

# ODISHA SUB-ORDINATE STAFF SELECTION COMMISSION

BLOCK No. 3 & 5, UNIT-I, BHUBANESWAR-751009

## SOP FOR CONDUCT OF EXAMINATIONS OF OSSSC, BHUBANESWAR

### I. ACTION ON RECEIPT OF INTIMATION REGARDING THE TEST:

#### A. Infrastructure at Examination Centre:

The District Superintendent will visit the College/School/Institution selected for holding the examination and satisfy himself about the suitability and availability of adequate infrastructural facilities for proper conduct of examination which will inter alia include the following.

- (a) A detail guidelines regarding COVID-19 as described at point V are followed.
- (b) Availability of enough classrooms with furniture/electric lights/ fans for accommodating the candidates.
- (c) Arrangement of proper spacing of seats/seating arrangement maintaining social distancing of 6 feet each between two candidates adhering to social distancing norms of Covid-19 guidelines.
- (d) Arrangements of drinking water facilities.
- (e) Proper toilet facilities for male/female candidates separately.
- (f) Availability of proper boundary wall, doors/grill gates at the entry/exit point of the building to regulate the entry.
- (g) Arrangement for Security and Law & Order duty, in consultation with the District Magistrate and Superintendent of Police.
- (h) Arrangement to ensure that the candidates with valid Admission Letter bearing water mark of the OSSSC and the officials on examination duty with identity cards issued by the District Superintendent, are only permitted to enter into the premises of the Examination Centers.
- (i) For proper frisking of each candidate separate teams may be formed for male and female candidate. Preferably frisking machine/ Metal detector may be installed in the entry gates to prevent smuggling of mobile phones etc.
- (j) While frisking at the Gate, each candidate's Admission Letter must be checked by the Authorized Officers to ascertain authenticity before allowing them to enter the premises.
- (k) A check list of un-authorized materials not permitted into examination hall i.e. any correcting fluid, eraser, blade, books, scripts, notes/loose paper, calculator, docupen, slide rules, log table, electronic watch, smart watch, mobile, cellphone, pager, other electrical/electronic devices etc., **shall be displayed at the entry of the examination centre/hall. (APPENDIX-VI)**

- (l) A thorough check must be done at the entry point of the Centre/s so as to ensure that the candidates do not carry any materials for malpractice in the examination hall/room.
- (m) Officials including security personnel deployed must be briefed about the checks to be made. Police arrangement may also be made whenever required.
- (n) Please observe that no one will be denied permission to appear for examination on the ground of COVID-19. The candidates who will claim to have been asymptomatic of COVID-19 or positive shall be allowed to seat in separate **isolation rooms** to be kept ready in each centre. The Invigilators and Staff deployed there has to use mask and gloves etc., and maintain social distancing norms.
- (o) Some extra masks may be kept ready to be given to candidates if somebody is in urgent need.

#### **B. Appointment of Asst. Observers**

The District Superintendents shall appoint Assistant Observers preferably from OAS, ORS cadres to ensure that examinations are conducted with utmost fairness and impartially in an orderly and disciplined manner. All Superintendents and Officers connected with examination shall facilitate the Observers to collect information, check papers/documents, inspect examination centres/halls and assist them in smooth discharge of their duties

##### **(i) Job Chart of Asst. Observer**

The Assistant Observers play a very crucial and important role in smooth conduct of the examination. They are the eyes and ears of the Commission. They are expected to observe and ensure that the examination is conducted maintaining the sanctity of the examination observing the guidelines of the Commission. For the purpose they must be thorough regarding the procedures of the conduct of examination. They are to concentrate on the points as given in brief hereunder:

1. They should read the detail SOP for conduct of Examination of OSSSC
2. The Assistant Observer shall reach the examination centre well ahead of the schedule of the examination and shall ensure that arrangements as required under Para IA of the guideline/SOP are strictly enforced.
3. Mobile phones not allowed for anybody except centre suptd. and Asst. Observers/Observers. In case any official carries it should be deposited with the Centre Suptd. before the start of the examination.
4. Ensure that no relation of any officials is appearing in the examination and an UNDERTAKING is given by the Invigilators/other officials engaged in the Centre for conduct of the examination as mentioned in Para-I C(a) of the guidelines.

