



INSTRUCTIONS TO LIAISON OFFICERS (SITTING SQUAD)

The Liaison Officer is in-charge of one venue and being the representative of the district administration, it is his/her responsibility to ensure that the examination is conducted in a foolproof manner at the venue.

The Liaison Officer should visit the venue assigned to him as soon as he is appointed and he/she must check all details furnished by the Chief Superintendent and inform to the district authorities if shortfall is noticed support to the Addl Collector / CCO and the attendance of the invigilators in the format enclosed

Invigilators have to be trained by the Chief Superintendent one day before the examination. Liaison Officer must attend the training class and coordinate.

The examination particulars are mentioned here.

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	01.07.2023 FN & AN	FN 10.00 AM to 12.30 P.M	22191
	Paper –II Secretarial Abilities		AN 2.30 PM to 5.00 P.M	22192

The Liaison Officer shall do the following activities on the day of examination.

- 1 The Liaison Officer should reach the venue at **7.30 AM.**
- 2 **An important point to be noted this time is that It is decided to obtain Thumb Impression of the candidates in the nominal rolls for each session at the end of the exam by the Invigilators.**
- 3 He/she should check the venue whether the seating arrangements, display of plan of seating, room-wise hall ticket numbers are affixed in the appropriate places. He shall randomly check the rooms.
- 4 He/ She should ensure that if PH candidates are allotted to that venue, they will be allotted at Ground Floor as per seating plan.
- 5 LO to ensure that 2-3 scribes are there in every venue. where PH is allotted and where already scribes have been allotted, 2-3 additional scribes are to be available. All the scribes have to be trained a day prior to exam by Chief Supdt
- 6 Wherever eligible PH candidates asked for scribes, LO to ensure that required number of scribes are present. LO to ensure that Chief Supdt give training to the Scribes one day prior to examination..
- 7 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
- 8 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.



- 9 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 The list of candidates who require scribes (as requested in the Application) are communicated. However, if any disabled candidate approaches Chief Supdt. for Scribe, on production of a certificate, Scribe may be provided to such candidates as per norms, after thorough verification of SADAREM/ Medical Certificates.
- 11 It must be ensured that “UN-AUTHORISED SCRIBES” should not enter into the Examination Hall. “SCRIBES” should be provided by the Chief Superintendent of the venue only according to the eligibility criteria.
- 12 If Urdu candidates are allotted to the venue, LO to ensure Urdu and Telugu language candidates should be arranged in separate rooms. If in any room / hall the number of candidates writing in Urdu is less than 24, restrict to that number and not allot candidates writing in Telugu in the same room.
- 13 They 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.
- 14 That Invigilators, all the Staff members including Class-IV employees are strictly not allowed to carry the mobile phones / smart watches. Except Chief Supdt and Liaison Officer, no one is permitted to bring Mobile Phones / smart watches into the examination premises. In case if somebody brings mobile phone or smart watch, they should be deposited at the main gate and Chief Superintendent shall ensure the safe custody of those items. In case if any candidate takes mobile phone/any electronic gadgets inside the examination hall, Chief Superintendent shall be held responsible
- 15 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
- 16 LO to ensure that the candidates are allowed to the venue from 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.
- 17 LO to ensure that the gates will be closed at **at 9.45 AM** in the morning session and **at 2.15 PM** in the afternoon session and after closing of the gates, no candidates are allowed into the examination venue.
- 18 LO to ensure that outsiders including media persons either Print / Electronic (Reporters / Videographers of press/T.V. Channels) should not be allowed to enter into the venue premises during conduct of the examination. Inspection team, Flying Squads shall be allowed only after verification of their identity.



