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## ***TELANGANA STATE PUBLIC SERVICE COMMISSION***



## **INSTRUCTIONS TO CHIEF SUPERINTENDENTS**

### ***OMR BASED (PEN & PAPER) EXAMINATIONS***

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### **IMPORTANT**

***The Chief Superintendent is the sole 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 may lead not only to public criticism but also make the Chief Superintendent responsible to face severe consequences from various levels of authority.***

***PENAL PROVISIONS OF THE TELANGANA PUBLIC EXAMINATIONS (PREVENTION OF MALPRACTICE AND UNFAIR MEANS) ACT, 1997 (ACT NO.25/1997) WILL BE INVOKED IF ANY MALPRACTICE AND / OR UNFAIR MEANS ARE NOTICED AT ANY STAGE OF RECRUITMENT.***

- The Chief Superintendent has a greater responsibility in the efficient conduct of the Examination/test at his/her venue and this is of prime concern to the Commission.
- 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 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.
- 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.



- **NOMINAL ROLLS:** The Nominal Rolls of the candidates appearing for the examination at your venue will be sent to the respective District Collector three days prior to the commencement of examination. They may be collected from the Collectorate two days prior to the examination or they may be distribute in the meeting held by the district collector with the Chief Superintendents.
- **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 9.30 AM on the day of examination by Liaison Officer through the Asst. 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 may be appointed to assist the Chief Superintendent and to attend for external invigilation.

*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 work should only be appointed as Invigilators. A declaration to this effect must be obtained by the Chief Superintendent and sent to the Commission's Office along with post examination material. As far as possible 25% of the Invigilators should be males in women colleges and the same ratio of women should be maintained in Colleges for men to the extent possible.*

*ii) If sufficient number is not possible to appoint 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) Assistant Chief Superintendent may be appointed, if the strength of the venue is above 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.

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	Class-IV / Frisking person	Asst. Liaison Officer (Non-Gazetted)
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. 500.00 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 (ALO) may be paid remuneration by the Chief Superintendent.
3. No remuneration should be paid for briefing the Invigilators.

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	<b>Rs.10.00 per candidate</b>
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) 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 4 to 6 Police Constables 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:** The No. of candidates allotted to the venue as per Nominal Rolls should be divided room wise / hall wise. The seating should be arranged for 24/36/48 candidates (front to back) in each room.

- a) 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.
- b) The seats should be arranged in rows allowing approximately 2 Sqr. meters of space for each candidate.
- c) The Hall Ticket Number of the candidate should be written with chalk on the desk/ bench.
- d) A copy of the seating plan indicating the rows and seats consisting of the Hall Ticket Numbers should be displayed at the entrance of each room.
- e) 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.
- f) Dual desks / Chairs with hand rests must be arranged since writing pads are not allowed.

**All the Physically Challenged persons must be accommodated in Ground Floor only.**

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.

**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) Each desk/ table should bear the Hall Ticket Number of the candidate at the right hand corner.
- (ii) 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. 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.





## 7. DISPLAY:

The Chief Superintendent is advised to display; the Venue Code Number, Name of the Venue, Paper Code Number & 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., Test Booklet (Question Paper) Number and Venue Code on the OMR Answer Sheet:

For Example: If your Hall Ticket Number “**2043107596**”, your Question Paper(Test Booklet)Number “**186957**” and Venue Code is “**24083**”, Please fill and encode as Shown below.

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

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

2	4	0	8	3
1	1	1	1	1
●	2	2	2	2
3	3	3	3	●
4	●	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	●	8
9	9	9	9	9
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.
9. CC Cameras shall be functional in examination halls / corridors / Chief Superintendent hall, wherever already existing. If in any centre, CC cameras are not there, a videography / CC camera arrangement must be made on hiring such service in the Chief Superintendent hall, where material distribution / reception takes place.