5. Time of opening of sealed packets and question Booklets & OMRs in presence of three officers/Invigilators and centre Superintendent as specified in the guideline/SOP.
6. Check whether the count of Question Booklets & OMRs is correct as specified on the body of the sealed packets.
7. Maintenance of discipline during the examination.
8. Number of candidates present and number of OMRs used. Used but CANCELLED OMRs should be packed separately as "CANCELLED OMRs".
9. On completion of examination the Assistant observer shall endorse a certificate on the body of the sealed packets of used OMRs as given below.

<p><b><u>CERTIFICATE</u></b></p> <p><b>Certified that _____ numbers of used OMR have been recounted and sealed in my presence. This tallied with the number of candidates present/appeared the examination.</b></p> <p style="text-align: right;">Full Signature of the Asst. Observer Date:                      Time:</p>
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10. The Asst. Observer shall send his report to the Commission in sealed cover in the prescribed Appendix-V through the ADM-cum-District Suptd. Immediately on completion of the examination. ADM in term to check all such reports and submit centre wise in a consolidated manner. ADM must ensure that Asst. Observer has endorsed to certificate on each packet of used OMR received from the Centre.

**C. Appointment of Deputy (District) Superintendent, Centre Superintendents and other Officers:**

- (a) While appointing the Deputy (District) Superintendent, Centre Superintendents, Deputy (Centre) Superintendent, Asst. Observer, Invigilators and other officials, ensure that no relation of the person concerned is appearing in the examination. **An Undertaking to this effect has to be obtained from each before they are appointed as such.**
- (b) The District Superintendent may appoint Centre Superintendents/ Deputy (Centre) Superintendent from among the Gazetted Officers under his jurisdiction for each Centre.
- (c) If needed, the District Superintendent may approach the Collector for making Gazetted Officers available. In case Gazetted Officers are not available, the Heads of Institutions, Readers, Senior Lecturers and Lecturers of Government Colleges may be appointed as Centre Superintendents.
- (d) The officers/ staff involved in examination work may specifically be advised to carry with their letter of appointment and Identity Cards while reporting for examination duty.

- (e) The District Superintendent/s shall brief all Officers and Staff on examination duty well in advance about the arrangements/ duties assigned to each of them.

**D. Appointment of Invigilators:**

- (a) The District Superintendent shall appoint Invigilators from among the Gazetted/ responsible Non-Gazetted Officers under his jurisdiction for all the examination centres in the district, under intimation to the Commission.
- (b) One Invigilator may be appointed for every 24 candidates or fraction thereof. In case of non-availability of room size for 24 candidates, Invigilator for 12 candidates per room may be arranged. Where Gazetted/Non-Gazetted Officers are not available, Government/Non-Government College/ Secondary School Teachers may be appointed as Invigilators.
- (f) The Centre Superintendent shall also brief all Invigilators allotted to his centre about the arrangements/ duties assigned to them well in advance.

**E. RECEIPT OF EXAMINATION MATERIALS FROM THE COMMISSION and STORAGE IN STRONG ROOM:**

- (a) On receipt of the sealed packets, the District Superintendents shall personally ensure that the seals affixed on the packets are intact. He shall verify the code number, the number and size of the packets.
- (b) As per Para. 12 of Odisha Sub-Ordinate Staff Selection Commission (Examination) Regulation, 2013, the Question Booklets and Blank Two parts carbonless OMR Answer Sheets packets in sealed cover received from the OSSSC shall be kept in the strong room of the District Treasury till date of examination. A certificate to the effect may be submitted to the Commission **(ANNEXURE-III)**.
- (c) If any discrepancy/breakage in the seal or code number is noticed, the District Superintendent shall re-pack the packet in another bigger packet, seal it with his own seal and preserve it without opening and report the matter forthwith to the Commission seeking further instructions.
- (d) The District Superintendent will make all arrangements for opening of the strong room one hour prior to the scheduled date/s and time of examination.
- (e) The ADM-cum-District Superintendents shall be supplied with the centre wise Attendance Sheets well ahead of the test. In case of requirement they may download the same from the website.

**II. DISTRICT SUPERINTENDENT(ADM) / SUPERINTENDENT (Sub-Collector of a Sub-Division)**

**A. ACTION ON THE DAY PRECEEDING THE DATE OF TEST:**

The District Superintendent/ Superintendent will ensure that the infrastructural arrangements mentioned under Para- **I.A.** are in place.