The Liaison Officer shall ensure the following items without fail

- 19 that Hall Tickets and valid Identity of each candidate should be thoroughly verified by the venue security and the scrutiny Officer at the entrance of the venue and after confirmation only candidates can be allowed into the venue.
- 20 that thorough frisking of each and every candidate is done by the Police constables / home guards (separately for male and female candidates, adequate women constables/home guards may be deployed for the purpose) with the assistance of the venue staff. This has to be strictly ensured and no candidate shall carry any prohibited gadgets into the examination halls/rooms.
- 21 That to coordinate with the police for the hand held or fixed metal detectors as per availability for thorough frisking.
- 22 Liaison Officer shall take the cartons containing the Question Papers and cartons of OMR Answer Sheets from the Route Officer and ensure that they are received with proper seals and pertaining to that venue only and as per the allotted number of candidates to that venue. The same has to be done for the Question Papers & OMRs received for the afternoon session
- 23 The sealed Question Paper packets should be kept in Lock & Key under the joint custody of Liaison Officer & Chief Superintendent.
- 24 SEATING PLAN: Adequate distance to be maintained between candidates of Urdu PH – Urdu- Telugu PH- Telugu
- 25 Liaison Officer shall ensure that the Chief Superintendent should allot the rooms to the Invigilators by draw of lots separately for the FN and AN session.
- 26 The OMR Answer Sheets and Question Papers are supplied in separate carton boxes. LO to ensure that the Chief Superintendent should open the Carton box of OMR Answer Sheets at 8.45 AM in the morning session and at 1.15 P.M in the afternoon session in presence of the Liaison Officer and distribute them to the Invigilators along with Nominal Rolls.
- 27 To ensure that the Chief Superintendent should brief the invigilators again about the procedures to be followed by them.
- 28 LO to ensure that the Invigilators can issue the OMR Answer Sheets to the candidates from 9.20 AM in the morning session and at 1.50 P.M in the afternoon session for error free filling and encoding by the candidates.
- 29 LO to ensure that the Chief Superintendent shall open the Question Paper boxes at 9.30 AM in morning session and at 2.00 P.M in the afternoon session in his/her presence under CC camera surveillance only and to check the sealed question paper packets of Urdu /Telugu languages are adequate
- 30 LO to ensure that the Invigilators should issue **the OMR sheets to the candidates present only after verifying his/her Hall-ticket on occupying their seats.**
- 31 L.O should sign in the Opening Certificate along with the Chief Superintendent for both sessions.
- 32 LO to ensure that the sealed Question Paper packets as per the language should be distributed to the respective examination halls / rooms at 9.50 AM in the Morning session and at 2.20 P.M in the Afternoon session .



- 33 LO to ensure that the Question Booklet Packets should not be opened and Question Paper(s) should NOT be left available at any place outside of the examination hall under any circumstances. Invigilators to be clearly told to keep the question papers on all seats as per seating plans, including on the seats of absentee candidate.
- 34 LO to ensure that the wrong bubbled OMR Answer sheets shall not be replaced under any circumstances with fresh ones.
- 35 LO should inform to the Route Officer / CCO about the commencement of examination and in case any unusual things happen, inform immediately to the Chief Coordinating Officer for further instructions immediately.
- 36 LO to ensure that the Invigilator has to pack after commencement of 10 minutes of examination, the unused question paper booklets in empty self-adhesive envelope supplied and after packing the unused question papers, the certificate on the envelope should be signed by the Invigilator and two candidates certifying that the envelope is closed before their joint presence.
- 37 The Liaison Officers shall inform the number of candidates present to the concerned Route Officer within 15 minutes from the commencement of the examination.
- 38 LO and the Chief Superintendent should collect the sealed unused Question Booklet packets and unused Answer Sheets from the Invigilators immediately after 10 minutes of the commencement of the examination. This number should tally with total absentees plus buffer Question Booklets/ Answer Sheets, if any.
- 39 LO to ensure that no candidate should be allowed to leave the examination hall till the expiry of full time. If any health issues, candidate may be permitted to leave the hall and arranged to sit in a separate room /dispensary. If in emergency, if candidate needs to visit hospital, one official must accompany the candidate and also to ensure that the cell phone of the candidate is kept in the center only.
- 40 LO to ensure that the Invigilators should collect back all the original OMR Answer Sheets from the candidates. The candidates are permitted to take away their Question Paper on conclusion of the examination.
- 41 **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 as per the Election Commission norms) of the Candidates in the box earmarked for the purpose in the Nominal Roll for each session separately.**
- 42 LO to ensure that the Chief Superintendent should appoint a special team with two invigilators to verify and tally the total count of used OMR Answer Sheets twice with the count of Presentees in Marked Nominal Rolls. This team has to count the used OMR answer sheets thoroughly and verify and tally exactly with the Presentees count of the Marked Nominal Rolls. However Final verification should be done by the Chief Superintendent & Liaison Officer and a declaration also to be furnished to TSPSC.
- 43 The Liaison Officer and Chief Superintendent must personally count, verify and tally the total used Answer Sheets as per Nominal Rolls before packing at the venue and mention the total figure of presentees in the "Absentee Statement" and to affix their signatures. LO must ensure that all the Used OMR Answer Sheets of the candidates present as per the Nominal Rolls are packed by the Chief Superintendent. If any discrepancy is noticed they will be held responsible.