## 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.

### **TIME SCHEDULE**

<b>TIME</b>		<b>ACTIVITY</b>
a)	At 8.00 AM	Chief Superintendent, Assistant Chief Superintendent and Clerk should reach the venue and re-check all arrangements duly signing on the "No Relation Certificate".
b)	8.30 AM onwards	Candidates allowed for Document Verification and Bio-metric
c)	9.00 AM	Invigilators should report for duty to the Chief Superintendent and append their signatures of the specified documents such as "No Relation Certificate", Attendance etc.
d)	9.05 AM	Allotment of rooms to the invigilators through lottery system by the Chief Superintendent
e)	9.15 AM	Invigilators should be given all the examination material (except Question Paper) and the Chief Superintendent should brief the Invigilators about the various procedures.
f)	9.45 AM	Invigilators should be in examination room assigned to them.
g)	10.00 AM	Verifying the identity of the candidates with reference to Hall Tickets and Distribution of OMR Answer Sheets.
h)	10.10 AM	Opening of Trunk Boxes by the Chief Superintendent using the code of the number lock sent through whatsapp and check that sealed Question Paper packets are adequate.
i)	10.15 AM	<b>Closure of Candidates entry into the Examination Venue</b>
j)	10.25 AM	Receive Question Papers from Chief Superintendent.
k)		Invigilators read out the Announcements
l)	10.26 AM	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 and ALO should also sign and later to distribute the Question Papers.
m)	10.30 AM	<b>Announcement / Bell for starting the commencement of examination.</b> Candidate to open the seal of the question paper.



n)	10.40 M	<ul style="list-style-type: none"><li>The un-used question booklets are to be taken by the invigilator and 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 and ALO should also sign in it.</li><li>After that Collection of unused Question Papers and OMR Answer Sheets by the Chief Superintendent</li></ul>
o)	10.45 AM	Informing the Attendance to the Commission's Office
p)	12.55 PM	Inform the candidates that only 5 minutes are left.
q)	1.00 PM	Announce closing time and collection of Used OMR Answer Sheets.

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:*

I	Long bell at the Starting time of the commencement of examination
II	Every half-an-hour: To clearly understand the examination timings, On completion of first half-an-hour 1 time bell ring; after completion of 1 hour, 2 bell rings; after completion of 3 <sup>rd</sup> half-an-hour, 3 bell rings; after 2 hours, 4 bell rings;
III	Warning bell before 5 minutes of concluding the examination
IV	Long bell on conclusion time of the examination

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 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 10.15 AM

**Frisking of Candidates:**

- Every candidate should be thoroughly frisked at the Main Gate of the venue (woman candidates shall be frisked separately only by woman staff) and 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.
- It should be ensured that the candidates are not carrying any electronic or any other gadgets, mobile phone, tablets, pen drives, Bluetooth devices, Watch, calculator, log tables, whitener, wallet, purse, notes, writing pads,***



***charts, loose sheets or recording instruments or any other electronic devices strapped on their body or in pockets under any circumstances.***

- 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.**
- e) The seized and confiscated items will be deposited in the Commission and the claim to it by the candidate shall stand forfeited.

f) **Registration of Candidates:**

- i) After entry into the venue, Candidates should first confirm his Venue Code Number & Name, go through Seating Plan displayed at the entrance and identify the specific Examination Hall allocated to him/her.
- ii) After confirming the Examination Room, the candidate is directed to proceed to the Registration Desk for giving Photo / Thumb impression.
- iii) At the Registration Desk, the candidate must show his/her Hall Ticket and Identity Proof.
- iv) The representative at the Registration Desk will verify the Hall Ticket, Identity Proof, candidate's name in the list provided and affix his signature / stamp on candidate's Hall Ticket.
- v) After obtaining clearance from the representative of Registration desk only, the candidates will be permitted to proceed to the Examination Hall.

- 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.
- 6. The Chief Superintendent should furnish a list of the Invigilators with their particulars such as name, designation, 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. **a) OMR Answer Sheets:** OMR answer sheets are supplied **WITHOUT** Carbonless sheets consist with **10 digits Hall Ticket Number and 6 digits Test 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 to the candidates who are present at their seats that "they have to fill all the relevant columns Side-1 of the Answer sheet carefully and also encode correctly such as Hall Ticket Number, **Test Booklet Number** & Venue Code and to Sign in the space provided for on Side-1 of the Answer Sheet. **Paper Code No 22040 need not be bubbled.** 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.

**There are two boxes to write the Name of the candidate & 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 Test Booklet number have also been given.