- (i) The Centre Superintendent/ Deputy (Centre) Superintendent at the Centre shall make necessary seating arrangements for the candidates. Seating arrangements of candidate shall be made at a distance from each candidate to avoid malpractice and to maintain social distancing of 6 feet each adhering Covid-19 guidelines.
- (ii) The Roll Number of the candidate must be neatly scribed or affixed in a slip on his/her seat. Charts of seating arrangement room number wise shall be displayed at the entry points of the Examination Centre and at the entrance of the room concerned.

#### **B. ACTION ON THE DATE OF EXAMINATION**

The District Superintendent / Superintendent shall

- (a) make prior arrangement for opening of Treasury/centre wise distribution/ safe transport of examination materials to the examination centre in police custody.
- (b) take out the packets of Question Booklet/ Blank Two parts carbonless OMR Answer Sheet from the safe custody exactly **one hour before** the time of commencement of the examination, check the seals and code numbers and directly take them to the examination centre under proper watch and ward/ preferably with armed guards through responsible officer/ Asst. Observer so as **to reach at least before 30 minutes** of commencement of the examination. The packets of Question Booklet shall be opened in the examination centre only 15 minutes before the time of examination in the presence of at least three officers on examination duty for distribution to the concerned Invigilators.
- (c) supervise the works of Centre Superintendent, Invigilators, officers and staff deployed throughout the day.

#### **C. ACTION AFTER THE EXAMINATION IS OVER**

- (a) The District Superintendents are to ensure safe custody and dispatch of all confidential matters including:
  - (i) Used original copy of Two parts carbonless OMR Answer sheets/ Unused Two parts carbonless OMR Answer sheets/ Unused Question Booklets, Attendance Sheet etc. duly packed and sealed separately relating to the examination.
  - (ii) The original copy of Two part carbonless OMR Answer sheets of the candidates shall be arranged in ascending order of roll numbers, packed and sealed immediately after the examination and sent in sealed covers.

- (iii) The district Superintendent shall examine and compile all the reports received from each and send a report in **APPENDIX-II** under the seal and signature of District Superintendent.
- (iv) The material shall reach the Commission's Office through a responsible officer on the same day of the examination as far as practicable or on the next day positively, along with a compiled report of the District Superintendent in **APPENDIX-II**, report of Centre Superintendent in **APPENDIX-I**, **APPENDIX-III**, **APPENDIX-IV**, report of Assistant Observer in **APPENDIX-V** about the conduct of the examination, and the marked Attendance Sheet of candidates centre wise.
- (b) All important documents/reports shall be sent duly signed by the Centre Superintendent of the centre along with the OMR answer sheets.
- (c) Expenditure on remuneration and contingencies may be incurred as per prescribed norms.
- (d) Remuneration to the District Superintendents, Invigilators, other officers and staff shall be paid as per the rates approved by the Commission. Soon after the examination, the details of the expenditure with supporting vouchers and utilization certificate shall be sent to the Commission's Office.
- (e) The Asst. Observer shall send his report to the Commission in sealed cover in the prescribed Appendix-V through the ADM-cum-District Superintendent immediately on completion of the examination. ADM in term to check all such reports and submit centre wise in a consolidated manner. ADM must ensure that Asst. Observer has endorsed the certificate on each sealed packet of used OMRs received from the Centre.

### **III. CENTRE SUPERINTENDENT**

#### **A. ACTION ON THE DAY PRECEEDING THE DATE OF TEST:**

- (a) The Centre Superintendent/ Deputy (Centre) Superintendent will ensure that the infrastructural arrangements mentioned under Para- **I.A.** are in place.
- (b) The Centre Superintendent/ Deputy (Centre) Superintendent at the Centre shall make necessary seating arrangements for the candidates. Seating arrangements of candidate shall be made at a distance from each candidate to avoid malpractice and to maintain social distancing of 6 feet each adhering Covid-19 guidelines.
- (c) The Roll Number of the candidate must be neatly scribed or affixed in a slip on his/her seat.