- 44 Soon after completion of FN Session exam the post examination material should be kept in joint safe custody of LO and CS
- 45 LO and Chief Superintendent to keep the *used OMR Answer Sheets* in the red colour polythene cover and to tie it up with rubber bands or thread for safety. Such packet should be kept in the carton box in which blank OMR Answer Sheets were sent, and to stitch that carton box with cloth and be sealed properly. Mention on such sealed packet, the particulars like packet No. 1, the Venue Code No. and the total number of used Answer Sheets in the packet, without fail.
- 46 The Liaison Officer has to ensure that at the end of the examination all the OMR sheets are received.
- 47 LO to ensure that No Relation Certificates of Chief Superintendents and Invigilators along with their Names and Address are received.
- 48 LO should sign in the Closing Certificate along with the Chief Superintendent.
- 49 Liaison Officer should collect back all the post examination material from Packet No. 1 to 5 and Special Reports & Inspection Reports, if any, as detailed below soon after completion of the examination from the Chief Superintendent for handing over the same to the Route Officer.
- 50 Go through the Instructions of the Chief Superintendents, for any further clarifications.**

POST EXAMINATION MATERIAL

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>To The Deputed Secretary (Confdl) TSPSC, Hyderabad</p> <p>From: The Chief Superintendent //Venue Stamp//</p>		
PACKET NO. 2	<p>a) MARKED NOMINAL ROLLS</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</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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;"> <p>a) PROFOMAE- A,B & C</p> <p>b) OPENING CERTIFICATE</p> <p>c) ROOM WISE QUESTION PAPER BOOKLET COVERS OPENED AND SIGNED BY THE CANDIDATES</p> <p>d) CLOSING CERTIFICATE</p> <p>e) NO RELATION CERTIFICATES OF CHIEF SUPDT. AND INVIGILATORS ALONG WITH</p> </td> <td style="width: 30%; padding: 5px; text-align: center;"> <p>3(a) to 3 (h) proformas / certificates Should be packed in a single cover / packet only and to</p> </td> </tr> </table>	<p>a) PROFOMAE- A,B & C</p> <p>b) OPENING CERTIFICATE</p> <p>c) ROOM WISE QUESTION PAPER BOOKLET COVERS OPENED AND SIGNED BY THE CANDIDATES</p> <p>d) CLOSING CERTIFICATE</p> <p>e) NO RELATION CERTIFICATES OF CHIEF SUPDT. AND INVIGILATORS ALONG WITH</p>	<p>3(a) to 3 (h) proformas / certificates Should be packed in a single cover / packet only and to</p>
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	THEIR NAMES AND ADDRESSES f) SCRIBE DECLARATION g) DECLARATION OF NAME MIS-MATCH h) DECLARATION OF NO PHOTO ON HALL TICKET i) Invigilator declaration	be mentioned as Packed No. 3
PACKET NO. 4	UN-USED OMR SHEETS (all the un-used OMR Sheets are to be put in Blue Self-Adhesivecover)	
PACKET NO. 5	UN USED 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 No 1,2 &3 of both sessions should be kept in one Carton / parcel and packet No. 4 & 5 should be kept in another box / parcel.

Remuneration of Rs.750/- for Liaison Officer per day for 2 days (for LO training, Invigilators training and examination duty) will be paid by the Chief Superintendent of the concerned venue.

Sd/-
SECRETARY

Date: 26/03/2023