#### 8. Question Papers:

- a) The examination is conducted in Fore Noon Session. The Question Papers have Test Booklet Numbers printed on them instead of A, B, C, D series. Candidates are to be guided to fill the **Test Booklet Number** on Side-1 of the OMR Answer Sheet by darkening the appropriate circles with Blue/Black ball point pen.
- b) The question papers packets are packed in the Steel Trunk boxes locked with number locks. The Code number of the lock will be communicated through WhatsApp to the Chief Superintendents 20 minutes before the commencement of the examination.
- c) The **Chief Superintendent shall open the Question Paper Trunk box in the presence of the Assistant Liaison Officer without fail at the indicated time only. The process should invariably be video-graphed / captured with CC Cameras. While opening the seal of the Trunk Boxes,** the Chief Superintendent has to tally the seal with the sample seal supplied by the printer and if there is any discrepancy, has to inform the Head Quarters immediately.
- d) If the lock is not opened by the code number, it has to be informed to the District Collector for necessary instructions.
- e) **Buffer Question Paper packet(s) is/are provided to each centre. It should not be opened unless required to replace the defective question papers / shortfall of question papers.**
- f) After opening the Trunk 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 Test Booklet



Number order. Even then the Test Booklets are not sufficient, and 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 centre buffer is exhausted & still there is a shortfall, then they may take the buffer question papers packets from neighboring venue or from district headquarters.

- g) 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.
  - h) The unused Question Booklets and OMR Answer Sheet 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 evident 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 Test Booklet Numbers list also to be prepared by the Invigilator and to handover to the Chief Supdt. Unused OMR Answer Sheets to be handedover to the Chief Supdt.
  - i) 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 Question Paper Booklet / OMR Answer Sheets 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, Nominal Rolls & 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) 5 & 6 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 Nominal Rolls, Seating Plans, Unused Question Papers material from examination rooms.
12. Bathrooms should be inspected and ensured that no manuscripts, books etc., are kept. Absence of candidates from examination hall/room for attending nature calls may be permitted 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.

### **13. 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 confirmation of all OMR Answer Sheets received 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 under any circumstances”**.
  - c) The candidate can take away the question paper.
14. No candidate should be allowed to leave the examination room / hall before expiry of the full time of the examination.
15. The Chief Superintendents and A.L.O.s are specifically instructed to ensure.
- (ii) The Chief Superintendent and ALO must personally count and verify the used Answer Sheets as per Nominal Rolls before packing at the venue and mention the total figure of attendee candidates in the space provided at the end of Nominal Roll and append their signatures for authenticity. If any discrepancy is noticed they will be held responsible.
  - (iii) **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 & A.L.O.
  - (iv) 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
  - (v) The opened covers of Question Booklets containing the printed declaration also must be carefully preserved and returned to the Commission in Packet No.3.

He / she should furnish a certificate to that effect at the end of the Nominal Roll as follows:

- (vi) “CERTIFIED THAT I HAVE VERIFIED THE USED ANSWER SHEETS WITH REFERENCE TO THE NOMINAL ROLL; AND THE SAME ARE TALLIED”.

*CHIEF SUPERINTENDENT.*





**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.

<b>PACKET NO. 1:</b>	<p>a) <b>USED OMR ANSWER SHEETS</b> (all the used OMR sheets to be put in the Red self-adhesive cover then it has to be packed with cloth and must be sealed with sealing wax)</p> <p>b) <b>MARKED OMR ATTENDANCE SHEETS (ABSENTEE STATEMENT)</b> <b>(Must be placed in the Packet No.1)</b></p>
	<p><b><u>(To be mentioned (MUST) on Packet No.1 without fail)</u></b></p> <p><b>VENUECODENO.</b> <b>DATE OF EXAM &amp;SESSION:</b></p> <p><b>NO. OF USEDANSWERSHEETS:</b> <b>PAPER CODE NO.:</b></p> <p>To The Asst. Secretary (Confdl) TSPSC, Hyderabad.</p> <p>From The Chief Superintendent //Venue Stamp//</p>
<b>PACKET NO. 2</b>	<p>a) MARKED NOMINAL ROLL</p> <p>b) PLAN OF SEATING ARRANGEMENTS</p> <p>c) LIST OF UNUSED QUESTION PAPER BOOKLETS</p>
<b>PACKET NO. 3</b>	<p>PROFORMAE-A, B &amp; C</p> <p>OPENING CERTIFICATE</p> <p>CLOSING CERTIFICATE</p> <p>ROOMWISE DECLARATIONS SIGNED BY TWO CANDIDATES ON QUESTION PAPER PACKETS</p> <p>SPECIAL REPORT ON MALPRACTICE</p> <p>NO RELATION CERTIFICATES OF CHIEF SUPDT. AND INVIGILATORS ALONG WITH THEIR NAMES &amp; ADDRESSES</p>
<b>PACKET NO. 4</b>	FINAL REPORT (TO THE DEPUTY SECRETARY (EXAMS), TSPSC)
<b>PACKET NO. 5</b>	<p>UN-USED OMR SHEETS</p> <p>(all the un-used OMR sheets to be packed in Blue self-adhesive cover)</p>
<b>PACKET NO. 6</b>	<p>UNUSED QUESTION BOOKLETS</p> <p>(packed in room-wise self-adhesive covers and which are put together in a box)</p>
<p><b>All the packets from 1 to 6 should be placed in the Trunk Box and the Trunk Box should be sealed by the Chief Superintendent in presence of ALO. The number lock which is used to lock the Trunk Box should also be placed in the Trunk Box.</b></p>	