#### **B. ACTION ON THE DATE OF EXAMINATION**

- (a) Charts showing the seating arrangement room number wise shall be displayed at the prominent points of entry into the building of the Examination Centre and at the entrance of the room concerned. Adequate precaution shall be taken to
- (b) avoid rush/gathering of candidates as per Covid-19 guide lines.
- (c) Admission letters are being issued online to the eligible candidates showing their roll number, photograph and specimen signature. Under no circumstance, a candidate without his photograph is allowed to enter into the Examination Hall to appear the examination. In case the Admission Letter produced by a candidate does not bear his photograph or specimen signature in the spaces provided, the Invigilator shall collect recent coloured passport size self-attested photograph of the candidate, presented to the Centre Superintendent for counter signature.
- (d) While frisking at the Gate, each candidate's Admission Letter must be checked by the Authorized Officers to ascertain authenticity before allowing them to enter the premises.
- (e) Attendance Sheet showing roll number, name, photograph and specimen signature of the candidate should be kept in readiness room/hall wise for use by the Invigilators. The Invigilators shall take attendance of the candidates in the Attendance sheet supplied by the Commission. The Invigilator must write "Absent" for absentee candidates in the Attendance Sheet and reconcile the whole list of candidates, both present/ absent as appearing in the Attendance Sheet.
- (f) The packets of Question Booklets shall be opened in the examination centre **only 15 minutes before the time of examination in the presence of at least three officers** on examination duty for distribution to the concerned Invigilators. A certificate in this regard may be submitted to the Commission (**APPENDIX-IV**).
- (g) In this examination, blank Two part carbonless OMR sheets have been supplied. The blank Two part carbonless OMR Answer Sheets consist of two copies, Original Copy and the candidate's Copy. It may be ensured that no one separates or displaces the Two part carbonless OMR sheets at the time of distribution of same to the candidate.
- (h) All concerned on examination duty shall be instructed to take necessary precautionary measure to **prevent certain commonly apprehended malpractices** such as
  - (i) removal/ insertion of Question Booklets/ Two part carbonless OMR Answer Sheet from the examination centre including the office of the Centre Superintendent,

- (ii) laxity in Invigilation enabling the candidates to consult other candidates or refer to books, notes, etc.,
- (iii) allowing outsiders to enter into the examination premises and assisting the candidates by providing tips through windows, toilets or other means.
- (i) All officers and staff on examination duty are expected to ensure complete objectivity and fairness and must be cautioned against adoption of unfair practices by any candidate or a group of candidates. Any deviation shall be treated as misconduct and liable to appropriate action against those involved.
- (j) The Examination Halls/Rooms shall be opened **1 hour** before the commencing time of examination with a first long signal bell.
- (k) At least one of the Invigilators should reach the hall/room with blank Two parts carbonless OMR Answer Sheets **twenty minutes** before the examination and distribute them on ringing of the **first signal/ bell**.
- (l) The other Invigilators shall reach the Hall/Room with Question Booklets at least **five minutes** before the time of commencement with a **second signal/ bell**.
- (m) Question Booklets should be distributed to the candidates just at the commencement time of the examination with a **third signal/ bell**.
- (n) A **signal/bell** should be given **five minutes** before the closing time and **final signal/bell** at the closing time when candidate must stop writing. In **between a signal/bell after each hour of commencement** of examination may also be given.
- (o) The Centre Superintendent shall strictly supervise the works of Invigilators, officers and staff deployed under him/her and other related matter throughout the conduct of examination.
- (p) As provided in the 'Guidelines for conducting written examination for Persons with Benchmark disabilities' issued by the Ministry of Social Justice & Empowerment Department of Government of India vide their office memorandum No- F-34-02/2015-DD-III dated 29.08.2019 read with Person with Disabilities Act, 2016, scribe/compensatory time may be allowed to PwD candidates applying to use scribe. A copy of which may be downloaded from the website of the Commission for reference and needful action.

### **(C) ACTION AFTER THE EXAMINATION IS OVER**

The Centre Superintendent is to ensure safe custody and return/ dispatch of all confidential matters including:



- (a) (i) Original copy of Used Two part carbonless OMR Answer sheets/ Unused Two parts carbonless OMR Answer sheets/ Unused Question Booklets/Attendance sheets/ photographs etc. duly packed and sealed separately relating to the examination.
  - (ii) The Original copy of Used Two parts carbonless OMR Answer sheets of the candidates shall be arranged in ascending order of roll numbers, packed and sealed immediately after the examination and sent in sealed covers.
  - (iii) The material shall reach the District Superintendent's Office through a responsible officer on the same day of the examination, along with a report of the Centre Superintendent in **APPENDIX-I, APPENDIX-IV** about the conduct of the examination.
- (b) Remuneration to the Centre Superintendents, Invigilators, other officers and staff shall be paid as per the rates approved by the Commission. Soon after the examination, the details of the expenditure with supporting vouchers and utilization certificate shall be sent to the District Superintendent's Office.
  - (c) All important documents/reports shall be sent duly signed by the Centre Superintendent of the centre along with the answer sheets.

