Invigilators & Other Staff, Expenditure and Remuneration Rates:

The Chief *Superintendent* should appoint the Invigilators and other functionaries and inform them about their time of arrival on the day of examination etc., for conduct of the examination.

- a) **One Invigilator should be appointed for every 24 candidates.** One additional Invigilator for every 500 candidates may be appointed to assist the Chief Superintendent and to attend for external work. 5% of the invigilators should be identified extra and kept ready in nearby Tahsildar /Govt Office and should be able to report within 15 minutes.
- i) *All the Invigilators should be of appropriate status. The services of regular teaching staff alone shall be used for invigilation duties. All teaching staff having adequate experience in invigilation with reputation for their integrity, commitment and strict invigilation works should only be appointed as Invigilators. As far as possible 25% of the Invigilators should be male in women colleges and the same ratio of women should be maintained in Colleges for men to the extent possible.*



ii) If it is not possible to appoint sufficient number of invigilators from the same institution, staff from **other Schools / Colleges can be appointed** as Invigilators. **The Chief Superintendent may also appoint Government Employees (Retired or Serving) as Invigilators**, after thorough scrutiny regarding their suitability.

iii) All Invigilators should be personally known to the Chief Superintendents and the Chief Superintendents should also be in a position to identify the members drawn from other Schools / Colleges.

iv) **Personnel working in Private Organizations other than Private Schools, unemployed persons, students are not eligible to act as Invigilators.** Under no circumstances, Students, **Record Assistants, Lab Assistant, Subordinate Staff** etc., be entrusted with the said duties.

- b) One Assistant Chief Superintendent may be appointed for every 500 candidates.
- c) One Clerk to assist the Chief Superintendent (Additional Clerk, if the strength exceeds 500 candidates).
- d) One reliable Office Subordinate to do packing, stitching work etc.
- e) An Officer/employee will be posted for supervision of frisking and also women and male staff to take up frisking of candidates thoroughly. Separate arrangements shall be made to frisk women candidates. No electronic gadgets or unauthorized material shall be allowed.

The personnel who are drafted for the Commission's examination duties shall be paid remuneration as per the following rates (in Rupees).

Chief Supdt.	Asst. Chief Supdt.	Invigilator	Clerk	Frisking person	Class-IV	Liaison Officer
Rs.1000.00 per session	Rs. 600.00 per session	Rs. 500.00 per session	Rs. 400.00 per day	Rs. 300.00 per day	Rs. 300.00 per day	Rs. 750.00 per Session

Miscellaneous Expenditure	Building Rent for the Institutions other than the Govt.	
	in HMDA jurisdiction	In Other districts
Rs. 10.00 per candt. per day	RS. 6.00 per candt. per day	Rs. 3.00 per candt. per day

BUILDING RENT: The Chief Superintendent is permitted to incur expenditure as mentioned above towards Rent for the venue for conduct of examinations, if the venue is in other than the Government Institution only.



The Chief Superintendent, Clerk and Attender will also be paid remuneration of one session for making arrangements on a day prior to the examination.

- N.B.:-**1. The remuneration should be paid according to the prescribed rates only. Any excess payments other than those authorised by the Commission will have to be refunded by the Chief Superintendent.
2. Sitting Squad (LO) may be paid remuneration by the Chief Superintendent.
 3. Half-session (Rs.250/-) remuneration should be paid for training the Invigilators one day before the examination.

The advance remitted to the Chief Superintendent should cover all the expenditure including Stationery, remuneration to the Chief Superintendents, Invigilators etc., and all miscellaneous expenditure.

The Chief Superintendent should observe strict economy and minimize the expenditure in all respects. Purchases are to be made if they are absolutely required strictly to the quantity required only.

Claims found on high side will be disallowed and ultimately, the Chief Superintendent should return the amount to the Commission. All expenditure should be accompanied by proper bills and vouchers.

The following may be kept in view by the Chief Superintendents while incurring expenditure on certain items, which are even considered as maximum limits in this regard.

1.	Seating arrangements made a day prior to the commencement of the examination	Rs.10.00 per candidate
2.	Re-arrangement of furniture after the conclusion of the examination	
3.	Purchase of cloth, Brown sheets, sealing wax, jute twine, gum bottle and other Stationery items	
4.	Expenditure on conveyance, water pots, glass, tumblers, construction of temporary toilets, water and electricity	
5.	Watermen / Sweepers / Chowkidars / Police guards and other menials	

Neither the Chief Superintendent nor any functionary is entitled to conveyance allowance from his residence to the examination venue.

2. The Chief Superintendent may keep ready the following required stationery items.

(a) Sealing Wax; (b) Candles; (c) Needles; (d) Thread ball; (e) Match Box; (f) Gum Bottle with brush; (g) Pins; (h) Chalk; (i) Jute twine; (j) Packing paper for making parcels; (k) Cloth for parcels; (l) Brass seal for sealing the examination materials; (m) Bell; (n) Medium size envelopes; (o) White Papers; (p) Pots and Glasses (q) STAMP PADS, (r) Sketch pens to write on the packets etc.,



3. The Chief Superintendent should send a written requisition to the nearest Police Station to send a Sub-Inspector with adequate Police Constables depending on the strength allotted to the venue to maintain Law & Order at the examination venue. He/She should ensure such arrangement. The police should be deployed at the Main Gate and other entry gates from outside including compound walls where entry of outside elements is suspected.
4. Though the candidates have been instructed not to bring any bags or gadgets, in case it is brought, a space may be provided near the gate to keep such items.
5. Sweeping of rooms and dusting of furniture should be done before commencement of the examination.
6. **PREPARATION OF SEATING PLANS:** Urdu and Telugu Language candidates should be arranged in separate rooms. The No. of candidates allotted to the venue as per Nominal Rolls should be divided Language wise / room/hall wise in Hall Ticket Numbers sequence viz., Urdu PH Scribes, Urdu PH non-scribes, Urdu general then Telugu PH Scribes, Telugu PH non-scribes, Telugu general candidates. The seating should be arranged for 24 / 48 candidates only in each room. If there are less than 24 candidates in Urdu Language category, restrict to such number only in that room / hall. No mixing of Telugu and Urdu opted candidates in a particular room. Care should be taken while making seating plan.

HOW TO Distinguish “Urdu” or “Telugu” candidates Hall Ticket Numbers:

Except in Ranga Reddy and Medchal Malkajgiri Districts, by observing 6th digit in the Hall Ticket Number, we can identify the chosen language to write the examination by the candidate.

- a) If 6th digit in Hall ticket Number is “1” then the candidate opted “**ENGLISH-URDU**” as preferred language.

Eg: HT No. is 2 1 9 1 2 1 0 0 0 1

In this Hall ticket Number 6th digit is “1”

So, this HT belongs to **URDU** candidate

- b) If the 6th digit in HT No is “above 1” then the candidate opted “**ENGLISH-TELUGU**” as preferred language

Eg: HT No. is 2 1 9 1 4 3 0 0 0 1

In this HT No 6th digit is “3”

So this HT belongs to **TELUGU** candidate.



SEATING ARRANGEMENTS: The following arrangements for the conduct of the examination should be made a day before the examination. While seating arrangements are made, it is requested to adopt the following instructions carefully.

- (i) It should be ensured that the infrastructure i.e., tables and chairs or benches meant for seating the candidate in the examination hall should be of good standard.
- (ii) The seats should be arranged in rows allowing approximately 2 Sqr. meters of space for each candidate.
- (iii) If benches of 4 feet are provided, only one candidate must be seated on it.
- (iv) Dual desks / Chairs with hand rests must be arranged **since writing pads are not allowed.**
- (v) Each desk/ table should bear the Hall Ticket Number of the candidate at the right hand corner.
- (vi) On the day of examination, a copy of the seating plan indicating the rooms / halls and seats consisting of the Hall Ticket Numbers should be displayed at the entrance of each room / hall.
- (vii) **The total number of candidates from-to with Hall Ticket Numbers along with the room number should be written on the black board of the room.**
- (viii) The seating plans of candidates for the venue as a whole should be displayed at a central place. When the number of candidates is quite large, one or two extra copies of seating plan may be displayed to avoid overcrowding at one point.
- (ix) Every desk of the bench must be verified well before and check for any mobiles or electronic gadgets or notes or material available.
- (x) Total Centre should be isolated from external system. There should be no kind of communication with outside world. **Liaison Officer and Chief Superintendent only will carry the mobile and use in exceptional / emergencies, land phone should be used for any communication.**
- (xi) **All the Physically Challenged persons must be accommodated in Ground Floor only.**
- (xii) It may be ensured that Maps, Mottos, sayings or proverbs, if any, on the walls in the examination rooms or halls are either removed or covered with white or brown paper.

7. DISPLAY:

The Chief Superintendent is advised to display; the Venue Code Number, Name of the Venue, Paper Code Number (Paper I & Paper-II separately) & Time-Table and "Example of Hall Ticket Number and Test Booklet Series Encoding Procedure"; on the Notice Board, black board in the examination rooms / halls, on the corridor walls and also at main gate of the venue prominently.



a) Model to fill up the Hall Ticket No., Question Booklet (Question Paper) Number and Paper Code on the OMR Answer Sheet:

For Example: If your Hall Ticket Number is **2191730895** and your Question Booklet Number is **1407819**, Please fill and encode as Shown below.:

Hall Ticket Number
(It is Printed on your Hall Ticket)

2	1	9	1	7	3	0	8	9	5
1	●	1	●	1	1	1	1	1	1
●	2	2	2	2	2	2	2	2	2
3	3	3	3	3	●	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	●
6	6	6	6	6	6	6	6	6	6
7	7	7	7	●	7	7	7	7	7
8	8	8	8	8	8	8	●	8	8
9	9	●	9	9	9	9	9	●	9
0	0	0	0	0	0	●	0	0	0

Question Booklet Number
(It is Printed on your Question Booklet)

1	4	0	7	8	1	9
●	1	1	1	1	●	1
2	2	2	2	2	2	2
3	3	3	3	3	3	3
4	●	4	4	4	4	4
5	5	5	5	5	5	5
6	6	6	6	6	6	6
7	7	7	●	7	7	7
8	8	8	8	●	8	8
9	9	9	9	9	9	●
0	0	●	0	0	0	0

b) The room-wise seating plans, Photostat Copies of “The Instructions to Candidates” contained in this booklet and procedures for candidates to enter in the examination rooms shall also be displayed prominently.

8. Check and ensure the Drinking water facility, Electricity, Fans, Lights and toilets arrangements; Proper sign boards to indicate exits / toilets.