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 duly super scribed on the top of the cover as 'MARKED NOMINAL ROLLS'.





All the post examination material from Packets No. 1 to 6 as above and Special Reports & Inspection Reports, if any, shall be handed over to the Asst. 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.

### **III.MALPRACTICES AND MISBEHAVIOUR:**

The Commission expect that the Chief Superintendents and the Invigilators will take 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. The malpractice or misbehavior should be reported to the Secretary, T.S. Public Service Commission in the prescribed form viz., Special Report on Malpractices.

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, books or manuscripts from which the answers were copied. Even, if the candidate rejects to give his statement, the malpractice should be reported to the commission 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 Commission immediately with all the particulars of the candidate and a case should be filed in Police Station.

If the Inspecting Officer of the Commission happens to be present at the incident of malpractice during the examination, the relevant material together with the Chief Superintendent's report should be handed over to the Inspecting Officer of the Commission. **The Invigilators should co-operate fully and give a statement on the incident and all the other matters connected there to, under his signature.**

**CASES OF MALPRACTICE:** Such cases are defined under **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. It also means cases of

- 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

### 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.

“We will be constrained to invoke the following Rule of T.S. Public Service Commission strictly.

..... 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 / 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.**”

**IV. DIFFERENTLY ABLED CANDIDATES:** Only those candidates, who are totally **blind**, candidates who do not have both the upper limbs in the category of Orthopedically disabled, candidates with locomotor disability and CEREBRAL PALSY, candidates with writer's cramp where dominant (writing) extremity is affected to the extent of slowing the performance of function can use Scribes at the written examination. In this connection, the existing criterion for the Physically Disabled is as mentioned below:

- i) **Extra time @ 20 minutes per hour is allowed** to the visually disabled candidates only those who are provided with the scribes.
- ii) **Scribes are allowed to the candidates who do not have both the upper limbs in the category of orthopedically disabled but no extra time is allowed to such candidates.**
- iii) The Chief Superintendent of the venue concerned should provide Scribes on behalf of the Commission but no un-authorized Scribes should enter into the examination rooms / halls.
- iv) The Chief Superintendent should ensure that adequate distance is maintained from one candidate to another, 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.
- v) The Scribe shall read out the question to the candidate and on his instruction, write the answers as dictated by him.



- vi) 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.
- vii) The scribe may be paid remuneration on par with the Invigilator.
- viii) 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.

The list of candidates who require scribes (as requested in the Application) are communicated. However, if any PH candidate approaches Chief Supdt. for Scribe, on verification and necessity, Scribe may be provided to such candidates.

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 can take any undue advantage or liberty and **candidate(s) of other venue (or) centre should not be allowed** to take the examination in a centre other than the centre allotted to him/her.

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

**SPECIAL ATTENTION:** The Chief Superintendents, Invigilators and Assistant Liaison Officers to verify whether the **Hall Ticket Number, Test Booklet Number and Venue Code** are encoded and the particulars are filled in **correctly** by the candidate; and to tally the used Answers Sheets / Scripts with the marked Nominal Rolls;

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 Series due to negligence / ignorance on the part of the candidates/Invigilators.

**If Candidate's photo and signature do not tally:** If any candidate's photo and signature do not tally with the candidate 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 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 attested by Gazetted Officer; and to handover one similar photo 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.

**If Hall Ticket is issued, but name is not found in the Nominal Rolls:** Such candidates shall be allowed only after establishing their identity by obtaining due undertakings along with photo & signature of the candidate and entering the particulars of the candidate at the end of the Nominal Roll.