#### **IV. INVIGILATOR**

##### **A. ACTION ON THE DATE OF EXAMINATION**

- (a) Admission letters are being issued online to the eligible candidates showing their roll number, photograph and specimen signature. Invigilators shall ensure that only those candidates whose photographs tally with the persons appearing are only allowed to appear in the examination. Under no circumstance, a candidate without his photograph is allowed to enter into the Examination Hall to appear the examination. In case the Admission Letter produced by a candidate does not bear his photograph or specimen signature in the spaces provided, he/she shall be asked to affix one of his/her recent coloured passport size self-attested photograph and put his/her signature thereon and hand over another self-attested photograph to the Invigilator in the Examination Hall, which shall be further attested by the Centre Superintendent and affixed on the space provided in the Attendance Sheet.
- (b) The Invigilators shall take attendance of the candidates in the Attendance sheet verifying the roll number, name, photograph and specimen signature of the candidates supplied by the Commission. Invigilator shall collect full signature of the candidate and put his/her full signature in the spaces provided in the Attendance Sheet. **In case of absentee candidates he must mark absent clearly.**

- (c) The blank Two parts carbonless OMR Answer Sheets consist of two copies, Original Copy and the candidate's Copy. It may be ensured that candidates shall not attempt to separate or displace while answering. After completion of examination, candidate shall fold at the perforation and **separate the original copy and candidate's copy** in presence of Invigilator and **shall hand over the Original Copy** to the Invigilator. The candidate is **allowed to take the Candidate's Copy only**.
- (d) The Invigilators are required to ensure that each candidate writes his/her Roll Number, Centre name, date of examination, Question Booklet number, Question Booklet Series Code and puts his/her full signature in spaces provided in the Two parts carbonless OMR Answer Sheet. The Invigilator shall put his/her full signature in the spaces provided therein.
- (e) The Invigilators shall make announcement of the gist of instructions and write important instructions in brief on black board for the Hearing Impaired in each Examination hall/room before distribution of blank Two parts carbonless OMR Answer Sheet to the candidates.
- (f) Care must be taken to ensure that all the candidates sitting in the examination hall are in possession of their respective Question Booklet/ Two part carbonless OMR Answer Sheet. It must be ensured that no Question Booklet/ Two part carbonless OMR Answer Sheet is allowed to go out of the examination centre. No Question Booklet/ Two parts carbonless OMR Answer Sheet to be substituted **after ten minutes** of conduct of examination.
- (g) The Candidates shall be warned that anybody smuggling out the Question Booklets/ Two parts carbonless OMR Answer Sheet etc. or anybody found not possessing it during the examination hours shall be deemed to be adopting unfair means and runs the risk of cancellation of his candidature as well as imposition of penalties under the Rules.
- (h) The Candidates should be advised not to write their names or roll numbers other than the space provided for the purpose. The candidate should not make any distinguishing mark on or inside the Two parts carbonless OMR Answer Sheet used by them.
- (i) The candidates should also be warned that anybody putting any mark of their identification in any part of the Two parts carbonless OMR Answer Sheet runs the risk of getting the same scratched.

(j) It must be ensured that no blank Two parts carbonless OMR Answer Sheet without printed serial number or same serial number is issued to the candidate for writing answers.

(k) A **signal/bell** should be given **five minutes** before the closing time and **final signal/bell** at the closing time when candidate must stop writing.