II. ON THE EXAMINATION DAY:

1. **TIME SCHEDULE:** The Chief Superintendent and his/her staff should reach the venue on the day of commencement of the **examination** as mentioned in the time schedule below without fail. The Chief Superintendent and Invigilators should adjust their watches to synchronize with correct Indian Standard Time. **Electronic/ Digital/ Smart watches are not allowed.**

TIME SCHEDULE

TIME		ACTIVITY
a)	7.00 AM	Chief Superintendent, Assistant Chief Supdt. , (wherever venue has above 500 capacity) and Clerk should reach the venue and re-check all arrangements duly signing on the “No Relation Certificate”.
b)	7.30 & 11.30	Route Officer will hand over the Question Paper & OMR between 7.30 to 8.30 AM for Forenoon Session and between 11.30 to 12.30 PM for Afternoon Session.



c)	7.45 AM	Invigilators should deposit their mobile phones and Smart Watches at the initial portal of examination centre and report for duty to the Chief Superintendent and append their signatures on the specified documents such as “No Relation Certificate”, Attendance etc.						
d)	8.00 AM & 1.00 PM onwards	Candidates allowed for Hall Ticket & Valid Photo-ID Verification						
e)	8.40 AM & 1.30 PM	Allotment of rooms to the invigilators through lottery system by the Chief Superintendent						
f)	8.45 AM & 1.35 PM	The Chief Superintendent should open the Carton box of OMR Answer Sheets in presence of the Liaison Officer and distribute them to the Invigilators along with Nominal Rolls, Seating Plan, Forms and other material (except Question Paper)						
g)	8.50 AM & 1.40 PM	Chief Superintendent should brief the Invigilators about the various procedures. Special instructions should be given with regard to language chosen in question paper (English-Telugu or English-Urdu). If 6 th digit in the Hall Ticket Number is “1”, the candidate has opted for ENGLISH-URDU Question paper.						
h)	9.15 AM & 1.45 PM	Invigilators should be in examination room assigned to them.						
i)	9.20 AM & 1.50 PM	Verifying the identity of the candidates with reference to Hall Tickets. To announcing that the OMR Answer Sheets cannot be replaced under any circumstances in case of wrong bubbling so that the candidate should carefully write and encode the Hall-Ticket Number first on OMR Answer Sheet. After receiving the Question Paper only, he/she should verify and encode Question Booklet Number on the OMR Sheet. Distribution of OMR Answer Sheets to the candidates present only						
j)	9.30 AM & 2.00 PM	Opening of Question Paper Boxes by the Chief Superintendent and to check the sealed Question Paper packets are adequate. The Question Paper packets of English-Telugu and English-Urdu should be segregated.						
k)	9.45 AM & 2.15 PM	Closure of Candidates entry into the Examination Venue						
l)	9.50 AM & 2.20 PM	Distribution of sealed Question Booklet packets to the Invigilators. Care should be taken to handover English-Telugu packets and English-Urdu packets to the designated rooms / halls.						
m)		The Question Paper Boxes Colours are: <table><tr><td>FN Session</td><td>English–Urdu (RED)</td><td>English–Telugu (WHITE)</td></tr><tr><td>AN Session</td><td>English–Urdu (BLUE)</td><td>English–Telugu (YELLOW)</td></tr></table>	FN Session	English–Urdu (RED)	English–Telugu (WHITE)	AN Session	English–Urdu (BLUE)	English–Telugu (YELLOW)
FN Session		English–Urdu (RED)	English–Telugu (WHITE)					
AN Session		English–Urdu (BLUE)	English–Telugu (YELLOW)					
n)		Invigilators shall check the label on the Question Paper Packet in addition the colour codes to ascertain the language chosen (English-Telugu or English-Urdu) and then only open						
o)	Invigilators read out the Announcements							



p)	9.55 AM & 2.25 PM	Invigilators to open the sealed question paper packet in presence of the candidates and should take the signature of 2 candidates as evidence on the declaration affixed on the cover, then Invigilator should also sign. Distribute the Question Papers as per Hall Ticket Numbers sequence to all the candidates including on the seats of candidates Absent.**
q)	9.57 AM & 2.27 PM	Candidates should be instructed to check the Question Booklet Number printed on the top of the Question Paper and verify whether any printing defects /damages by opening the seal of the question paper. He / she should write and encode properly and carefully the Question Booklet Number on his/her OMR Answer Sheet.
r)	10.00 AM & 2.30 PM	Announcement & Long Bell for indicating the commencement of examination.
s)	10.05 AM & 2.35 PM	Informing the status of commencement of examination started / faced any issues to TSPSC & District Collector/Authorities
t)	10.10 AM & 2.40 PM	<ul style="list-style-type: none"> • Collection of Question Papers from the seats of candidates Absent by the Invigilator. The list of un-used question booklets is to be prepared as per the proforma given by the Commission and then has to place them in self-adhesive cover and seal the cover in front of the candidates and has to take the signature of 2 candidates on the declaration affixed on the cover as evidence then Invigilator should also sign in it. • After that Collection of unused Question Papers and OMR Answer Sheets from the Invigilators, pack and seal the Unused OMR Answer Sheets in Packet No. 4 & Unused Question Paper packets in Packet No. 5. Unused buffer question paper seals should not be opened.
u)		<p>The Invigilator should sign in the space provided in the Answer Sheet, only after verifying the Hall Ticket Number and Question Booklet Number are filled on the OMR Answer Sheet and should ensure NO IMPERSONATION.</p> <p>He/she should obtain the signature of the Candidate in the Nominal Roll and should ensure that the candidate write the correct Question Booklet Number. Candidate should not write other's question booklet number.</p> <p>The word "ABSENT" should be written with <u>RED PEN</u> on the Nominal Roll against the Name of the candidate who is absent</p> <p>The Invigilator has to bubble the circles against the Hall Ticket number of the absentee candidate in the Absentee Statement</p>
v)	10.15 AM & 2.45 PM	Informing the Attendance to the Collector's Office
w)		On completion of Every half-an-hour, Invigilators should inform the completed time & remaining examination time to the candidates
x)	12.15 PM & 4.45 PM	Supply of Stamp Pads & Cloth to each room for obtaining Left Thumb Impressions of candidates in the Nominal Rolls by the Invigilators.
y)	12.25 PM & 4.55 PM	After Warning Bell Announce that only 5 minutes are left.
z)	12.30 PM & 5.00 PM	After Long Bell, Announce closing time and collection of OMR Answer Sheets from all the candidates.



aa)		After collecting the OMR Answer Sheets from candidates, Invigilator should obtain the Left Thumb Impression (any other finger impression if he / she doesn't have left Thumb) of the Candidates in the box earmarked for this purpose in the Nominal Roll for each session separately. Invigilator to certify in the same column if candidate does not have both the arms.
bb)		Invigilators must count the Used OMR Answer Sheets collected from all the candidates and to ensure that the Used OMR Sheets of the room are tallied as per the counts of candidates Present according to the Nominal Roll. After that only Used OMR Answer Sheets will be handedover to the Chief Supdt.
cc)		The Chief Superintendent should appoint one special team with any of two invigilators to verify, count and tally the total number of Used OMR Answer Sheets as per the candidates present in the Nominal Roll.
dd)		After the thorough verification by the special team, the Chief Supdt and Liaison Officer should verify and confirm the final counts of Used OMR Answer Sheets. After confirmation only, the used OMR Answer Sheets should be packed and the total number of Used OMR Answer Sheets should be mentioned on the Packet No.1 without fail.

****NB:** 1. Note that OMR Answer Sheets shall **NOT** be placed in the seats of Absentee candidates.

2. Note that the Question Paper Booklets have to be placed in the seats of **ABSENTEE** candidates also.

3. Note the **DIFFERENCE** between 1 & 2 above.

2. **BELL:** As the candidates are not permitted to wear the watches, the Chief Superintendent should organize a bell for indicating time schedule as follows:

Paper-I 10.00 A.M	Paper-II 02.30 PM	Long bell (30 seconds) at the commencement of examination
10.30 AM, 11.00 AM, 11.30 AM, 12.00 AM	3.00 PM, 3.30 PM, 4.00 PM, 4.30 PM	1 bell ring 2 bell rings 3 bell rings 4 bell rings
12.25 P.M	04.55 P.M	Warning bell (5 Seconds)
12.30 P.M	5.00 P.M.	Long bell on conclusion time of the examination
On completion of Every half-an-hour, Invigilators should announce the completed time & remaining examination time to the candidates		

3. **PROCEDURE FOR CANDIDATES TO ENTER EXAMINATION ROOMS / HALLS:**

The Chief Superintendent should ensure that the candidates have checked the Venue Code Number, Name, Seating plan and correct examination room on entering the examination venue. Candidates may be instructed not to wear shoes and wear only chappals and not to carry any electronic gadgets to the examination hall. The Chief Superintendent should ensure that under no circumstances any candidate is



allowed into the examination hall after the **gates are closed at 9.45 AM** in the Morning Session and **2.15 PM** in the Afternoon Session.

Frisking of Candidates:

- a) Every candidate should be thoroughly frisked at the Main Gate of the venue (woman candidates shall be frisked separately only by woman staff) by the staff & Police. Chief Supdt should coordinate with the Police to have metal detectors. The candidates should be allowed to enter into the examination halls only with the **printout of Hall Ticket downloaded from the TSPSC website and any valid Identity proof in original.** Disability Certificate can be brought by the candidates with disability.
 - b) ***It should be ensured that the Candidates do not allowed to bring Mobile Phones, calculators, mathematical tables, log books, pagers, tablets, pen drives, Bluetooth equipment, watch, log tables, wallet, hand bags, writing pads, notes, charts, loose sheets, electronic devices or any other gadgets or recording instruments strapped to their belts or their body or pockets. Possession of the same will lead to invalidation of candidature for the Exam. Candidate is instructed to wear only Chappal and not shoes. Belts may be allowed but has to be taken out and checked.***
 - c) In case the candidates bring any of the above mentioned items it shall be left near the gate.
 - d) **If any candidate is found to be in possession of forbidden items, the same will be seized and confiscated by the Invigilator / Chief Superintendent and the candidates will be debarred from writing the rest of the examination and future direct recruitment examinations of TSPSC and all other State PSCs and UPSC. Such candidates shall be made to sit in the another room till completion of the examination. A case shall be filed against such candidates in the police station by the Chief Supdt after examination.**
 - e) The seized and confiscated items will be deposited in the Commission and the claim to it by the candidate shall stand forfeited.
4. The Invigilators should take the Room-wise Nominal Rolls and OMR Answer Sheets from the Chief Superintendent and proceed to their allotted Rooms as per the scheduled time.
 5. The Chief Superintendent should convene a meeting with the Invigilators and the responsibilities of the invigilators must be clearly explained, emphasizing the need to follow the instructions meticulously and adhere strictly to the time schedule. It is extremely important that every invigilator must attend this meeting and understand his/her responsibilities as shown in **INSTRUCTIONS TO THE INVIGILATORS.** Photostat Copies of the "Instructions to Invigilators" contained in this booklet should be circulated among the invigilators and they shall be mailed to invigilators.
 6. The Chief Superintendent should furnish a list of the Invigilators with their particulars such as name, designation, mobile number, address and the room / hall number in which they have performed the duties of invigilation to crosscheck if cases of invalidation of Answer Sheets occurred due to negligence or non-compliance by the Invigilator concerned.



