

**From**

Smt. Anita Ramachandran I.A.S.  
Secretary.



**To**

**The Collector & District Magistrate,  
All 33 Districts,  
Telangana State**

**Letter No.327/Exams/2023. Dated:19/06/2023**

Sir/Madam,

**SUB:** TSPSC – Examinations – Conduct of Written Examination (OMR based) for recruitment to the posts falling under Group-IV Services (Notification No.19/2022) scheduled to be held on 01/07/2023 Fore Noon and After Noon – **Appointment of District Authority and issuance of instructions for smooth and effective conduct of the examination** – Regarding.

**REF:** Govt. Memo No. 1148/Ser.A/A1/2023, from General Administration (Ser-A), Dept, dt: 06/03/2023.

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Government vide reference cited above designated District Collector as the District Authority for Conduct of examinations held by TSPSC. It is to inform that the written examination (OMR based for recruitment to the posts falling under Group-IV Services (Notification No.19/2022) is scheduled to be held on 01/07/2023 FN & AN in your district. The timings of examination are 10.00 AM to 12.30 PM and 2.30 P.M to 5.00 P.M.

Name of the Recruitment	Name of the Paper	Date of Exam	Session & Time	Paper Code
Group-IV Services (Notification No 19/2022)	Paper –I General Studies	<b>01.07.2023 FN &amp; AN</b>	FN 10.00 AM to 12.30 P.M	<b>22191</b>
	Paper –II Secretarial Abilities		AN 2.30 PM to 5.00 P.M	<b>22192</b>

The venues and number of candidates appearing for the examination list in your District as approved by you is enclosed. Certain important functions with regard to conduct of the examination are detailed below. You are requested to follow them scrupulously.

The candidates will be allowed to enter into the exam center between 8.00 A.M to 9.45 A.M in the Forenoon Session and 1.00 P.M to 2.15 P.M in the Afternoon Session. The gates shall be closed **at 9.45 AM** in the morning session and **at 2.15 PM** in the afternoon session. No candidate will be allowed to enter the examination center after closing the gates. Adequate publicity may be given about this and it may be ensured that there is no law and order issue on account of late coming of the candidates at the venues, adequate police bandobust arrangement may be done at each center.

It is requested to conduct the Group-IV written examination in foolproof manner duly taking all the precautions and the Collectors will be responsible for smooth conduct of examination in the district.

It is requested to ensure the arrangements as detailed below.

- I. **An important point to be noted this time is that It is decided to obtain Left Thumb Impression of the candidates in the nominal rolls for each session at the end of the exam. For this purpose the Collectors shall procure INK / STAMP Pads and a cloth / napkin for each room duly following procedure and supply to the Chief Superintendents. It is to be noted that the cost of the stamp pad & cloth for each room shall not be exceed Rs.20/- per room.**
- II. **Arrangements of Strong Rooms:** Number of venues and tentative number of Question paper packets and OMR sheet boxes details are enclosed. In view of high quantity of confidential material, compared with Group-I material, it is requested to make necessary arrangements for identification of suitable strong room with adequate security. RDOs may be appointed as strong Room in charges.
- III. Arrangements for receipt of Confidential material, Storage with 24/7 security, Distribution to venues on the examination day through the Route Officers and bringing back the post examination material from Venues to District Reception centre with security and handover through Postal Vans to destination point at TSPSC under adequate security arrangements. It may be noted that as Group-IV Services examination will be conducted in 2 sessions, the confidential material for the morning session shall be moved in the morning. And confidential material for the afternoon session shall be moved separately by a separate team of Route Officers & Police team.
- IV. To ensure proper bandobast for conduct of exam in coordination with Police (DCP/SP) to ensure sufficient male and female constables to do proper frisking and to install Fixed / hand Metal Detectors at the venues.
- V. Invigilators and other required staff in the venues to be identified. Invigilators have to be trained by the Chief Superintendent one day before the examination. Liaison Officer must attend the training class and coordinate.
- VI. To appoint 2 set of Route Officers (Tahsildars or any other competent officers) who will take the Confidential Material from Strong Rooms and handover to the Liaison Officers at the venues and to bring back the post examination material from venues to strong rooms under proper security. The Route Officer for the afternoon session shall be responsible to bring back the confidential material of both the sessions in the evening.
- VII. To appoint Liaison Officers (not below the rank of Superintendent / DT) for each venue who will be responsible for smooth conduct of the examination at their allotted venues. Competent District Officers shall be appointed in critical venues and wherever the capacity is more than 500.

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- VIII. To plan half-day training to the Liaison Officers on their duties and responsibilities.
- IX. To appoint one Identifying Officer for each venue who will be responsible to verify the hall ticket & ID Card of the candidate at the gate alongwith venue personnel.
- X. To coordinate with Transco for Uninterrupted Power Supply, TSRTC for increasing the busses frequency to facilitate the candidates to reach the examination venue in time, H M & F W Department for emergency medical needs, Municipal Department for sanitation at the venues
- XI. Conduct coordination meeting with all Officers concerned and DCP/SP of Police and Chief Superintendents etc.
- XII. To make arrangements 3 or 4 days prior to the examination for wide publicity on print and electronic media to candidates that they have to come to the venues with in the time (by 9.45 AM in the morning session and by 2.15 P.M in the afternoon session) along with Hall ticket and valid original Id, and to avoid wrong bubbling on OMR Sheets.

**Encl:**  
Venues List

Yours faithfully  
**Sd/- SECRETARY**

//f.b.o.//

  
**ADDITIONAL SECRETARY-II**