**B. INSTRUCTIONS FOR CANDIDATES IN EXAMINATION HALL:**

**ANNOUNCEMENT TO CANDIDATES:**

**Immediately after distribution of Two parts carbonless OMR Answer Sheet to the candidates, the Invigilator must make the following announcement to them.**

Please listen to the instructions I am reading out:

1. You must ensure that you are at the right centre and the sitting specified in the Admission Letter.
2. You must ensure that you are not in possession of any unauthorized material, Mobile phone, electronic devices, etc.
3. You must check your Two part carbonless OMR Answer Sheet/ Question Booklet and ensure that it contains all pages and no page is missing or repeated. Requests for replacement of the defective blank Two part carbonless OMR Answer Sheet / Question Booklet will be entertained up to ten minutes after the commencement of the paper.
4. The particulars sought for in the blank Two parts carbonless OMR Answer Sheet are to be filled in by a blue/black ball point pen only.
5. You must carefully read and follow the instructions given in the Question Booklet/ Two parts carbonless OMR Answer Sheet. No clarification will be given after the commencement of the examination.
6. You must not tear off any page from your Two parts carbonless OMR Answer Sheet unless you are told to separate original copy/candidates copy. No rough work should be done on the Two parts carbonless OMR Answer Sheet.
7. You are not allowed to leave the hall/room before closure of the examination.
8. You must hand over your original copy of Two part carbonless OMR Answer Sheet to the Invigilator before leaving the Examination Hall. You are not allowed to leave the hall/room without handing over the original copy of Two part carbonless OMR Answer Sheet to the Invigilator.
9. You are NOT allowed to use any correcting fluid, eraser, blade, books, scripts, notes/loose paper, calculator, docupen, slide rules, log tables, electronic watch, smart watch, mobile/cell phone, pager, other electrical/electronic devices etc.

10. If anybody is found with mobile or any electronic devices as mentioned in the admission letter he/she will be disqualified for appearing the examination.
11. You are NOT allowed to (i) talk to another in the examination hall/room, or (ii) copy from any source or attempt to adopt unfair means, or (iii) possess any written material in his person or clothing on or about his seat, or (iv) cause an attempt to cause any disturbance in the examination hall/room, or (v) show unruly behavior, or (vi) impersonate anybody in the examination hall/room.
12. In the event of the Admission Letter being misused by another the onus lies on the candidate to prove that he/she is not guilty of impersonation.
13. Smoking, having eatables or being in a state of intoxication in the examination hall is strictly prohibited.
14. The candidates who fail to observe or deviate from any of the instructions may be disqualified or debarred from the examination as well as future examinations for employment or may be imposed with any other penalty prescribed under Rule 18 of the Odisha Sub-Ordinate Staff Selection Commission Rules, 2012 .

**C. ACTION AFTER THE EXAMINATION IS OVER:**

- (i) After completion of examination, candidate shall fold at the perforation and separate the original copy and candidates copy in presence of Invigilator and shall hand over the original copy to the Invigilator. The candidate is allowed to take the candidate's copy only. **The Invigilator shall collect the original copy of Two part carbonless OMR Answer Sheet from the candidate.** Thereafter, the candidate shall be allowed to leave the examination hall.
- (ii) The Invigilator shall handover original copy of used Two part carbonless OMR Answer sheets/ Unused Two parts carbonless OMR Answer sheets/ Unused Question Booklets, Attendance sheets, photographs, etc. duly arranged in ascending order of roll numbers to the Centre Superintendent.

**V. Preparation of Centre during COVID-19 by the CENTRE SUPERINTENDENT**

1. Sanitization of the premises, rooms and examination halls.
2. Sitting arrangement maintaining social distance of 6 feet each between two seats/candidates as per GOI guidelines. It shall be ensured that social distancing norms of Covid-19 shall be maintained at the time of entry and all the time in order to avoid crowding at the centre.
3. Compulsory use of face mask by all candidates and staff deployed.

4. Hand sanitizer would be made available for sanitizing one and all before entering the Campus/hall, and be available at various places of the venue. Candidates will be required to sanitise hands before entry in the centre.
5. Standard Operating Procedures for implementing safety precautions and for maintaining required standard of hygiene be followed.
6. Before starting of each sitting/ in between each sitting/shift (and after last shift of the candidate) seating area will be thoroughly sanitized- desk, chair, monitor, key board, mouse, printer etc.. All door handles, staircase railing, lift buttons etc. will be disinfected.
7. The room number will be informed to the candidate at the entry point and displayed on the Notice Board/ Flex Board at different places to avoid any crowding at any one place in any situation.
8. Before start of the examination, Invigilators will wear gloves to ensure hygiene.
9. At time of entry, body temperature (using Thermo Guns) may be checked on hand and not on the forehead if required.
10. Funds under contingencies have been increased to accommodate procurement of sanitizing materials for the centre and gloves, masks etc., for the officers and staff deployed.