7. **OMR Answer Sheets:** OMR answer sheets are consist of columns and space to fill the **10 digits Hall Ticket Number** and **7 digits Question Booklet (Question Paper) Number**. The digital copy of OMR Answer Sheets will be made available in the Commission's website immediately after completion of the Image Scanning. This information has to be given to the candidates through invigilators.

The Invigilator should announce in the respective rooms / halls while issuing the OMR Answer Sheets that the OMR Answer Sheets cannot be replaced under any circumstances in case of wrong bubbling so as to ensure that the candidate should carefully write and encode the Hall-Ticket Number first on the OMR Answer Sheet.

OMR Answer Sheets should not be placed in the seats of absent candidates.

After receiving the Question Paper only, candidates should verify and encode Question Booklet Number on the OMR Sheet. Use of correcting fluids (Whitener etc.) or Erasers for correcting any of the fields in the Answer Sheet is prohibited and will be treated as tampering and Malpractice. Those answer sheets will be invalidated.

Common Mistakes made by the candidates is published in TSPSC Website and also enclosed to these instructions. The Chief Superintendent shall ensure Invigilators practice correct way of bubbling on the day of training to guide the candidates properly.

There are three boxes to write the Name of the candidate, Venue Code& to affix his signature with blue / black ball point pen by the candidates. Answer responses to be encoded by the candidates with blue / black ball point pen only

Side-2 of the Answer Sheet is meant for Instructions to the candidates as how to fill up the required information. Examples for correct method of encoding the answers and Question Booklet number have also been given.

8. **Question Papers:**

- a) The examination is conducted in FN & AN Sessions. **The Question Papers have Question Booklet Numbers printed on them instead of A, B, C, D series.** Candidates are to be guided to fill the **7-digit Question Booklet Number** on Side-1 of the OMR Answer Sheet by darkening the appropriate circles with Blue/Black ball point pen.
- b) The Chief Superintendent shall open the Question Paper Box in the presence of the Liaison Officer without fail at the indicated time only. The process should invariably be video-graphed / captured with CC Cameras.
- c) **English-Urdu and English-Telugu Question Paper packets should be identified and to ensure that they should be distributed to the respective rooms only.**

The Question Paper outer Boxes' Colours are:

Forenoon Session	English-Urdu (RED)	English-Telugu (WHITE)
Afternoon Session	English-Urdu (BLUE)	English-Telugu (YELLOW)



d) The Question Papers Tamper-proof Packets (inner packets) Colours are:

Forenoon Session	English-Urdu (RED)	English-Telugu (BLUE)
Afternoon Session	English-Urdu (BLACK)	English-Telugu (GREEN)

- a) Buffer Question Paper packet(s) is/are provided to each venue. It should not be opened unless required to replace the defective question papers / shortfall of question papers if any.
- b) After opening the Question Paper Carton box, if it is found that the numbers of question paper booklets are less than the number of allotted candidates, then buffer packets available in the venue have to be opened and to be distributed in the Question Booklet Number order. Even then the Question Booklets are not sufficient, then the question paper booklets are to be distributed only to the candidates who are present and should not be placed on desks of the absentee candidates. If venue buffer is exhausted & still there is shortfall, then they may take the buffer question papers packets from neighboring venue or from district headquarters.
- c) The question paper packets should be sent to the rooms through Invigilators / Asst Chief Supdts.
- d) The Sealed Question Booklet Packets shall be opened by the Invigilators in presence of at least two candidates at their respective examination hall only. A declaration printed on the Question Booklets envelope certifying that the Sealed Packets to this effect will be obtained from Invigilator and Two candidates who witnessed opening of Question Paper Packets and affix their signatures. Photography / videography of Question papers while opening is strictly prohibited.
- e) The unused Question Booklets and OMR Answer Sheets of the absentee candidates should be collected back by the Invigilator 10 minutes after commencement of examination and unused question papers should be packed in the tamper proof adhesive cover supplied with question paper packets under proper seal in the presence of at least two candidates at their respective examination halls only. Unused Question Booklet Numbers list also to be prepared by the Invigilator and to handover to the Chief Supdt. Unused OMR Answer Sheets to be handed over to the Chief Supdt.
- f) The declaration will also be countersigned by the Chief Superintendent. The opened cover of Question Booklet containing the printed declaration must be carefully preserved and returned to the Commission in Packet No.3. **The Chief Superintendent should not open the sealed question paper envelopes in his / her room under any circumstances and any Question Paper(s) should NOT be left available at any place outside of the examination hall under any circumstances elsewhere.**
- 9. Under no circumstances, the OMR Answer Sheets / Question Paper Booklets have to be replaced except if there are printing mistakes / defects on the Question Booklet / OMR Answer Sheet.**



10. After 10 minutes of the commencement of examination, the Chief Superintendent should collect back the sealed covers of unused Question Papers, unused OMR Answer Sheets & Seating Plans from the rooms with the help of additional Invigilator, tally the total number of unused OMR Sheets and Question Booklets, Seal the packets and mention it as Packet No.(s) 4 & 5 and Prepare Proforma A, B and C.
11. The Invigilator should bubble the Circles against Hall Ticket Numbers of Absentee candidates in the OMR Absentee Statement Sheet supplied and the Chief Superintendent should verify and confirm the same after collecting the Seating Plans, Unused Question Papers material from examination rooms.
12. Bathrooms should be inspected and ensured that no manuscripts, books mobiles electronic gadgets etc., are kept. Absence of candidates from examination hall/room for attending nature calls may be permitted along with escort after at least half-an-hour and must not extend candidates using washrooms beyond the premises of the building in which the examination is held and such candidate should return within 5-10 minutes. If there is an abnormal delay in returning to the examination hall, such candidate should not be allowed in to the examination hall. If any health issues, candidate may be permitted to leave the hall and arranged to sit in a separate room within the venue and a doctor may be called.
13. **Stamp Pads & Cloth should be supplied to each room 15 minutes before conclusion of the examination in each Session for obtaining Left Thumb Impressions of candidates in the Nominal Rolls by the Invigilators. The Stamp Pads given in the morning session should be returned to the Chief Supdt who in turn will again give it in the Afternoon Session.**
14. **Collection of Used OMR Answer Sheets:**
 - a) The examination room / hall doors should be closed Five (5) minutes before the closure time for each session. All the *OMR Answer Sheets* should be collected by the Invigilator.
 - b) **After collecting the OMR Answer Sheets from the candidates, Invigilator should obtain the Left Thumb Impression (any other finger impression if he / she doesn't have left Thumb) of the Candidates in the box earmarked for the purpose in the Nominal Roll for each session separately. Invigilator to certify in the same column if candidate does not have both the arms.**
 - c) After confirmation of all OMR Answer Sheets collected by the Invigilator and Thumb Impressions were affixed by the candidates in the Nominal Rolls only, the candidates should be allowed to leave the examination room / hall and **"No candidate should leave the examination room without handing over his/her Answer Sheet and also without affixing his/her thumb impression under any circumstances"**.
 - d) **The candidate can take away the question paper.**
15. No candidate should be allowed to leave the examination room / hall before expiry of the full time of the examination.



16. The Chief Superintendent should appoint one special team with any two invigilators to verify, count and tally the total number of Used OMR Answer Sheets as per the candidates present in the Nominal Roll.

17. The Chief Superintendent and L.O. are specifically instructed to ensure that:

- (i) After thorough verification by the special team, the Chief Superintendent and Liaison Officer should personally count, verify and confirm the final counts of Used OMR Answer Sheets. After confirmation only, the used OMR Answer Sheets should be packed and the total number of Used OMR Answer Sheets should be mentioned on the Packet No.1 without fail.
- (ii) The Used OMR Answer Sheets will be packed in RED COVER, and will be kept in the Carton / Box and should be properly packed stitched with white cloth, be sealed with wax and super-scribed as Packet No.1 "Used OMR Answer Sheets" under personal supervision of the Chief Superintendent & L.O by affixing their signatures.
- (iii) The Chief Superintendent should mention on such sealed packet No. 1, the Venue Code No. and the total number of used Answer Sheets in the packet and
- (iv) The opened covers of Question Booklets containing the printed declaration also must be carefully preserved and returned to the Commission in Packet No.3.

16) PACKING AND HANDING OVER OF POST EXAMINATION MATERIAL: The post examination material and other papers have to be packed with the particulars as shown below.

PACKET NO. 1:	<p>a) USED OMR ANSWER SHEETS (all used OMR Sheets are to be put in Red Self-Adhesive cover)</p> <p>b) MARKED OMR ABSENTEES SHEETS</p> <p>c) CERTIFICATE OF INVIGILATORS SPECIAL TEAM AND CS & LO (Both have to be packed with cloth and sealed with Sealing Wax)</p> <p>Following are to be mentioned on Packet No.1 without fail:</p> <p>Venue Code: Date & Session of Exam:</p> <p>Paper Code: No. of Used Answer sheets (No. of present candidates)</p> <p style="text-align: center;">TO The Deputy Secretary (Confdl), TSPSC, Hyderabad.</p> <p>From: The Chief Superintendent //Venue Stamp//</p>
PACKET NO. 2	<p>A) MARKED NOMINAL ROLLS (IN THE LAST SESSION OF THE EXAMINATION)</p> <p>B) PLAN OF SEATING ARRANGEMENTS</p> <p>C) ATTENDANCE STATEMENT</p> <p>D) LIST OF UN-USED QUESTION BOOKLET NUMBERS</p> <p>E) FINAL REPORT (IN THE LAST SESSION OF THE EXAMINATION)</p> <p>F) SPECIAL / EXCEPTIONAL REPORT (IF ANY) (TO THE SECRETARY, TSPSC)</p> <p>G) SPECIAL REPORT ON THE MALPRACTICE / MISBEHAVIOUR</p>



PACKET NO. 3	a) PROFORMAE-A, B & C b) OPENING CERTIFICATE c) ROOM WISE QUESTION PAPER BOOKLET COVERS OPENED AND SIGNED BY THE CANDIDATES d) CLOSING CERTIFICATE e) NO RELATION CERTIFICATES OF CHIEF SUPDT. AND INVIGILATORS ALONG WITH THEIR NAMES & ADDRESSES f) DECLARATION OF INVIGILATORS ON ANNOUNCEMENTS g) SCRIBE DECLARATION h) DECLARATION OF NAME MIS-MATCH i) DECLARATION OF NO PHOTO ON HALL TICKET	3 (a) to 3 (i) proformas / certificates should be packed in a single cover / packet only and to be mentioned as Packet No.3.
PACKET NO. 4	UN-USED OMR SHEETS (all the un-used OMR Sheets are to be put in Blue Self-Adhesive cover)	
PACKET NO. 5	UNUSED QUESTION BOOKLETS (all the un-used question booklets are to be packed in room wise self-adhesive covers and which are to be put together in a box)	

Packet Nos. 1, 2 & 3 of both sessions should be kept in one Carton Box / pack and Packet No. 4 & 5 of both sessions should be kept in another box / pack.

