

TELANGANA STATE PUBLIC SERVICE COMMISSION :: HYDERABAD

INSTRUCTIONS TO DISTRICT COLLECTORS ON GROUP-IV SERVICES EXAM

The written examination for Group-IV Services Recruitment (Notification No.19/2022) is scheduled to be held on 01/07/2023 FN & AN in all the 33 districts. As this examination is being taken by about 9.50 lakh candidates (totally 19 lakhs in both sessions) across 2878 venues, it is a mammoth exercise and needs precise planning & constant monitoring by the Collectors.

As a District Authority, District Collector is In-charge of the examination and is completely responsible for the smooth conduct of examination.

1. Arrangements for 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.
2. To appoint 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. Morning session confidential material shall be moved in the morning and the afternoon session material shall be moved by afternoon separately with security depending on the weather condition. The Route Officer for the afternoon session shall be responsible to bring back the confidential material of both the sessions in the evening.
3. To appoint Liaison Officers (not below the rank of Superintendent / DT) for each venue who will be the representative of district administration and responsible for smooth conduct of the exam at their allotted venues. Liaison Officers shall be trained on their duties and responsibilities.
4. 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.
5. As many of the Chief Superintendents are new to conducting the recruitment examinations, they should be given a separate training duly explaining the duties and procedures.

6. Invigilators & Scribes should be appointed in sufficient number and training should be given to them one day before the exam. Liaison Officer must attend the training class, and furnish a report on the training class.
7. To ensure proper bandobast for conduct of exam, SPs have to be told to provide adequate Police personnel (a) at Strong Rooms, (b) for transportation of examination material and (c) at venues to maintain Law and Order and for thorough frisking of candidates.
8. Sufficient male and female constables to do proper frisking and to install Fixed / hand Metal Detectors at the venues. Thorough frisking should be done.
9. Sensitivity of the women shall be kept in mind while frisking women candidates and an enclosure should be provided by the Chief Superintendents for thorough frisking of women candidates by women constables / women staff.
10. CC Cameras are mandatory the Chief Superintendent hall where the confidential material is distributed & packed. If CC cameras are not there, a videography / CC camera arrangement must be made in the Chief Superintendent hall, where material distribution / reception takes place.
11. Left Thumb Impression (any other finger impression if he / she doesn't have left Thumb) of the candidates should be obtained by the Invigilators in the Nominal Rolls for each session at the end of the exam after collecting the OMR Sheets. Finger print ink strips are provided for this purpose @ one strip for 3 rooms.
12. District Collectors to coordinate with Police, 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. They also have to ensure that adequate furniture is arranged in the venues.
13. Collectors have 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 alongwith Hall ticket and valid original Id, and to avoid wrong bubbling on OMR Sheets.