**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:**

### **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: -

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

- (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 Asst. 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 |

**All the Proformacopies 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. ASSISTANT LIAISON OFFICER:**

The Assistant Liaison Officer will be appointed by the District Collector. He/She will receive the OMR Answer Sheets, Question Paper packets from the Liaison Officer at the venue. ALO will hand over the same to the Chief Superintendent at the venue before 9.30 AM and collect back the Used OMR Answer Sheets and other examination material after the conclusion of the examination.

ALO is authorised to inspect the rooms, watch the process of the examination, suggest and assist the Chief Superintendent in all aspects. The Chief Superintendent should remain at the venue till the Assistant Liaison Officer leaves the venue with the examination material on conclusion of the examination.

The Chief Superintendent should pay remuneration to the Assistant Liaison Officer from the advance provided to him/ her under voucher. The amount of remuneration payable to the ALO will be indicated in the appointment letter issued to the Assistant Liaison Officer.

## **X) INSTRUCTIONS TO THE INVIGILATORS:**

1. The Invigilator shall report to the Chief Superintendent by 9.00 AM sharp on the day of examination.
2. The Invigilator shall not carry any reading or written material with him. He/she should not carry his **Mobile** phone to the examination hall. The Chief Supdt to ensure its safe keeping. If the Invigilator is found carrying the mobile phone to the examination 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.
3. After receiving instructions from the Chief Suptd, the Invigilator shall collect the OMR sheets, seating plan and the Nominal Rolls pertaining to the room he is allotted and verify if the numbers are correct.
4. The Invigilator shall be present in the allotted examination room at 9.45 AM
5. The Invigilator shall verify the bio-metric registration stamp on 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 before issuing the OMR sheets.
6. The Invigilator should announce in the exam hall while issuing the OMR Answer Sheets to the candidates that they have to fill all the relevant columns in the Answer sheet carefully and also encode correctly the Hall Ticket Number, Venue Code, Test 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. **PAPER CODE NO.22040 NEED NOT BE BUBBLED.** 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.





7. The Sealed Question Paper Packets shall be opened by the Invigilator 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.
8. The Invigilator should ensure that the Question booklets shall be first placed at all the seats of candidates irrespective of their presence. (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).
9. 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 Test Booklet Number correctly.
10. 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.
11. The Invigilator should sign in the space provided in the Answer Sheet, only after verifying the Hall Ticket Number, Venue Code and Test Booklet Number encoded properly in the OMR Answer Sheet.
12. 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 in presence of at least two candidates at their respective examination hall. The Invigilator shall prepare the list of Unused Test Booklet Numbers and handover to the Chief Supdt along with the unused question booklets packet.
13. The Invigilator has to bubble the circles against the Hall Ticket no. Of the absentee candidate in the Absentee Statement and should write his name and should sign in the spaces provided for the purpose.
14. 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 will 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.
15. 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.
16. In case of any candidate found using unfair means, immediately bring it to the notice of Chief Superintendent.





17. Absence of candidates from examination hall/room for attending nature calls may be permitted 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.
18. 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 liable for invalidation. The Invigilator should also ensure that the candidate (i) Encoded the Hall Ticket Number, Test Booklet Number and Venue Code correctly and also that the Hall Ticket Number and Test Booklet Number are written correctly; and (ii) Do not make markings / writings at other places of the Answer Sheet. The Chief Superintendent should ensure that all the Invigilators have announced the instructions on encoding of Hall Ticket Number, Test Booklet Number and Venue Code and give an undertaking as follows:
- (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.*

SIGNATURE OF THE INVIGILATOR

- 19.
- 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 and the question paper shall be carried by the candidates on conclusion of the examination.
  - b) After confirmation that all OMR Answer Sheets are received, only then 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 under any circumstances”.**
20. The invigilators must inform immediately to the Chief Superintendent in case of any unusual incidence during the examination.
21. 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 Hall Ticket must be presented for entry into the examination hall along with atleast one original valid Photo identification card issued by Government i.e., Passport, Pan Card, Voter ID, Aadhaar Card, Government Employee ID or Driving License, etc.
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 test centre from 8:30 AM onwards. The test centre gate will be closed by 10:15 AM. NO CANDIDATE WILL BE ALLOWED TO ENTER THE EXAMINATION CENTRE AFTER CLOSING THE GATE. Candidate is advised to check the location of examination centre at least one day 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 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 Exam. Candidate is instructed to wear only Chappal and not shoes.
6. There may not be a 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 check-in procedure inside the test hall includes "Thumb Print" of candidates. This is a security feature which will allow TSPSC to verify identity and also to check impersonation by any candidate. Therefore, candidate is advised not to apply any external material like Mehendi, Ink, Tattoos etc. on their Hands/Feet.
8. The candidate 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.
9. Please check the OMR Answer sheet and read the instructions on it as well as on Test booklet carefully. You should use ball point pen (blue/black) to fill and encode the required particulars i.e., Hall Ticket Number, Test Booklet number and Venue Code on the OMR Answer sheet correctly. Failure to encode/wrong encoding of Hall Ticket 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.