All the post examination material should be packed session-wise, except Marked Nominal Rolls (2 (a)) and Final Report (2 (e)).

After completion of the examination, the Nominal Roll of the venue should be tied with a tag neatly and the total number of candidates present & absent should be marked and attested by the Chief Superintendent at the end of the Nominal Roll for which proper place is provided.

The marked Nominal Rolls should be returned to the Commission in a separate cover in Packet Number 2 (a) of the last session of the examination duly super scribed on the top of the cover as 'MARKED NOMINAL ROLLS'.

NB: No need to submit the Exceptional/Special Report in Packet No.2(f) in case everything is in order and examination was conducted smoothly.

All the post examination material as above shall be handed over to the Liaison Officer for onward transmission to the District Strong Room. The Chief Superintendent should remain at the venue till the Liaison Officer leaves the venue with the examination material on conclusion of the examination. The Chief Superintendent shall be available on phone/mail for any clarification after the examination as well.

III.MALPRACTICES AND MISBEHAVIOUR:

The Chief Superintendents and the Invigilators shall take all necessary precautions against resorting to malpractice by candidates. The Chief Superintendent is empowered to expel any candidate from the examination hall resorting to malpractice or misbehavior and the same should be informed to the Route Officer, Chief Coordinating Officer / Collector about the case. Police case shall be filed in case of any malpractice.



The malpractice or misbehavior should be reported in the prescribed form viz., Special Report on Malpractices. Such candidates shall be kept in Chief Superintendent room and should not be allowed to go out of the exam center till the completion of the exam.

In all cases of malpractices and / or misbehavior the first step to be taken is to record a statement of the candidate and to collect the relevant evidence such as statement of the accused and witnesses and the material evidence such as mobiles, books or manuscripts or any other gadgets from which the answers were copied. Even, if the candidate refuses to give his/her statement, the malpractice should be reported to the District Collector with the evidence on hand along with the witnesses of Invigilators and others. If any candidate runs away with the Question Paper Test Booklet before the closure of the examination time or Answer Sheet at any time, the matter should be reported to the Collector immediately with all the particulars of the candidate and a case should be filed in Police Station. The Invigilators should co-operate fully and give a statement on the incident and all the other matters connected there to, under his/her signature.

MALPRACTICE: As per the Telangana Public Examinations (Prevention of Malpractice and unfair means) Act, 1997 (Act No.25/1997) as follows:

2(f) – “Unfair means” in relation to an examinee appearing in a public examination means the unauthorized help from any person in any manner or from any material written, recorded, printed or reproduced in any form whatsoever, or, the unauthorized use of any telephonic, wireless or electronic or other instrument or gadget in any manner.

ANNOUNCEMENT

The Chief Superintendent should instruct the Invigilators for making the following announcement in their respective examination room / hall 5 minutes before commencement of the examination.

“The candidature will be rejected in case of impersonation / disorder / rowdy behavior during written examination and criminal prosecution proceedings will be launched apart from disqualifying for appointment in future.

Further, the Penal Provisions of Telangana Public Examinations (Prevention of Malpractice and unfair means) Act, 1997 (Act No.25/1997) will be invoked “if malpractice and any of the following or unfair means are noticed at any stage of the Examination besides debarment from appearing for the rest of the examination and future examinations of TSPSC and all other State Public Service Commissions and UPSC.”

- i) Attempted impersonation;
- ii) Violation of relevant instructions on the Hall Ticket;
- iii) Unauthorized possession of question paper different from the question paper allotted to each candidate by the Chief Superintendent as per seating plan; or exchange of question paper with other candidates;
- iv) Organized malpractices in relation to public examination on the part of the persons with vested interests operating individually, dually or collectively by unlawful means for unlawful considerations; and



- v) Unauthorized use of mobile devices / mobile apps / blue tooth etc., in examination hall to send out question paper and obtain answers relating to the examination.
- vi) Possession of electronic devices not permitted in the examination hall.
- vii) Taking away the OMR answer sheet after completion of examination.
- viii) Any other as per the circumstances noticed in the examination room / hall by concerned officials

Apart from invoking the Penal Provisions of Telangana Public Examinations Act, (No.25 of) 1997,

IV. DIFFERENTLY ABLED CANDIDATES – SCRIBES: The existing criterion for the differently abled candidates is as mentioned below:

- (i) The candidates who are totally blind are allowed to write the examination with the help of scribe provided by the Chief Superintendent and 20 minutes compensatory time is permitted to them per hour.
- (ii) Scribe will be provided by the Chief Superintendent to those candidates who do not have both the upper limbs for Orthopedically Handicapped. However, no extra time will be granted to them.
- (iii) Compensatory time of 20 minutes per hour is also permitted for the candidates with locomotor disability and CEREBRAL PALSY where dominant (writing) extremity is affected for the extent slowing the performance of function (Minimum of 40% impairment). Scribe is allowed to such candidates also.
- (iv) The choice to select Scribe shall be given to the eligible candidates on first come first serve basis, if more than one scribe is available in the venue.
- (v) The Chief Superintendent of the venue concerned should provide Scribes but no un-authorized Scribes should enter into the examination rooms / halls/venue.
- (vi) The Chief Superintendent should ensure that adequate distance is maintained from one candidate to another where scribes are provided, so that one will not be disturbed by the other's voice; and if more number of visually disabled candidates is there, they should be accommodated in different rooms / halls.
- (vii) The Scribe shall read out the question to the candidate and on his instruction, write the answers as dictated by him.
- (viii) The Scribe shall make no gestures, sounds or any other form of communication designated to indicate to the candidates, the correctness or otherwise of the answer being written by him. Any such attempt would entail disqualification of the candidate and stringent action against both the candidate and scribe shall be taken.
- (ix) The scribe may be paid remuneration on par with the Invigilator.
- (x) The scribe should be from an academic discipline other than that of the candidate and the academic qualification of the scribe should be one grade lower than the stipulated eligibility criteria.



- (xi) The Scribes should be imparted training one day prior to the examination day by the Chief Superintendent.

The list of candidates who require scribes (as requested in the Application) are communicated. However, if any differently abled candidate approaches Chief Supdt. for Scribe, on production of SADAREM/ Medical certificate, Scribe may be provided to such candidates as per norms, after thorough verification of Certificates. For this purpose, Chief Supdt. to ensure that 2 or 3 scribes (2 - 3 additional scribes where scribes are already allotted) in every venue where PH candidates are allotted.

Violation of any of the instructions shall entail cancellation of candidature of the candidate in addition to any other action that may be taken by the Commission against the candidate / Scribe as per rules of examination.

V. Entry Restriction:

1. Media persons, Print & Electronic (Reporters / Videographers of Press / TV Channels) should not be allowed in to the Examination Hall.
2. Entry of unauthorized persons including parents, relatives of the candidates' / examination functionaries inside the examination venue shall not be permitted.
3. No candidate should be allowed to take the examination in a venue other than the venue allotted to him/her.

VI. OTHER IMPORTANT ISSUES REGARDING HALL-TICKET ETC.:

SPECIAL ATTENTION: Commission's experience had been that on previous occasions there were instances of Answer Sheets invalidated for wrongly encoding or not encoding Hall Ticket Number and Question Booklet Number due to negligence / ignorance on the part of the candidates/Invigilators.

The Chief Superintendents, Invigilators and Liaison Officer to verify at randomly whether the **Hall Ticket Number and Question Booklet Number** are encoded and the particulars are filled in **correctly** by the candidate; and to tally the used Answers Sheets with the marked Nominal Rolls;

If Candidate's photo and signature do not tally: If any candidate's photo and signature do not tally with the candidates present, such candidates shall be allowed only after establishing the identity of the candidate with reference to bio-data by obtaining an undertaking, attested photos and specimen signature of the candidate. If he /she does not satisfy the Chief Superintendent about his identity and if it appears to be a dubious case, he / she shall not be allowed. In all such cases, the Chief Superintendent should furnish a Special Report to the Commission. If impersonation is established, a case shall be filed in the Police Station concerned immediately.

If Photo and signature are not printed on the Hall Ticket and on the Nominal Roll: In case of candidates who have submitted applications without photo / invisible photo / too small photo etc., and signature; photo & signature of the candidate is not printed on the Hall Ticket and Nominal Roll, such candidates have been instructed in the Hall Ticket to get the Hall Ticket duly affixing his photo & signature and duly attested by Gazetted Officer; and to handover two similar photos to the Invigilator for affixing the same in the Nominal



Roll. Such candidates shall be admitted only after duly identifying the candidate and by obtaining due undertaking to avoid impersonation.

Special and doubtful cases: If any last-minute communication is issued by the Commission on any specific cases either for admission / rejection, it should be recorded on paper and followed. The Chief Superintendent shall admit such candidates, whose details are not available in the Nominal Roll, on the advice of the Commission only and enter the particulars of such candidates by affixing photos of the candidates and obtaining their names and signatures at the end of the Nominal Roll. A Special Report on all such cases shall be sent to the Commission.

The candidates shall be allowed to retain the Hall Ticket with them and it should be produced whenever Inspecting Officer or Commission's Official or Flying Squad demands the same for verification.

VII. SUBMISSION OF EXPENDITURE STATEMENT:

The Chief Superintendent is personally responsible for submission of accounts on the expenditure even if He/She is transferred (or) retired. Non-receipt of accounts results in recovery of full amount from the Chief Superintendents.