## **VI. Instruction for the candidates in the Admission Letter:**

### **ODISHA SUB-ORDINATE STAFF SELECTION COMMISSION**

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#### **Part- II**

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#### **INSTRUCTIONS FOR THE CANDIDATES**

1. The candidate must bring his/her Admission Letter while entering into the examination hall/room only at the Centre specified in the Admission letter. Candidate to reach before **one hour** of commencement of the examination. The candidate shall not be admitted to the examination hall/room **after ten minutes** of commencement of the examination.
2. Mistake or discrepancy, if any, in the Admission Letter should be brought to the notice of the Commission immediately without loss of time.
3. In case the Admission letter does not bear the photograph of the candidate or is not clearly visible, he/she must bring his/her recent coloured passport size self-attested photograph and handover to the invigilator for affixing the same in the space provided in the attendance sheet.
4. The candidate must bring with him/her an original photo ID card such as Voter ID card/ Aadhaar Card/ Driving License/ PAN card/ Passport etc. in addition to Admission Letter.
5. In the event of the Admission Letter being misused by another the onus lies on the candidate to prove that he/she is not guilty of impersonation.
6. The candidate must not enter into the examination hall/room with any correcting fluid, eraser, blade, books, scripts, notes/loose paper, calculator, docupen, slide rules, log table, electronic watch, smart watch, mobile/cell phone, pager, other electrical/electronic devices etc. However, the candidate must bring his/her own Blue/Black ball point pen.

7. The candidate must abide by the Instructions printed in this Admission Letter and on the cover page of the Question Booklet / Two parts carbonless OMR Sheet and any further instructions which may be conveyed at the Centre and shall
  - ensure that no page of Question Booklet is missing, mutilated, repeated, defective etc.
  - Note that the OMR Answer Sheets consist of two copies, Original Copy and the candidates Copy. Do not attempt to separate or displace them while answering.
  - make all entries, properly/correctly: write his/her centre name, Roll Number, date, Question Booklet Serial number, Question Booklet Series code etc., darken the circles/ovals and put full signature in appropriate space in Blue/Black Ball point pen only. If the information so furnished by you are incomplete or different from what you are given in the application form, you shall be awarded zero mark.
  - Answer by completely blackening one of the four circles/ovals representing correct answers in Blue/Black Ball point pen only.
  - not use Correcting fluid/eraser/Pencil while answering on the OMR Answer sheet.
8. The candidate shall not (a) talk to another, (b) copy from any source or attempt to adopt unfair means, (c) possess any written material in his/her person or clothing on or about his/her seat, (d) cause or attempt to cause any disturbance, or be of unruly behaviour, (f) impersonate anybody, (g) smoke, eat, (h) under the influence of intoxication.
9. The candidate shall not be ordinarily allowed to leave the hall/room till completion of the Examination. Under no circumstances he/she will be allowed to leave the hall/room with the Two parts carbonless OMR Answer Sheet. Candidate to please ensure to fold at the perforation and separate the original copy and candidates copy in presence of Invigilator and hand over the original copy to the Invigilator. The candidate is allowed to take the candidate's copy. Failure to handover the original copy of the OMR Sheet to the Invigilator before leaving the examination hall/room shall make you liable for penal action.
10. If he/she fails to observe any of the instructions, he/she shall be liable to be disqualified or debarred from the examination as well as future examinations for employment or may be imposed with any other penalty as per Rules.
11. The candidature for the Test is purely provisional.

**Advisory for candidates regarding COVID-19**

12. Compulsory use of face mask by all candidates throughout the examination.
13. Candidates need to follow social distancing norms of Covid-19 at the time of entry/exit to avoid crowding at the centre.
14. All candidates may carry Personal hand sanitizer (50 ml), transparent water bottle and sanitize hands at frequent intervals.
15. At the time of entry, body temperature (using Thermo Guns) may be checked.
16. On completion of examination the candidates should move out maintaining social distancing norms.