10. Please check the Test Booklet immediately on opening and ensure that it contains all the 150 multiple choice questions printed on it.
11. **If there is any defect in the Test Booklet or OMR answer sheet, please ask the invigilator for replacement immediately.**
12. The Test Booklet number is printed on right corner of the cover page of the Test Booklet. Mark your Test Booklet number on side 1 of the OMR Answer Sheet by darkening the appropriate circles with Blue/Black ball point pen.

Example to fill up the Test Booklet number

If your Test Booklet number is 102365, please fill as shown below:

TEST BOOKLET NUMBER						
1	0	2	3	6	5	
●	1	1	1	1	1	
2	2	●	2	2	2	
3	3	3	●	3	3	
4	4	4	4	4	4	
5	5	5	5	5	●	
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	

- If you have not darkened the Test Booklet number at side 1 of the OMR Answer Sheet your Answer Sheet will be invalidated without any further notice. If it is darkened in a way that it leads to discrepancy in determining the exact Test Booklet number, then it may lead to wrong result / rejection of the Answer sheet and candidate himself / herself will be responsible for the same.
13. Candidate should put his/her signature and get the signature of the invigilator at the appropriate place in the OMR Answer sheet.
  14. Candidate has to bubble the answers on the OMR Answer sheet with Ball Point pen (Blue / Black) only as the optical mark scanner system scans properly darkened circles only. Bubbling by Pencil / Ink pen / Gel Pen is not permitted in the examination and such OMR Answer sheet would be invalidated.
  15. Candidate should not mark answer choices on the Test Booklet (Question paper) under any circumstances.
  16. 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.
  17. **USE OF WHITENER, CHALK POWDER, BLADE OR ERASER ON OMR SHEET WILL LEAD TO INVALIDATION OF OMR ANSWER SHEET.**
  18. 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.

19. The candidates are expected to behave in orderly and disciplined manner while writing the examination. In case of disorder / rowdy behavior / trying to use unfair means during examination, an F.I.R will be lodged with Police Station concerned apart from disqualifying his/her candidature.
20. 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.
21. The digital copy of OMR sheet will be made available in the Commission's website after completion of the image scanning.
22. The candidates must note that those who applied under equivalence of qualification are admitted subject to verification of a qualification and other eligibility criteria & satisfaction of the Commission. Therefore, admission to this Written Test is strictly "Provisional".
23. 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) (as adapted by the Telangana Adaptation of Laws Order, 2016) will be invoked if malpractice or unfair means are noticed at any stage of the Recruitment.
24. Admission to the Examination is provisional, subject to the confirmation / satisfaction of conditions of Notification No. 04/2022, dated: 26/04/2022 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.
25. Hall Ticket must be preserved by the candidate till the final conclusion of the process of Recruitment.
26. For further clarification please read the Notification No. 04/2022 dated: 26/04/2022 available at <https://www.tspsc.gov.in>.

**SECRETARY**  
**T.S.P.S.C., YDERABAD.**



TELANGANA STATE PUBLIC SERVICE COMMISSION

**OPENING CERTIFICATE**

**WRITTEN EXAMINATION FOR GROUP-I SERVICES PRELIMINARY TEST  
(NOTIFICATION NO.04/22)**

We, the undersigned hereby certify that the sealed Envelope(s) containing Question Papers in GENERAL STUDIES & MENTAL ABILITY (Subject) for recruitment to the GROUP-I SERVICES PRELIMINARY TEST (NOTIFICATION NO.04/22) examination has/have been examined by us and found in proper condition. The sealed box containing sealed envelopes is opened in our presence at \_\_\_\_\_ (Time) A.M on **16/10/2022**.