DETAILED CONTINGENT BILL

- (a) A Consolidated Bill in duplicate for all the advances drawn may be prepared and submitted with all the vouchers within a week from the date of completion of the examination.
- (b) The cash vouchers should be arranged date-wise and numbered serially. The cash vouchers for the amount less than Rs.1,000/- are not required in duplicate. However, duplicate vouchers may be submitted for Rs.1,000/- and above.
- (c) The vouchers should be appended with the payment orders of the Chief Superintendent as indicated below:-

PAID AND CANCELLED

CHIEF SUPERINTENDENT

- (d) The vouchers for the amount exceeding Rs.5,000/-should bear the Revenue Stamp.
- (e) Statement showing completed details of expenditure incurred on remuneration and miscellaneous items should be enclosed in triplicate. The details should be shown voucher-wise as indicated below: -

Sl. No	Voucher No.	Particulars of remuneration/ expenditure	Rate of remuneration per day	Date/Dates on which he/she worked



- (f) A separate list in duplicate showing the stationery articles purchased should be enclosed.
- (g) The balance amount should be returned to the T.S. Public Service Commission in the form of a 'Demand Draft' drawn in favour of "Secretary, T.S. Public Service Commission, Hyderabad" duly deducting the Demand Draft commission. The Demand Draft commission should be claimed under expenditure with Demand Draft counter foil of the Bank as voucher.

The Chief Superintendent should hand over the statement showing the expenditure particulars along with vouchers to the Liaison Officer immediately after conclusion of the examination for onward transmission to the Assistant Secretary (DDO), T.S.P.S.C., Hyderabad. If it is not possible on the same day, the same may be sent by Regd. Post addressed to the Assistant Secretary (DDO), T.S.P.S.C., Hyderabad on the very next day after conclusion of the examination without fail, as decided by the Commission keeping in view of the objections raised by Audit due to pending previous bills lying unsettled in a large number of cases.

Note: Failure to submit the expenditure statement in time will be viewed very seriously by the Commission and may lead to initiation of necessary action on the defaulters through their District Collector / HOD concerned.

VIII. PROFORMAE OF THE VARIOUS DOCUMENTS:

The Chief Superintendent should fill up and submit the following documents to the Commission:

- 1) Opening Certificate 2) Closing Certificate
- 3) No Relation Certificates 4) Proforma 'A'
- 5) Proforma 'B' 6) Proforma 'C'
- 7) Absentee Statement 8) Special Report on the Malpractice 9) Final Report 10) Plan of Seating Arrangement
- 11) List of Invigilators consisting their names and addresses
- 12) List of un-used booklets 13) List of used/un-used buffer packets
- 14) Declaration Forms

All the Proforma copies of the above documents in this Booklet can be utilized for the examination.

It is also advised to check the parcel thoroughly in advance to make a note of the availability of the documents.

IX. LIAISON OFFICER:

The Liaison Officer will be appointed by the District Collector and is the sole representative of the district administration at the venue. **He/ She will receive the OMR Answer Sheets, Question Paper packets from the Route Officer at the venue.** LO will hand over the same to the Chief Superintendent at the venue before 8.30 AM and collect back the Used OMR Answer Sheets and other examination material soon after conclusion of the examination.



LO is authorised to inspect the rooms, watch the process of the examination, suggest and guide the Chief Superintendent in all aspects. The Chief Superintendent should remain at the venue till the Liaison Officer leaves the venue with the examination material on conclusion of the examination. He should thoroughly check and ensure that the OMR Sheets are tallied with the attendance and also ensure that all the formats are filled correctly.

The Chief Superintendent should pay remuneration to the Liaison Officer from the advance provided to him/ her under voucher.

X. INSTRUCTIONS TO THE INVIGILATORS:

1. The Invigilator shall be present in the allotted examination venue at 7.45 AM.
2. The Invigilator shall not carry any reading or written material with him. He/she should not carry his **Mobile** phone / Smart watch to the examination hall and distribution centre/hall. They should be deposited at the initial portal and the Chief Supdt to ensure its safe keeping. If the Invigilator is found carrying the mobile phone to the examination hall / distribution centre/hall, then he/she shall be removed forthwith and be replaced with another Invigilator, it is the responsibility of Chief Supdts to have some substitute Invigilators. Suitable action as deemed fit would be taken if mobile phone / electronic gadgets are found later.
3. After receiving instructions from the Chief Superintendent, the Invigilator shall collect the Nominal Rolls, Seating plan and the OMR sheets pertaining to the room he is allotted and verify whether the numbers are correct.
4. The Invigilator shall be present in the allotted examination room at 9.15 AM & 1.45 PM.
5. The Invigilator shall verify the hall ticket and the valid ID brought by the candidate with reference to the photograph printed on the Nominal Rolls and the candidate's signature. He should also ensure that candidate sat in the seat allotted to him/her as per Hall ticket and also is in the right venue before issuing the OMR sheets.
6. The Invigilator should announce in the exam hall while issuing the OMR Answer Sheets that **Under any circumstances, the OMR Answer Sheets / Question Paper Booklets will not be replaced except if there are printing mistakes / defects on the Question Booklet / OMR Answer Sheet.**

Therefore, the candidates have to fill all the relevant columns in the Answer sheet carefully and also encode correctly the Hall Ticket Number, Question Booklet Number & Answers with BLUE / BLACK BALL POINT PEN only and to Sign in the space provided for on Side-1 of the Answer Sheet.

Candidate should encode the Hall-Ticket Number first on OMR Answer Sheet and to write the venue code in the space provided at bottom of the OMR Answer Sheet. After receiving the Question Paper only, candidate should verify and encode Question Booklet Number on the OMR Answer Sheet. Use of Gel pens / pencils shall not be allowed. Use of correcting fluids (Whitener Etc.) or Erasers for correcting any of the fields in the Answer Sheet is prohibited and will be treated as tampering and Malpractice.



OMR Answer Sheets should not be placed in the seats of absent candidates.

If candidate does wrong bubbling, OMR Answer Sheet shall not be replaced. He/she should continue with the same OMR Sheet. Candidate is not supposed to take any absentee OMR Sheet and Invigilator is not supposed to replace the fresh OMR Sheet in place of wrong bubbled OMR Sheet.

7. If noticed on writing the examination that the question booklet is damaged or not printed properly, candidate can request for a fresh question paper alongwith fresh OMR Answer Sheet within the 10 minutes of commencement of the examination.
8. In case the candidate receives the wrong question paper according to the Hall Ticket i.e., English-Urdu / English-Telugu vice-versa, he/she can return the paper and ask for fresh paper without opening the seals.
9. (i) The candidates who are totally blind are allowed to write the examination with the help of scribe provided by the Chief Superintendent and 20 minutes compensatory time is permitted to them per hour.
(ii) Scribe will be provided by the Chief Superintendent to those candidates who do not have both the upper limbs for Orthopedically Handicapped. However, no extra time will be granted to them.
(iii) Compensatory time of 20 minutes per hour is also permitted for the candidates with locomotor disability and CEREBRAL PALSY where dominant (writing) extremity is affected for the extent slowing the performance of function (Minimum of 40% impairment). Scribe is allowed to such candidates also.
10. Invigilator shall not give any additional instruction(s) to the candidates which are contrary to TSPSC instructions.

11. The Question Papers Tamper-proof Packets Colours are:

Forenoon Session	English-Urdu (RED)	English-Telugu (BLUE)
Afternoon Session	English-Urdu (BLACK)	English-Telugu (GREEN)

12. The Sealed Question Paper Packets shall be opened by the Invigilator at 9.55 AM in the FN Session & 2.25 PM in the AN Session only in the presence of at least two candidates in the examination hall. A declaration to that effect also obtained from Invigilator and Two candidates who witnessed the opening of Question Paper packets.
13. The Invigilator should ensure that the Question booklets shall be first placed at all the seats of candidates including on the seats of the absent candidates. (If the Test Booklets are not sufficient, then the question paper booklets are to be distributed only to the candidates who are present and should not be placed on desks of the absentee candidates).
14. The Invigilator should obtain the signature of the Candidate in the Nominal Roll in the space provided for that purpose and he should ensure that the candidate writes the Question Booklet Number correctly.



15. The word “ABSENT” should be written with RED PEN on the Nominal Roll against the Name of the candidate who is absent and it should be attested by the Invigilator.
16. The Invigilator should sign in the space provided in the Answer Sheet, only after verifying the Hall Ticket Number and Question Booklet Number are encoded properly in the OMR Answer Sheet. **He should not sign in advance.**
17. After 10 minutes of the commencement of examination, the Invigilator should collect unused Question Booklets and pack them in the empty cover supplied with question papers packet under proper seal with the signatures of two candidates at their respective examination hall. The Invigilator shall prepare the list of Unused Question Booklet Numbers and handover to the Chief Supdt along with the unused question booklets packet and unused OMR Sheets.
18. The Invigilator has to bubble the circles against the Hall Ticket number of the absentee candidate in the Absentee Statement and should write his name and should sign in the spaces provided for the purpose
19. **BELL:** *As the candidates are not permitted to wear the watches, the Chief Superintendent should organize a bell for indicating time schedule as follows:*

Paper-I 10.00 A.M	Paper-II 02.30 PM	Long bell (30 seconds) at the commencement of examination
10.30 AM, 11.00 AM, 11.30 AM, 12.00 AM	3.00 PM, 3.30 PM, 4.00 PM, 4.30 PM	1 bell ring 2 bell rings 3 bell rings 4 bell rings
12.25 P.M	04.55 P.M	Warning bell (5 Seconds)
12.30 P.M	5.00 P.M.	Long bell (30 seconds) on conclusion of the exam
On completion of Every half-an-hour, Invigilators should announce the completed time & remaining examination time to the candidates		

20. The Invigilator should be present in the hall to do the invigilation until completion of examination and *maintain* a secure, professional, quiet, and controlled environment at all times. As all the questions of the examination will be completely of the Objective type (Multiple Choice Answers), the candidates in the rooms may resort to help their friends by finger indications, murmuring etc., with each other in any way during the examination period which is detrimental to the interests of the other candidates. Hence, strict invigilation should be imposed.
21. The Invigilator should inform the candidates that Tick marking of answer choices on Question Booklet is not permitted. If any candidate resorts to writing down anything on the Question Booklet, except in the place provided for rough work on the *last* page or at the end, he / she should be penalized as per the provisions defined under Malpractice Act.
22. In case of any *candidate* found using unfair means, immediately bring it to the notice of Chief Superintendent.