**APPENDIX- I**

**REPORT OF THE CENTRE SUPERINTENDENT**

**STATEMENT OF ACCOUNT OF CANDIDATES / OMR ANSWER SHEETS/ QUESTION BOOKLETS & RETURN OF MATERIALS**

Name of the Centre

Name of the Centre Superintendent

Mobile Number

Name of the Examination

Date of Examination

Sitting

Paper

Sl	Number of candidates allotted to the Centre	Appeared	Absent	Number of Invigilators engaged
1				

Attendance Sheet enclosed

Sl	Items	Received	Utilized	Returned as unutilized
1.	No. of OMR Answer Sheets			
2.	No. of Question Booklets			
3.	Any other			

Special reports, if any	
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Certified that the examination has been conducted smoothly observing the guidelines of Odisha Sub-Ordinate Staff Selection Commission.

Seal & Signature Centre Superintendent

**REPORT OF THE DISTRICT SUPERINTENDENT**

**STATEMENT OF ACCOUNT OF CANDIDATES / OMR ANSWER SHEETS/ QUESTION BOOKLETS & RETURN OF MATERIALS**

Name of the Dist.		Date			Sitting			Paper			No. of Invigilators engaged
		CANDIDATES			OMR ANSWER SHEETS			QUESTION BOOKLETS			
Name of the Centre		Allotted	Appeared	Absent	Total numbers supplied	Used & returned	Unutilized & returned	Total numbers supplied	Used & not to be returned	Unutilized & returned	
Sl. No	1	2	3	4	5	6	7	8	9	10	11
	Total										

Any other material-

Special reports, if any	
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Certified that the examination has been conducted smoothly observing the guidelines of Odisha Sub-Ordinate Staff Selection Commission.

Seal & Signature  
District Superintendent



***APPENDIX- III***

**CERTIFICATE OF THE ADM-CUM- DISTRICT SUPERINTENDENT**

(to be submitted by e-mail on the same day)

Certified that all Question Booklets and Blank Two parts carbonless OMR Answer Sheets have been received in sealed packets and kept in the strong Room of District Treasury properly.

Signature of  
ADM-cum- District Superintendent  
Date \_\_\_\_\_

***APPENDIX- IV***

**CERTIFICATE OF THE CENTRE SUPERINTENDENT**

Certified that all Question Booklets received in sealed packets are opened in presence of following three Officers/ Invigilators at \_\_\_\_\_AM/PM on \_\_\_\_\_.

Signature of the Witnesses with name and designation:

- 1.
- 2.
- 3.

Signature of  
Centre Superintendent

Name of the Centre-----

**REPORT OF THE ASST. OBSERVER**

- 1. Name of the District :
- 2. Name of the Examination Centre :
- 3. Name of the Examination :
- 4. Date of Examination :
- 5. Sitting : First / Second
- 6. Time of visit to the Examination Centre :
- 7. Time of opening of sealed packets of Question Booklets & OMRs, in presence of three officers / Invigilators
- 8. Whether count of Question Booklets/OMRs is correct as specified on the body of the sealed packets : Yes/No
- 9. Number of candidates present & number of Used OMRs :
- 10. Time of sealing of packets of used OMR :

**(Certificate to be endorsed on the body of each sealed packet of used OMR)**

**CERTIFICATE**

**Certified that \_\_\_\_\_ numbers of used OMR have been recounted and sealed in my presence. This tallied with the number of candidates present/appeared the examination.**

Date:

Full Signature of the Asst. Observer

Time:

- 11. Observations :  
(Special reports, if any)

**Name, Signature and  
Designation of the**

### **Checklist**

(To be displayed at the main gate/entry point of the centre and the examination hall)

**No candidate shall be allowed to carry/use the following items  
inside the EXAMINATION HALL.**

- 1. MOBILES/CELL PHONES**
- 2. CORRECTING FLUID**
- 3. ERASER**
- 4. BLADE**
- 5. BOOKS, TEXTUAL MATERIAL**
- 6. NOTES/LOOSE PAPER**
- 7. CALCULATOR**
- 8. DOCUPEN**
- 9. SLIDE RULES**
- 10.LOG TABLES**
- 11.ELECTRONIC WATCHES**
- 12.SMART WATCH**
- 13.PAGER OR OTHER**
- 14.ELECTRICAL/ELECTRONICS DEVICES ETC.**

**In case the candidate is found in possession of any of the above, he/she shall be disqualified on the spot for appearing the examination without any inquiry whether the same was/were used by the candidate or not.**