**INVIGILATOR**

**INSPECTING OFFICIAL**

**CHIEF SUPERINTENDENT**

TELANGANA STATE PUBLIC SERVICE COMMISSION

**CLOSING CERTIFICATE**

**WRITTEN EXAMINATION FOR RECRUITMENT TO THE GROUP-I SERVICES  
PRELIMINARY TEST (NOTIFICATION NO.04/22)**

We, the undersigned hereby certify that the sealed Envelope(s) / Bundles containing Answer Sheets and other packets in GENERAL STUDIES & MENTAL ABILITY (Subject) for recruitment to the GROUP-I SERVICES PRELIMINARY TEST (NOTIFICATION NO.04/22) Examination have been sealed properly at \_\_\_\_\_ P.M. (Time) on **16/10/2022**.

**INVIGILATOR**

**INSPECTING OFFICIAL**

**CHIEF SUPERINTENDENT**





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

*Name of the Examination:* **WRITTEN EXAMINATION FOR RECRUITMENT TO THE  
GROUP-I SERVICES PRELIMINARY TEST  
(NOTIFICATION NO.04/22)**

*Centre* : \_\_\_\_\_

*Paper* : GENERAL STUDIES AND MENTAL ABILITY

*Date and Session* : 16/10/2022 FN

Sl. No.	Details	Question Booklets		OMR Answer Sheets
		Urdu	Telugu	
1	Number Received			
2	Number of Buffer received			
3	Total Received			
4	Number Issued to the Candidates (used)			
5	Balance number to be returned to the Commission (3-4)			

**Remarks if any:**

**Chief Superintendent**





**TELANGANA STATE PUBLIC SERVICE COMMISSION**

**PROFORMA – ‘B’**

**ACCOUNT OF QUESTION BOOKLETS ISSUED TO AND RETURNED BY THE INVIGILATORS**

*Name of the Examination:* **WRITTEN EXAMINATION FOR RECRUITMENT TO THE GROUP-I SERVICES PRELIMINARY TEST (NOTIFN NO.04/22).**

*Centre* : \_\_\_\_\_

*Paper* : GENERAL STUDIES AND MENTAL ABILITY

*Date and Session* : **16/10/2022 FN**

*No. of Question Booklets received:* \_\_\_\_\_

Sl. No.	Name of the Invigilator	No. of Question Booklets allotted for distribution		No. of Question Booklets issued to the candidates		No. of unused Question Booklets returned to the Chief Supdt		Signature of the Invigilator
		Urdu	Telugu	Urdu	Telugu	Urdu	Telugu	
1	2	3	4	5	6	7	8	9

6. a) Whether Buffer Question Booklets used: YES / NO

b) If “YES”, Number of Question Booklets used

Urdu		Telugu	
------	--	--------	--

7 Total Unused Booklets (Unused + Buffer)

Urdu		Telugu	
------	--	--------	--

***Signature of the Chief Superintendent***



**TELANGANA STATE PUBLIC SERVICE COMMISSION**

**PROFORMA - C**

Certified that the unused Question Booklets were returned by the Invigilators on expiry of 10 minutes after the commencement of the examination i.e., at \_\_\_\_\_ A.M. on **16/10/2022 FN.**

The Packet containing Unused Question Booklets has been tallied with reference to the absentees and packed and sealed and kept in possession of the Inspecting Officials at \_\_\_\_\_ A.M. done in my presence.

**Signature of the Inspecting Official**

**Signature of the Chief Superintendent**

Time:

Time:

Date: **16/10/2022**

Date: **16/10/2022**

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



## 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 GROUP-I  
SERVICES PRELIMINARY TEST (NOTIFICATION NO.04/22)** held on **16/10/2022 FN** at  
\_\_\_\_\_  
\_\_\_\_\_ (venue name & dist).

**PAID AND CANCELLED**

Signature:

Name:

Designation:

**CHIEF SUPERINTENDENT**

## ABSENTEE STATEMENT

1. Name of the Examination: **WRITTEN EXAMINATION FOR RECRUITMENT  
TO THE GROUP-I SERVICES PRELIMINARY  
TEST (NOTIFICATION NO.04/22)**
2. Date and Time of Examination: **16/10/2022 FN**
3. Venue and Centre :
4. No.of candidates Registered :
5. Number Present :
6. Number Absent :

***SIGNATURE OF THE CHIEF SUPERINTENDENT***

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



## STATEMENT SHOWING EXPENDITURE PARTICULARS

Expenditure incurred in connection with the conduct of **WRITTEN EXAMINATION FOR RECRUITMENT TO THE GROUP-I SERVICES PRELIMINARY TEST (NOTIFICATION NO.04/22)** held on **16/10/2022 FN** at Venue Code No. \_\_\_\_\_, Venue \_\_\_\_\_