23. Absence of candidates from examination hall/room for attending nature calls may be permitted with escort after half-an-hour and must not extend beyond the premises of the building in which the examination is held. If there is an abnormal delay in returning to the examination hall, such candidate should not be allowed in to the examination hall.
24. The candidates are wholly and solely responsible for writing and encoding the relevant columns in the Answer Sheets. The Invigilator should instruct the candidate that he / she should not damage the Answer Sheet or make it liable for invalidation. The Invigilator should also ensure that the candidate (i) Encoded the Hall Ticket Number and Question Booklet Number correctly and also the Hall Ticket Number and Question Booklet Number are written correctly; and (ii) not to make markings / writings at other places of the Answer Sheet. The Invigilator should announce the instructions on encoding of Hall Ticket Number and Question Booklet Number and give an undertaking in the proforma attached with the declaration of Invigilator:
25. a) The examination room / hall doors should be closed Five (5) minutes before the closure time for each session. All the *OMR Answer Sheets* should be collected by the Invigilators. The question paper can be carried by the candidates on conclusion of the examination.
- b) **After collecting all the Used OMR Answer Sheets, Invigilator should obtain the Left Thumb Impression (any other finger impression if he / she doesn't have left Thumb) of the Candidates in the box earmarked for the purpose in the Nominal Roll. Invigilator to certify in the same column if candidate does not have both the arms.**
- c) After confirmation that all the Used OMR Answer Sheets are received and all the candidates affixed the Thumb Impressions only, the candidates should be allowed to leave the examination room / hall and **"No candidate should leave the examination room without handing over his/her Used Answer Sheet and without affixing Left Thumb Impression (any other finger impression if he / she doesn't have left Thumb) on the Nominal Roll under any circumstances"**.
26. The invigilators must inform immediately to the Chief Superintendent in case of any unusual incidence during the examination.
27. Any lenience on their part in this regard will be viewed very seriously and will attract the Penal Provisions of Telangana Public Examinations (Prevention of Malpractice and unfair means) Act, 1997 (Act No.25/1997) shall be invoked.



XI. INSTRUCTIONS TO THE CANDIDATES ISSUED ON HALL-TICKETS:

1. The candidate shall show any one of the original valid photo Identity cards issued by Government i.e., Passport, PAN Card, Voter ID, Aadhaar Card, Government Employee ID or Driving License, etc along with **Hall Ticket** for verification at the Entry point of the Venue and also in the Examination Hall/Room.
2. This Hall Ticket is valid only if the images of photograph and signature of candidate are legible. To ensure this, print the Hall Ticket on A4 sized paper using a laser printer, preferably a colour photo printer. If the Hall Ticket is without photo or without signature, he/she should bring 3 passport size photos duly attested by a gazetted officer along with an undertaking and handover to the invigilator in the examination hall, failing which the candidate will not be admitted to the examination.
3. Candidate is allowed inside the examination venue from 8:00 AM onwards. The examination venue gate will be closed by 9:45 AM For Paper-I and the Candidate is allowed inside the examination venue from 1:00 PM onwards and examination venue gate will be closed by 2:15 PM For Paper-II. **NO CANDIDATE WILL BE ALLOWED TO ENTER THE EXAMINATION CENTRE AFTER CLOSING THE GATE.** Candidate is advised to check the location of examination centre in advance and also reach the examination centre early to avoid last minute rush.
4. Candidate will be permitted to appear for the examination **ONLY** after verification of credentials by centre officials & after frisking for both the sessions to ensure that no prohibited articles are carried.
5. Candidates are not allowed to bring calculators, mathematical tables, log books, pagers, cell phones, tablets, pen-drives, Bluetooth devices, watch, log tables, wallet, hand bags, writing pads, notes, charts, loose sheets or any other gadgets or recording instruments strapped on their body or pockets. Possession of the same will lead to invalidation of candidature for the Examination/Examinations. Candidate is instructed to wear only Chappal and not shoes.
6. There will not be any guaranteed security facility for safe-keeping of valuable devices or personal belongings outside the examination hall. So avoid bringing such valuables which are not allowed in the examination centre.
7. The candidates should satisfy the invigilator of his/her identity with reference to the signature and photograph available on the Hall Ticket & Nominal Roll through valid photo identity documents like PAN Card, Aadhaar Card etc. In case of impersonation an F.I.R will be lodged with Police Station concerned apart from disqualifying his/her candidature.
- 8.a) Please check the OMR Answer sheet and read the instructions on it as well as on Question booklet carefully. The candidate should use ball point pen (blue/black) to fill all the particulars in appropriate columns provided Eg: Name of the candidate (in capital letters), Venue code etc. and encode the required particulars i.e., Hall Ticket Number and Question Booklet number on the OMR Answer sheet correctly. Failure to encode/wrong encoding of Hall Ticket No. / Question Booklet Number will lead to invalidation of OMR Answer Sheet. Writing with Ink pen or any other writing devices at wrong places will also lead to invalidation of your OMR Answer sheet.
- b) Practice correct bubbling by downloading model OMR sheets published in TSPSC website.



17. **Candidate should encode the Hall Ticket Number first on OMR Answer Sheet. After receiving the Question booklet only, candidate should verify and encode Question Booklet Number on the OMR Answer Sheet.**
18. The OMR answer sheet will be invalidated if the candidate writes the Hall Ticket Number in any other place of OMR sheet except in the space provided for the purpose. Writing Symbols or any type of identification marks etc on OMR Sheet will also lead to invalidation.
19. **USE OF WHITENER, CHALKPOWDER, BLADE, ERASER OR ANY KIND OF TAMPERING ON OMR SHEET WILL LEAD TO INVALIDATION OF OMR ANSWER SHEET.**
20. **The Candidate should affix his/her left Thumb impression (any other finger impression if he / she doesn't have left Thumb) in the space provided in the Nominal Roll AT THE END OF THE EXAMINATION in each session after handing over the OMR sheet to the invigilator.**
21. Candidates are prohibited from communicating, consulting, conversing with other candidates or adopting agitation tactics in and around the Examination hall such as raising of slogans, causing disturbance in any manner whatsoever during the Examination. Candidates are not permitted to borrow any item from other candidates in the Examination Hall. In case of any disturbance, such candidates will be disqualified.
22. The candidates are expected to behave in orderly and disciplined manner while writing the examination. In case of disorder / rowdy behaviour / trying to use unfair means during examination, an F.I.R will be lodged with Police Station concerned apart from disqualifying his/her candidature.
23. No candidate should leave the Examination hall until the completion of examination time. Before leaving the Examination hall, the candidate should hand over the OMR Answer Sheet to the invigilator failing which Penal action will be initiated besides rejecting the candidature for this examination. However, Candidates are permitted to take away the question paper after completion of the examination.
24. Any Infringement of the above instructions shall entail disciplinary action on the candidate which may include debarment from appearing for any other examinations of TSPSC & other Public Service Commissions in the Country besides cancellation of candidature to this Recruitment. The Penal Provisions of Telangana Public Examinations (Prevention of Malpractice and unfair means) Act, 1997 (Act No. 25/1997 published in State Gazette No. 35, Part-IV-B Extraordinary dated: 21/08/1997) will be invoked if malpractice or unfair means are noticed at any stage of the Recruitment.
25. The candidates must note that those who applied under equivalence of qualification are admitted subject to verification of qualification and other eligibility criteria & satisfaction of the Commission. Therefore, admission to this Written Test is strictly "Provisional".
26. The digital copy of OMR sheet will be made available in the Commission's website after completion of the image scanning.
27. Admission to the Examination is provisional, subject to the confirmation / satisfaction of conditions of Group-IV Services Notification No. 19/2022, dated: 01/12/2022 and also subject to satisfying the eligibility criteria and verification of required certificates at a later stage. Admission / Appearing to the Examination does not confer ipso facto any right for recruitment / selection.
28. Hall Ticket must be preserved by the candidate till the final conclusion of the process of Recruitment.
29. For further clarification please read the Group-IV Services Notification No. 19/2022 dated: 01/12/2022 available at <https://www.tspsc.gov.in>.

**Sd/- SECRETARY,
T.S.P.S.C., HYDERABAD.**



TELANGANA STATE PUBLIC SERVICE COMMISSION : HYDERABAD

OPENING CERTIFICATE FOR OMR ANSWER SHEETS

We, the undersigned hereby certify that the () Sealed Carton Boxes containing OMR Sheets in _____ for RECRUITMENT TO THE POST OF GROUP-IV SERVICES (NOTIFICATION NO.19/2022) examination have been examined by us and opened in our presence at _____ (Time) AM/PM on 01/07/2023 and found () sealed packets of OMR Answer Sheets and () sealed envelopes containing Question Papers in proper condition.

Signature of the
LIAISON OFFICER

Signature of the
CHIEF SUPERINTENDENT

TELANGANA STATE PUBLIC SERVICE COMMISSION : HYDERABAD

OPENING CERTIFICATE FOR QUESTION PAPERS

We, the undersigned hereby certify that the () Sealed Carton Boxes containing Question Paper Packets in _____ for RECRUITMENT TO THE POST OF GROUP-IV SERVICES (NOTIFICATION NO.19/2022) examination have been examined by us and opened in our presence at _____ (Time) AM/PM on 01/07/2023 and found () sealed packets of OMR Answer Sheets and () sealed envelopes containing Question Papers in proper condition.

Signature of the
LIAISON OFFICER

Signature of the
CHIEF SUPERINTENDENT



TELANGANA STATE PUBLIC SERVICE COMMISSION : HYDERABAD

ATTENDANCE STATEMENT

1. Name of the Examination: WRITTEN EXAMINATION FOR RECRUITMENT TO THE POST OF GROUP-IV SERVICES (NOTIFICATION NO.19/2022)

2. Date and Time of Examination : **01/07/2023 FN / AN**

3. Venue Code & Name:

		Total candts	Total PH candidates	Scribe requested PH candidates
4.	No. of candidates Registered :			
5.	Number of candidates Present :			
6.	Number Absent :			

7	No. of candidates for whom Scribes and Compensatory time Provided :	
8	Total No. of candts provided Scribes and availed compensatory time of 20 minutes per hour	
9	Total No. of candts (without Scribes) availed compensatory time of 20 minutes per hour	

10	Hall Ticket Numbers of candidates who availed compensatory time @ 20 minutes per hour	
----	---	--

**Signature of the
LIAISON OFFICER**

**Signature of the
CHIEF SUPERINTENDENT**

N.B: This should be prepared for each session separately.



TELANGANA STATE PUBLIC SERVICE COMMISSION : HYDERABAD

WRITTEN EXAMINATION FOR RECRUITMENT TO THE POST OF
GROUP-IV SERVICES (NOTIFICATION NO.19/2022)

CENTRE: PAPER CODE:

SUBJECT: _____ DATE: **01/07/2023** FN / AN

ROOM / HALL NO: H T Nos: FROM TO

DIMENSION OF THE ROOM / HALL:

PLAN OF SEATING ARRANGEMENTS

Sl. No.	1 st Row	2 nd Row	3 rd Row	4 th Row	5 th Row	6 th Row

Note:

1. The spacing between the seats and rows should be adequate and should be such as to reduce the risk of copying and collusion between the candidates to the minimum.
2. The direction of the candidates' face should be indicated by arrow marks at the beginning of each Row in the plan.
3. Rows attached to each individual Invigilator should be indicated clearly. All the Invigilators employed in the Hall should sign the plan.

PRESENT:

ABSENT:

TOTAL:

INVIGILATOR

CHIEF SUPERINTENDENT



TELANGANA STATE PUBLIC SERVICE COMMISSION : HYDERABAD
PROFORMA – ‘A’
QUESTION PAPERS & ANSWER SHEETS TALLY
STATEMENT

Name of the Examination: WRITTEN EXAMINATION FOR RECRUITMENT TO THE POST
OF GROUP-IV SERVICES (NOTIFICATION NO.19/2022)

Centre : _____

Paper : _____

Date and Session : **01/07/2023 FN / AN**

Sl. No.	Details	Question Booklets	OMR Answer Sheets
1	Number Received		
2	Number of Buffer received		
3	Total Received		
4	Issued to the Candidates Present (Used)		
5	Balance number (Col.3 –Col.4) i.e., unused OMR Answer Sheets returned to the Commission through Packet No.5 &unused Question Booklets in Packet No.6		

Remarks if any:

Signature of the
LIAISON OFFICER

Signature of the
CHIEF SUPERINTENDENT



(Continuation from previous page)

Room / Hall No.	Name of the Invigilator	No. of Question Booklets			No. of OMR Answer Sheets			Signature of the Invigilator
		Allotted	Issued to the candts	Returned to the Chief Supdt	Allotted	Issued to the candts	Returned to the Chief Supdt	
1	2	3	4	5	6	7	8	9
	TOTAL							

6 a) Whether Buffer Question Booklets / OMR Answer Sheets used: YES / NO

b)	If "YES", Number of buffer Question Booklets used		Number of buffer OMR Sheets used	
7	Total Unused Question Booklets (Unused + Buffer) packed in Packet No.6		Total Unused OMR Answer Sheets (Unused + Buffer) packed in Packet No.5	

**Signature of the
Liaison Officer**

**Signature of the
Chief Superintendent**



TELANGANA STATE PUBLIC SERVICE COMMISSION : HYDERABAD
PROFORMA - C

Certified that the unused Question Booklets and OMR Answer Sheets were returned by the Invigilators on expiry of 10 minutes after the commencement of the examination i.e., at _____ AM on **01/07/2023 FN / AN.**

The Packets containing () Unused Question Booklets and () unused OMR Answer Sheets has been tallied with reference to the absentees, packed & sealed and kept in possession of the Chief Superintendent at _____ AM.

**Signature of the
LIAISON OFFICER**

Time:
Date: **01/07/2023**

**Signature of the
CHIEF SUPERINTENDENT**

Time:
Date: **01/07/2023**

N.B.: This Proforma should be completed not later than 15 minutes of the commencement of the examination.

TELANGANA STATE PUBLIC SERVICE COMMISSION : HYDERABAD

CLOSING CERTIFICATE

We, the undersigned hereby certify that the post examination material containing () **Used OMR Answer Sheets are counted twice and after confirmation only, packed & sealed the Packet Number-1 duly mentioning the total number of used OMR Answer Sheets on the sealed packet.** All other Envelope(s) /packets in for RECRUITMENT TO THE POST OF GROUP-IV SERVICES (NOTIFICATION NO.19/2022) Examination have been sealed properly at _____ P.M. (Time)on **01/07/2023.**

**Signature of the
LIAISON OFFICER**

Name :
Designation :
Phone No. :

**Signature of the
CHIEF SUPERINTENDENT**

Name :
Designation :
Phone No. :



STATEMENT SHOWING EXPENDITURE PARTICULARS

Expenditure incurred in connection with the conduct of WRITTEN EXAMINATION FOR RECRUITMENT TO THE POST OF GROUP-IV SERVICES (NOTIFICATION NO.19/2022) held on 01/07/2023 FN / AN at Venue Code No. _____, Venue _____

Sl. No.	Particulars	Amount Paid Rs. Ps.
1	<u>REMUNERATION PAID TO THE</u> a) Chief Superintendent a) Assistant Chief Superintendent b) Assistant Liaison Officer c) Invigilators d) Clerk e) Additional Clerk f) Class-IV and Menial Staff g) Frisking persons	
2.	<u>STATIONERY</u>	
3.	<u>MISCELLANEOUS EXPENDITURE:</u> a) Rent for furniture b) Cost of Pots, Glasses etc. c) Erection of Temporary Sanitary, Urinals etc. c) Charges for making of Seating arrangements and re-arrangements e) Building Rent	

TOTAL: _____

(Rupees _____ only)

CHIEF SUPERINTENDENT



CERTIFICATES

I certify that I have acted as Chief Superintendent.

I certify that the expenditure charged in this bill could not, with due regard to the interest of the Public Service, be avoided. I have satisfied myself that all charges entered in this bill have been really paid. Vouchers for all sums and all work bills are attached to this bill. I have, as far possible, obtained vouchers for other sums and I am responsible that they have been so destroyed, defaced (or) mutilated that they cannot be used again.

I certify that all sub-vouchers above Rs.5000/- have duly been stamped, cancelled and forwarded to the Commission's Office for safe custody.

I certify that the personnel drafted for the conduct of the aforesaid examination have been paid remuneration as per the instructions.

I certify that I have enclosed statements showing the details of expenditure with sub-vouchers, numbers and dates for transmission to the Pay and Accounts Office/Accountant General Office, Telangana State, Hyderabad.

I certify that I have appointed all the personnel whose remuneration is claimed in this bill for the conduct of the examination.

Received contents.

STATION:

(Signature)

Chief Superintendent:

Name:

Official Designation:

DATE: **01/07/2023**

SPECIMEN VOUCHER

Received Rs. _____ (Rupees _____ only) from the Secretary, Telangana State Public Service Commission through Chief Superintendent on _____ for working as _____ in connection with the conduct of WRITTEN EXAMINATION FOR RECRUITMENT TO THE POST GROUP-IV SERVICES (NOTIFICATION NO.19/2022) held on **01/07/2023 FN / AN** at _____

_____ (venue name & dist).

PAID AND CANCELLED

Signature:

Name:

Designation:

CHIEF SUPERINTENDENT



INSTRUCTIONS

1. The bill should be sent in duplicate within a week after the conclusion of the Examination with vouchers in original for all sums the vouchers being stamped wherever necessary
2. The D.D. in original for refunds made should accompany the bill.
3. Erasures should be avoided.
4. If any correction is necessary, the incorrect entry should be cancelled in RED ink and the correct entry interlined, the correction being duly attested with the initials of the Chief Superintendent.
5. If the Chief Superintendent has obtained permission from the Commission's Office for hiring furniture or towards rent of building, a copy of letter or proceedings in which such permission was given should be enclosed.
6. Payees receipts for all payments made should be enclosed.
7. Payment to all the functionaries should be made in accordance with the rates prescribed in detailed instructions letter for the examination.
8. The cash vouchers should be arranged date-wise and numbered serially. The cash vouchers for the amount less than Rs.1,000 are not required in duplicate. However, duplicate vouchers may be submitted for Rs. 1,000 and above.
9. The vouchers should be appended with the payment orders of the Chief Superintendent as indicated below.

PAID AND CANCELLED CHIEF SUPERINTENDENT

10. A separate list in duplicate showing the details of stationery articles purchased should be enclosed.
11. The vouchers for the amount exceeding Rs. 5000/- should bear Revenue Stamp.
12. The Statement showing complete details of expenditure incurred on remuneration and miscellaneous items should be enclosed separately in triplicate.
13. The details of expenditure should be shown vouchers-wise in the Proforma detailed below:

Sl. No.	Voucher No.	Particulars of Remuneration/ Expenditure	Rate of Remuneration per day Rs.	Date/Dates on which he/she worked	Amount paid Rs.

14. A separate list in duplicate showing the details of expenditure incurred on each item, claimed under the head "Miscellaneous Expenditure" should be furnished.
15. A Separate list in duplicate showing the number of Invigilators deployed in each room/row in the case of a big hall should also be furnished.



NO RELATION CERTIFICATE

I / We hereby certify that no relation or dependent of mine is taking the WRITTEN EXAMINATION FOR RECRUITMENT TO THE POST OF GROUP-IV SERVICES (NOTIFICATION NO.19/2022) in this Venue conducted on **01/07/2023 FN/AN** by the TELANGANA STATE PUBLIC SERVICE COMMISSION, HYDERABAD.

LIST OF INVIGILATORS AND THEIR DESIGNATIONS

Sl. No	Name of the Invigilator & others (in block letters)	Designation & Name of the Department	Mobile Number	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

I also declare that no relation or dependent of mine is taking the above said WRITTEN EXAMINATION conducted on **01/07/2023 FN/AN** in this Venue by the TELANGANA STATE PUBLIC SERVICE COMMISSION, HYDERABAD.

SIGNATURE OF THE CHIEF SUPERINTENDENT

NAME
(in block letters)

DESIGNATION:

Date:**01/07/2023**



TELANGANA STATE PUBLIC SERVICE COMMISSION:: HYDERABAD
WRITTEN EXAMINATION FOR RECRUITMENT TO THE POST OF
GROUP-IV SERVICES (NOTIFICATION NO.19/2022)

Date of Examination : 01/07/2023 FN / AN

Declaration of Candidate for Name Mismatch

I _____ S/o, / D/o _____

hereby declare that the following data mismatch occurred in process of verifying my credentials at examination venue.

Hall Ticket Number : _____

Venue Code & Name: _____

Name Mismatch:

Name as per Hall Ticket: _____

Name as per ID Proof: _____

Details of Identity Card (Description) :

I D No. :

Reason for mismatch: _____

I further declare that, the details furnished above are true and correct and my candidature shall be cancelled at any stage if it is found incorrect. I take full responsibility for this.