S.No.	Particulars	Amount Paid	
		Rs.	Ps.
1	<b><u>REMUNERATION PAID TO THE</u></b>		
	a) Chief Superintendent		
	b) Assistant Chief Superintendent		
	c) Assistant Liaison Officer		
	c) Chief Invigilator		
	d) Invigilators		
	e) Clerk		
	f) Additional Clerk		
	g) Class-IV and Menial Staff		
2.	<b><u>STATIONERY</u></b>		
3.	<b><u>MISCELLANEOUS EXPENDITURE:</u></b>		
	a) Rent for furniture		
	b) Cost of Pots, Glasses etc.		
	c) Erection of Temporary Sanitary, Urinals etc.		
	d) 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: **16/10/2022**



## **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 GROUP-I SERVICES PRELIMINARY TEST (NOTIFICATION NO.04/22)** in this Venue conducted on **16/10/2022 FN** by the TELANGANA STATE PUBLIC SERVICE COMMISSION, HYDERABAD.

### **LIST OF INVIGILATORS AND THEIR DESIGNATIONS**

<b>Sl. No</b>	<b>Name of the Invigilator (in block letters) &amp; others</b>	<b>Designation &amp; Name of the Department</b>	<b>Signature</b>
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 **16/10/2022 FN** in this Venue by the TELANGANA STATE PUBLIC SERVICE COMMISSION, HYDERABAD.

**SIGNATURE OF THE CHIEF SUPERINTENDENT**

NAME  
(in block letters)

DESIGNATION:

Date: **16/10/2022**





**TELANGANA STATE PUBLIC SERVICE COMMISSION::HYDERABAD**  
**WRITTEN EXAMINATION FOR RECRUITMENT TO THE GROUP-I SERVICES**  
**PRELIMINARY TEST (NOTIFICATION NO.04/22)**

Date of Examination : 16/10/2022 FN

**(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 of the Scribe***



**List of Un-used Test Booklet Numbers**

**(To be filled by the Invigilator)**

**Venue Code:**

**Room No.**

<b>S.NO.</b>	<b>Un-used Test Booklet No.</b>
<b>1.</b>	
<b>2.</b>	
<b>3.</b>	
<b>4.</b>	
<b>5.</b>	
<b>6.</b>	
<b>7.</b>	
<b>8.</b>	
<b>9.</b>	
<b>10.</b>	

**Name of the Invigilator  
(In Capital Letters)**

**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:**

<b>S.NO.</b>	<b>Un-used Test Booklet Numbers of opened Buffer Packets</b>
<b>1.</b>	
<b>2.</b>	
<b>3.</b>	
<b>4.</b>	
<b>5.</b>	
<b>6.</b>	
<b>7.</b>	
<b>8.</b>	
<b>9.</b>	
<b>10.</b>	

**Name of the Chief Superintendent  
(In Capital Letters)**

**Signature of the  
Chief Superintendent**



**TELANGANA STATE PUBLIC SERVICE COMMISSION**  
**SPECIAL REPORT ON THE MISBEHAVIOUR/MALPRACTICE**

Name of the Examination: **WRITTEN EXAMINATION FOR RECRUITMENT TO THE GROUP-I SERVICES PRELIMINARY TEST (NOTIFICATION NO.04/22).**

Subject: GENERAL STUDIES AND MENTAL ABILITY

Centre:

Date & Session: **16/10/2022 FN**

Room No:

Special Report on the Misbehaviour/ Malpractice resorted to by Mr. \_\_\_\_\_

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.

STATION:

DATE: 16/10/2022

***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.



## TELANGANA STATE PUBLIC SERVICE COMMISSION

**WRITTEN EXAMINATION FOR RECRUITMENT TO THE GROUP-I SERVICES  
PRELIMINARY TEST (NOTIFICATION NO.04/22) HELD ON 16/10/2022 FN 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 Were any candidates suspected? If so, state their names and Hall Ticket Numbers and the action taken against them?
- 10 Were the candidates at any time left without the permission of Chief or Assistant Superintendent?
- 11 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.
- 12 How many candidates with Hall Ticket Numbers were accommodated in each hall, room or Verandah? Who was the Assistant Chief Superintendent in-charge of each Hall, Room or Verandah? A list should be furnished.
- 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:16/10/2022**

***Chief Superintendent***