SIGNATURE OF THE CANDIDATE:



TELANGANA STATE PUBLIC SERVICE COMMISSION:: HYDERABAD
WRITTEN EXAMINATION FOR RECRUITMENT TO THE POST OF
GROUP-IV SERVICES (NOTIFICATION NO.19/2022)

Date of Examination : 01/07/2023 FN / AN

DECLARATION BY THE CANDIDATE FOR SUBMISSION OF ATTESTED PHOTO ON HALL TICKET

VENUE CODE :

NAME OF THE VENUE:

1	Hall Ticket Number :		Affix Latest Passport Size Photo identical to Hall Ticket Photo
2	Name of the Candidate :		
3	Father's Name :		
4	Date of Birth & Age :		
5	Mobile Number :		
6	Full Postal Address :		

I hereby declare that I have affixed my latest passport size photo duly attested by the Gazeted Officer on the Hall Ticket as I received my Hall Ticket without photo due to not uploading or uploading blurred photo at the time of submission of my application.

I further declare that the Photo affixed by me is true and correct and my candidature shall be cancelled at any stage if it is found incorrect.

PLACE :

DATE :

FULL SIGNATURE OF THE CANDIDATE
(Declaration not signed by
the Candidate will be rejected)



TELANGANA STATE PUBLIC SERVICE COMMISSION : HYDERABAD

WRITTEN EXAMINATION FOR RECRUITMENT TO THE POST OF
GROUP-IV SERVICES (NOTIFICATION NO.19/2022)

Date of Examination :01/07/2023 FN/AN

(Proforma to be filled by scribe)

VENUE CODE :

VENUE NAME :

1. Name of the Scribe :

2. Gender :

3. Address :

4. Qualification :

(Scribe)

5.: Name of the OH/VH/HH/MH Candidate :
for whom you are acting as Scribe

6. Hall Ticket Number of the OH/VH/HH/MH :
candidate for whom you are acting
as Scribe

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my Knowledge and belief.

Yours faithfully,

*Signature / Thumb impression
of the Candidate*

Signature of the Scribe



Government of Telangana

CERTIFICATE FOR PERSON WITH DISABILITY

(Issued under the authority vide G.O.Ms.No.31, WD CW & DW Dept., Dated:01.12.2009)

Medical Board:	PHOTO	
ID No. of Person with Disability:		
Date of Issue:		
<ul style="list-style-type: none">This is certified that Shri/Smt/Kum. _____, Male/Female, age _____ years, resident of H.No. # _____, Village, _____ Mandal, _____ District, is suffering from _____ Habitation, _____ District, is suffering from _____ Permanent disability of the following category:- Physical (Locomotor Disability and Cerebral Palsy) Disability The disability is in relation to his/her : _____ Sub-type of disability : _____ Cause of Disability : _____Re-assessment of this case is _____Percentage of disability in his / her case is _____ % (_____ percent)He / She meets the following physical requirements for discharge of his duties.Identification Marks of Person with Disability :-<ul style="list-style-type: none">a) _____b) _____		
Signature/Thumb impression Of Person with Disability		
Signature :	Signature :	Signature :
Designation :	Designation :	Designation :
Regn. No. :	Regn. No. :	Regn. No. :
Note: This is not valid for Medico-Legal cases.		



List of Un-used Question Booklet Numbers

(To be filled by the Invigilator)

Venue Code:	Room No.																						
<table border="1" style="margin: auto; border-collapse: collapse;"><thead><tr><th style="width: 10%;">S.NO.</th><th style="width: 90%;">Un-used Test Booklet No.</th></tr></thead><tbody><tr><td>1.</td><td></td></tr><tr><td>2.</td><td></td></tr><tr><td>3.</td><td></td></tr><tr><td>4.</td><td></td></tr><tr><td>5.</td><td></td></tr><tr><td>6.</td><td></td></tr><tr><td>7.</td><td></td></tr><tr><td>8.</td><td></td></tr><tr><td>9.</td><td></td></tr><tr><td>10.</td><td></td></tr></tbody></table>		S.NO.	Un-used Test Booklet No.	1.		2.		3.		4.		5.		6.		7.		8.		9.		10.	
S.NO.	Un-used Test Booklet No.																						
1.																							
2.																							
3.																							
4.																							
5.																							
6.																							
7.																							
8.																							
9.																							
10.																							
Name of the Invigilator (In Capital Letters)	Signature of the invigilator																						

ANNOUNCEMENT TO BE MADE BY THE INVIGILATOR

- (i) *I have announced that all the columns on the side-1 of OMR sheet should be written and encoded by the candidate correctly.*
- (ii) *I have demonstrated the procedure of filling up & bubbling the circles of OMR answer sheet.*
- (iii) *Also announced that using of correction fluids (whitener etc.) / erasers / powders to tamper the answer sheet or leaving the examination hall on conclusion without handing over the answer sheet will be treated as “malpractice” besides disqualification of his/her candidature, and.*
- (iv) *The photo & the signature on hall ticket & nominal rolls have been verified and tallied.*
- (v) *Ensured that no electronic gadgets were allowed/ used and no copying was allowed.*

SIGNATURE OF THE INVIGILATOR



List of Used & Un-used Question Paper Buffer Packets

(To be filled by the Chief Superintendent)

Venue Code:

No. of Buffer packets supplied:

No. of Buffer packets not used:

No. of Buffer packets opened:

S.NO.	Un-used Question Booklet Numbers of opened Buffer Packets
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Name of the Chief Superintendent
(In Capital Letters)

Signature of the
Chief Superintendent



TELANGANA STATE PUBLIC SERVICE COMMISSION : HYDERABAD

SPECIAL REPORT ON THE MISBEHAVIOUR/MALPRACTICE

Name of the Examination: WRITTEN EXAMINATION FOR RECRUITMENT TO THE POST OF GROUP-IV SERVICES (NOTIFICATION NO.19/2022).

Subject: General Studies & Mental Ability

Centre: Date & Session: **01/07/2023 FN/AN**

Room No:

Special Report on the Misbehaviour/ Malpractice resorted to by Mr./Mrs/Miss. _____

_____ Address _____

_____ Hall Ticket No: _____

- 1 Nature of malpractice- copying/helping others to copy/misbehaving towards Invigilating staff etc. (Briefly indicate the occurrence)
- 2 Dimensions of Room, No. of Invigilators and No. of candidates
- 3 Name(s) and addresses of the Invigilator(s) at the place of occurrence
- 4 Statement of the Invigilator(s) (to be enclosed in original)
- 5 Statement of the candidate (to be obtained and enclosed) as endorsed by the Invigilator(s) mentioned in Column-3 above.
- 6 Material evidence in support of the case reported upon (to be collected and transmitted in original to the Commission)
- 7 Has the candidate been sent out of the examination after following the procedure above referred to after the closing time (if he has seen the question paper?)
- 8 Summary enquiry by the Chief Superintendent (if the case is detected by his Invigilating staff and his findings) If he himself finds out the case special remarks may be offered by him.

PLACE:
DATE: 01/07/2023

***Signature and address of the
Chief Superintendent***

N.B:

1. All the material seized from the candidate should be sent to the Commission in original.
2. The material evidence should bear the signature of the person reported upon and attestation of Chief Superintendent.
3. All the statements recorded or obtained from the Examinees or Invigilators should be attested by the Chief Superintendent.
4. Separate sheet can be used if space provided is not adequate.



TELANGANA STATE PUBLIC SERVICE COMMISSION : HYDERABAD

WRITTEN EXAMINATION FOR RECRUITMENT TO THE POST OF GROUP-IV SERVICES
(NOTIFICATION NO.19/2022) HELD ON 01/07/2023 FN/AN at the _____

_____, VENUE CODE _____

FINAL REPORT

- 1 Name and Official designation of the Chief Superintendent
2. Were the boxes containing the Question Paper envelopes examined and were they intact?
- 3 Were the envelopes containing the Question Papers examined and were the flaps, edges and seals intact?
- 4 Were the number of Question Papers and the subject specified on the cover were correct in each case?
- 5 Was the Question Paper of each subject given on the day and at the hour prescribed?
- 6 Have you marked the absentees in the Attendance list of names sent to you and returned the list to the Commission's Office?
- 7 Were any candidates sent out of the examination hall for violating any of the rules/instructions to the candidates? If so, state their names and nature of the offence in each case? However, no candidate who has seen the question paper shall be sent-out till the closure time.
- 8 Were any malpractices occurred? If so, state the nature of those malpractices?
- 9 **Whether any candidate(s) appeared for the exam at other than his/her original allotted place ?**
- 10 Were any candidates suspected? If so, state their names and Hall Ticket Numbers and the action taken against them?
- 11 Were the candidates at any time left without the permission of Chief or Assistant Superintendent?
- 12 In what building was the examination held? In how many halls or rooms or verandahs was it held? Give plans of the examination hall with the rooms or verandahs used for conducting the examinations.
- 13 What amount or amounts, if any, were drawn in advance? How much was spent? Was the balance refunded and if so, how?
- 14 Whether the proceedings in distribution / reception Hall of Question Papers / OMR Sheets were captured by CC Cameras / videography?

PLACE:

DATE: **01/07/2023**

Chief Superintendent



TELANGANA STATE PUBLIC SERVICE COMMISSION : HYDERABAD

CERTIFICATE

VENUE CODE:

VENUE NAME:

We, the following special team appointed by the Chief Superintendent for thorough checking and counting of Used OMR Answer Sheets, hereby certify that, we have counted the Used OMR Answer Sheets and compared with the total number of present candidates in the Nominal Roll in the presence of the Chief Superintendent and Liaison Officer.

As per the Nominal Roll, total candidates present for the written examination held on 01/07/2023 FN / AN are _____ and counted & confirmed that the total Used OMR Answer Sheets are _____. After confirming that both are same, Used OMR Answer Sheets and Nominal Rolls have been handed-over to the Chief Superintendent.

<i>Sl. No</i>	<i>Name of the Individual</i>	<i>Designation</i>	<i>Signature</i>
1			
2			

We (LO and Chief Supdt) hereby certify that, we have counted the Used OMR Answer Sheets and compared with the number of present candidates in the Nominal Roll.

As per the Nominal Roll, total candidates present for the written examination held on 01/07/2023 FN / AN are _____ and counted & confirmed that the total Used OMR Answer Sheets are _____ and there is no difference between the two figures and it is tallied.

**Signature of the
LIAISON OFFICER**

Name & Designation :

Mobile No. :

Date & Time:

**Signature of the
CHIEF SUPERINTENDENT**

Name :

Mobile No. :

Date & Time: