

H.P.BOARD OF SCHOOL EDUCATION DHARMSHALA – 176213

Sr.(Hi.Shi.Bo)DEB/D.EL.ED.(CET) Exams/ 23873-995

Dated:- 29.06.2021

From:-

The Secretary,
HP Board of School Education,
Dharmshala – 176213

To

Principal/Headmaster

District -----(HP).

Subject:- Regarding conduct of D.El.Ed. Common Entrance Test - 2021.

Sir,

Your institution/school has been chosen as a centre to conduct the D.El.Ed. Common Entrance Test-2021 scheduled to be held on dated 18.07.2021 at 11.00AM to 01.00PM and in the period of **COVID-19** the instructions which has been follow by your institution/school has been given below .

1. The examination process will be supervised by you as Centre Co-ordinator. In case, you are not available on the aforementioned date, the next senior most officer of your institution may be appointed as Centre Co-ordinator. The supervisory staff i.e. Centre Superintendent, Deputy Superintendent, Invigilators, Assistant Superintendent (Clerk) and class-IV officials shall be appointed by you as per norms being supplied separately. The roll numbers have been allotted as per the capacities confirmed from your institution. The details of roll numbers of the candidates allotted to your centre will be supplied to you along with attendance sheets and other material well before the date of examination. Efforts have been made to limit the strength of examinees as per capacity. However, on account of any act of omission & commission shortage of time, the possibility of minor variation cannot be ruled out, for which you may keep some provision for accommodating such minor additions.

2. You are requested to ensure the wearing of face masks by teachers, staff and students mandatory and there should be proper social distancing in the examination center.

3. There shall be provision of hand sanitizer for hand wash at the centers. There should be proper space between the seats so that candidates are at least one meter apart. There should be Open windows and doors whenever possible to make sure the venue is well ventilated

4. You are requested to complete all necessary arrangements for this examination namely arrangement of seats, writing of roll numbers on tables/desks/benches/tatpatties/mats, seating plan etc. as per instructions enclosed, a day before the commencement of the examination according to the roll numbers which will be supplied within the time specified above.

5. You are also requested to organize a meeting with all the staff deputed for invigilation and apprise them of the instructions to be followed in the conduct of examination. The sets of instructions and other prescribed forms to be used for this examination are enclosed as per details indicated below:-

Sl. No.	Name of Item	Form Nos.
(a)	Instructions to Centre Superintendent	D.EL.ED - 1
(b)	Instructions to Invigilators	D.EL.ED - 2
(c)	Announcement to be made immediately after the distribution of answer sheets.	D.EL.ED - 3
(d)	Form of no relation certificate	D.EL.ED - 4
(e)	Form of account of question booklets/answer sheets issued and returned by the invigilators.	D.EL.ED - 5
(f)	Form of acquaintance roll for payment of honorarium/ remuneration	D.EL.ED- 6
(g)	Contingent Bill of Superintendent	D.EL.ED - 7
(h)	Question Paper Pkts Opening Certificate	D.EL.ED - 8
(i)	Rates of Honorarium	D.EL.ED - 9

6. The packets of question booklets, answer sheets, attendance lists and other examination material will be handed over to you my authorized representative, well in advance, depending upon the distance of examination centre.

7. Question paper must be stored in a fully secured room in Dual Lock Almirah under the custody of Centre Co-ordinator & the Centre Superintendent. All the exam activities like sitting of candidates, Opening of Question Paper and Packing of Answer Books (OMR Sheet) must be done only under the presence of witness and CCTV Surveillance and the footages must be preserved for at least one month of exam.

8. You are requested to check the exam material i.e. packets of question booklets, answer sheets, (without opening the seal), attendance lists and other examination material which is handed over to you by Board officials after receiving the material and furnish the certificate of receiving to deputed Board officials.

9. You should be present at the Centre of examination **two hour** before the commencement of examination along with invigilation staff. The invigilators in each row in the examination hall and in each room may be deployed as per norms fixed, which find mention in your instructions by the Board. The **candidates have been asked to occupy their seats 45 minutes** before the commencement of examination. Therefore, the invigilators may be advised to help the candidates in locating their seats and ensure that the candidates have taken their seats strictly according to the seating plan. Invigilators may also be asked to distribute the answer sheets to candidates. The question booklets packets should be opened 30 minutes before the commencement of the examination in order to verify the number of question booklets and invigilators should be asked to distribute them among the candidates three minutes before the commencement of examination, according to the instructions already supplied by the undersigned or Board and contained in the enclosed instructions meant for Centre Superintendent/ invigilators. Invigilators should also be instructed that while collecting Admit Cards of candidates they should ensure that each candidate has written booklet series on the answer sheets and attendance chart.

10. As soon as the examination is over, packing of answer sheets should be done as detailed below:-

Packet No.-I

The answer sheet should be arranged in order of roll numbers and checked with the attendance list in terms of roll numbers, name and booklets series number. All these answer sheets should be packed without fold in packing card- board as supplied to you. Under no circumstances these answer sheets should be folded or damaged. The used answer sheets should very carefully be packed/sealed in a manner so that their corners do not fold, rendering it un-readable by the machine.

Packet No.-II

The following documents are required to be packed in a packing paper:-

- (i) Attendance chart of candidates.
- (ii) Certificate of opening of question booklets.
- (iii) Form of account of answer sheets and question booklets issued and returned by the invigilators.

11. The packets (Packet No.I, & Packet No.II) of above documents may then be packed with marking cloth cover and sealed and then put it in to the box provided by this office. At the bottom left hand corner of the packet the name of your centre and code number should be written with your office stamp. **The above packet should be addressed to Secretary, H.P. Board of School Education, Dharmshala-176213 Distt. Kangra.** The above packets may be handed over to the undersigned or my authorized representative immediately after the conclusion of paper in respect of your examination centre.

12. The following material after packing in marking cloth cover may also be handed over to the undersigned or my authorized representative:-

- (i) Balance un-used question booklets.
- (ii) Spare copies of answer / response sheets.
- (iii) Seating plan indicating names of invigilators in capital letters.
- (iv) Admit Cards (original and duplicate both)

The norms regarding deployment of invigilation staff are indicated in the enclosed instructions meant for Centre Superintendent. A rate of remuneration/honorarium payable in lumpsum for this examination is enclosed herewith. Advance money will be deposited in the Examination Bank Account number of your school. If stationery articles like marking cloth, thread, candle, sealing wax, wrapping paper etc, is not issued by the board same may please be purchased in advance for the packing of answer sheets and question booklets etc. You are requested to observe reasonable economy in expenditure and there should be no expenditure on non-recurring items. The account of expenditure to be incurred for the payment of honorarium/ remuneration and purchase of stationery articles may be rendered to the undersigned or my authorized representative immediately after the completion of the examination duly checked and verified by you on the prescribed proforma supplied as referred to above. For any inquiry/clarification etc. you may contact **Deputy Secretary Ph. No. 01892-242106, 01892-242192.**

Yours faithfully,

**-sd-
SECRETARY**

D . EL . ED (CET) - I

H.P.BOARD OF SCHOOL EDUCATION DHARMSHALA - 176213

D . EL . ED COMMON ENTRANCE TEST - 2021
INSTRUCTIONS TO THE CENTRE SUPERINTENDENT

THE CENTRE SUPDT. SHOULD CAREFULLY READ THE FOLLOWING
INSTRUCTIONS AND FOLLOW THEM STRICTLY

1. The Centre Superintendent is required to study carefully the instructions given below and follow them strictly. If in any case, it is essential to depart from any of these instructions the Centre Superintendent may act in his/her own discretion keeping in view the element of secrecy, avoidance of cheating or use of other unfair means in the examination hall/room(s) and smooth conduct of examination and make a report later to the Board with respect to action taken by him/her and the circumstances which rendered such deviation.
2. For each centre, invigilation staff will be deployed as under:
 - i) Centre Supdt. : To be appointed by the Head of the institution – cum- Co-ordinator.
 - ii) Deputy Supdt. : One for every two hundred candidates.
 - iii) Invigilators: : One for every twenty candidates.
 - iv) Clerk : One
 - v) Class IV : One Attached with Centre Superintendent.
3. The Centre Superintendent should complete all necessary arrangements for the examination, namely arrangements of seats (**Distance between two seats should be at least one meter**), writing of roll numbers on the tables/desks/benches and seating plan etc., a day before the commencement of examination.
4. The Centre Superintendent will ensure the wearing of face masks by teachers, staff and students mandatory and there should be proper social distancing in the examination center.
5. The Centre Superintendent will ensure that there should be proper space between the seats so that candidates are at least one meter apart. There should be Open windows and doors whenever possible to make sure the venue is well ventilated

6. The Centre Superintendent will organize a meeting with all the invigilation staff and apprise them of the instructions to be followed in the conduct of examination. This meeting may be fixed on the day preceding the date of examination.
7. The seating plan should be displayed at the prominent place at the Centre not earlier than two hours before the commencement of the examination. The plan should indicate number of rows and number of candidates in each row with roll numbers.
8. The Centre Superintendent should obtain, before the commencement of examination, from the Dy. Supdt., each invigilator and other staff put on duty, a certificate to the effect that no relation or dependent of his/her is taking the examination. Such certificate should also be recorded by the Centre Superintendent by himself/herself on the enclosed form. If any staff put on duty has his/her relation or dependent, taking the examination, he/she should not be allowed to perform the duty of invigilation.
9. The candidates have been asked to occupy their seats 45 minutes before the commencement of examination. The Centre Supdt. should be present at the Centre with his/her staff one hour before the commencement of examination.
10. The invigilators should be advised to ensure that the candidates are seated strictly in accordance with the seating plan.
11. Packets of question booklets and OMR response sheets should be opened 30 minutes before the examination. As soon as candidates take their seats, OMR response sheets should be distributed to the candidates. The OMR response sheet for this test has been designed in such a manner that portion of boxes provided on the top of the OMR response sheet is required to be filled in by the candidate with ball point pen. Roll number and responses to the questions are to be marked with BLUE OR BLACK BALL POINT PEN ONLY. The instructions regarding filling up of the OMR response sheet are to be read out aloud in each examination hall/room by the Centre Supdt./Dy. Supdt./Invigilators.
12. No candidate shall be admitted to the examination hall after 10 minutes of the commencement of the paper. No candidate shall be allowed to leave the examination hall till the expiry of the full allotted time of the paper.
13. As soon as the candidates take their seats, one copy of OMR response sheet will be distributed by the invigilator to each present candidate. Before appending his/her initials in the rectangle provided for the purpose on the top of the OMR response sheet, the invigilator concerned will ensure that the candidate has correctly filled the roll number and question booklet series allotted to him/her.

14. In each hall/room of your centre, Deputy Superintendent/Invigilator will be asked to get necessary columns filled in by the candidates. The invigilator should collect the Admit Card from each present candidate after getting full signatures of the candidate on the Admit Card.
15. The question booklets should be distributed three minutes before the commencement of the examination. All spare copies of OMR response sheets and un-used question booklets should be collected by the Centre Supdt. immediately after ten minutes of the commencement of the paper and be kept in his personal custody duly sealed. The concerned invigilator will be required to render an account of the question booklets and answer sheets at the time of returning these to the Centre Supdt.
16. The invigilator must check and ensure that roll number written by the candidate on his/her OMR response sheets is exactly the same as indicated in the Admit Card.
17. After distribution of OMR response sheets the invigilators will be required to check identity of each candidate with the photograph on the Admit Card and take his/her signature on the attendance sheet for his appearance in the examination/ test. Thereafter, the Admit Card must be handed over to the Centre Supdt. roll number-wise. The Admit Card so collected shall be sent to the Board's office alongwith other material.
18. **The question booklet issued to the candidates are not required to be taken back from them.**
19. The OMR response sheets are to be handled very carefully by the invigilators/candidates since the evaluation is to be done by OMR. Under no circumstances it should be folded or damaged. The used OMR response sheets should very carefully be packed in cardboard(supplied for this purpose) and sealed in a manner so that its corners do not get folded rendering it unreadable by machine. The packets of answer sheets may packed in the marking cloth cover and sealed and then put it into the box already provided. At the bottom left hand corner of the parcel name of your centre and code number should be written along with your office stamp. The sealed packet of OMR response sheets be immediately handed over to the official deputed by HPBOSE Dharamshala. Similarly other material as per detailed instructions contained in the letter to Centre Superintendent may also be delivered.
20. If any candidate raises a doubt for any apparent mistake, ambiguity or anomaly about any item in the question booklet, he may be advised to answer the item as it appears to him/her and make a detailed representation to the Board.

21. The Centre Superintendent should satisfy himself/herself that the invigilators put on duty in his/her centre of examination is fully acquainted with the instructions meant for them.
22. The Centre Supdt/Deputy Supdt/Invigilators should be present in the examination hall/room throughout the duration of examination.
23. The Centre Superintendent should not allow any such candidate to take the examination who has not brought his/her Admit Card with self attested photograph pasted on it if not appeared on the admit card.
24. The Centre Supdt. must personally announce in the examination hall/rooms the corrections in the printed questions, if any, expressly communicated to him/her in writing by the Board immediately after the distribution of question booklets.
25. If any candidate disregards any of the instructions, a written statement to this effect should be obtained from him/her in the examination hall /room immediately with exact time and forward it to Board's office along with the observations of the Deputy Supdt/Invigilators with the comments of the Centre Supdt. together with other evidence including the incriminating material that may be recovered from him/her. The statement must be signed by invigilator/Deputy Supdt and countersigned by the Centre Supdt.
26. All the candidates be informed through the announcement that this examination has been brought under the purview of the Himachal Pradesh Prevention of Malpractices Act, 1984 and therefore, all such candidates who are apprehended while taking the examination will be dealt with under the provisions of the said Act.
27. Copies of instructions to be given to Invigilators are also hereby enclosed.
28. Use of Calculators, electronic gazette such as Mobile phones etc. and smoking, taking tea or any other refreshment in the examination hall/rooms is strictly prohibited.
29. The invigilator should not leave the venue till the OMR response sheets and unused question booklet are packed by the Centre Superintendent after the conclusion of the examination and without express permission of the Centre Superintendent.
30. The invigilator should refer to all thoughtful cases to the Centre Superintendent.
31. The question booklets for this test will be in four different series viz. A, B, C and D. Under no circumstances should two candidates sitting one behind the other be issued same series of question booklets.

32. **Guidelines for conducting written examination for Children with benchmark disabilities.**

Please find enclosed herewith a copy of memorandum (F.No.34-02/2015-DD-III). Ministry of Social Justice & Empowerment Department of Disability Affair Dated 26th February, 2013. Kindly follow these instructions strictly.

THE INVIGILATORS SHOULD CAREFULLY READ THE FOLLOWING INSTRUCTIONS AND FOLLOW THEM STRICTLY. ANY LAPSE IN THIS REGARD WILL BE VIEWED SERIOUSLY.

1. The invigilator should arrive at the examination centre atleast two hour before the commencement of examination and make sure of the room to which he/she has been posted, ascertain the name (s) of other invigilator(s) who will share duties with him/her and the number of candidates in that room and particularly the roll numbers of the candidates under his/her charge.
2. The invigilator will ensure the wearing of face masks by all the candidates and there should be proper social distancing in the examination center.
3. The invigilator will ensure that there should be proper space between the seats so that candidates are at least one meter apart. There should be Open windows and doors whenever possible to make sure the venue is well ventilated
4. The candidates may be admitted to the examination hall/room 45 minutes before the commencement of examination asking them to take their seats as soon as they enter. It should be ensured that the candidates are seated strictly in accordance with the seating plans. The candidates may be helped by the invigilators in locating their seats.
5. The OMR response sheets should be distributed to the candidates after they take their seats. The OMR response sheet for this test has been designed in such a manner that portion of boxes provided on the top of the OMR response sheets is required to be filled in by the candidates with ball point pen. Roll number and responses to the questions are to be marked with BLUE OR BLACK BALL POINT PEN ONLY. The invigilators should ensure that candidates mention their roll number correctly on the OMR response sheet. The instructions regarding filling up of the OMR response sheet are to be read out aloud in each examination hall/room. The OMR response sheets will be distributed by the invigilator to each present candidate after appending their signature in the rectangle provided for the purpose.
6. The question booklets should be distributed three minutes before the commencement of examination. If some question booklet is found torn or defective, the same may be replaced. The question booklets for this test will be in four different series viz. A,B,C and D. Under no circumstances should two candidates sitting one behind the other be issued same series of question booklets.

- All spare copies of OMR response sheets and unused question booklets should be collected by the invigilator immediately after ten minutes of the commencement of examination and later kept in the personal custody of the Centre Supdt. duly sealed. The concerned invigilator will be required to render an account of the question booklets and OMR response sheets at the time of returning these to Centre Supdt.
7. All spare copies of answer sheets and unused question booklets should be handed over to the Centre Superintendent immediately after ten minutes of the commencement of the examination.
 8. The invigilator must check and ensure that roll number and question booklet series written by a candidate on the answer sheet are exactly the same as indicated in the Admit Card and question booklet given to him/her. This is very important to ensure correct evaluation.
 9. The invigilator will be required to render an account of question booklets and answer sheets at the time of returning those to the Centre Supdt.
 10. After the distribution of question booklets the invigilator should collect Admit Card from each present candidate after getting signatures on the Admit Card and attendance sheet.
 11. **The question booklets issued to the candidates are not required to be taken back along with answer sheets after the conclusion of the examination by the invigilators. The answer sheets are to be handled very carefully by the invigilators since the evaluation is to be done on the OMR. Under no circumstances it should be folded or damaged.**
 12. No candidate should be allowed to enter into the examination hall/room(s) after ten minutes of the commencement of examination. The Centre Supdt. and invigilation staff has no discretion in this regard.
 13. No candidate should be allowed to sit in the examination hall/room without Admit Card. All the Admit Cards be collected from the candidates and the same shall be sent to the Board's office along with other material.
 14. No candidate should be allowed to leave the examination hall/room till the expiry of allotted time for the paper.
 15. No invigilator should attempt to read the answer marked by the candidates during the course of examination or after it.

16. The candidates should not be allowed to change the material nor they should be allowed to talk with each other during the course of examination. Use of Calculators, Mobile Phones etc. and smoking, taking tea or any other refreshment in the examination hall / room is strictly prohibited.
17. All cases of infringement of instructions noticed by any of the invigilator should be brought to the notice of the Centre Supdt. immediately. The invigilator should also not leave the examination hall/room till the conclusion of examination.
18. The invigilator should ensure that no candidate writes or revises his/her answer after the expiry of the time. If the candidate does not stop writing, the invigilator on duty should immediately report the matter in this regard to the Centre Supdt. for forwarding the same to the Board's office with his/her comments.
19. In case a candidate is found to have infringed any of the instructions, a written statement to this effect should be obtained immediately from him/her on the prescribed form, in the examination hall/room with exact time noted and duly signed by the candidate. It should be forwarded to the Board's office along with the comments of Centre Supdt./Dy.Suptd./Invigilator concerned enclosing all such evidence and incriminating material recovered from the candidate with his/her signature on each item/paper.
20. If any candidate raises a doubt about any apparent mistake, ambiguity or anomaly about any item in the question booklet, he/she may be advised to answer the item as it is and make a representation to the Board giving the name of the test and centre.
21. The invigilator should render the account of question booklets and answer sheets actually distributed to the candidates and number of unused question booklets and spare answer sheets returned to the Centre Supdt.
22. After the examination is over, the invigilator should collect all the answer sheets. Before handing over the used answer sheets to the Centre Supdt., these should be arranged roll number wise by each invigilator for verifying attendance of the candidates from the attendance list.
23. On the conclusion of examination, the invigilator should ensure and verify that all these papers have been collected and are in order. The invigilators may also please note that they would be personally held responsible for the loss or misplacement of any sheet.

ANNOUNCEMENT

INSTRUCTIONS TO BE READ TO THE CANDIDATES BY THE CENTRE SUPERINTENDENT/ DEPUTY SUPERINTENDENT/INVIGILATORS AFTER DISTRIBUTION OF RESPONSE SHEETS

Attention please,

1. You should ensure that you have no unauthorized books, papers, log tables, calculators, mobile phone etc. with you or in your desk.
- 2 Last blank page of the question booklet can be used for rough work.
- 3 Carefully check the response sheet given to you and the question booklet when given that they are properly printed, no page is missing/unprinted and they are not mutilated or torn. If defective in any manner, get them changed. The serial number of the response sheet is assigned on the front side of the response sheet.
- 4 Read the directions printed on the response sheet and title page of the question booklet.
- 5 Now take up your response sheet and fill with blue or black ink ball point pen on the top line of your response sheet in the space provided for the purpose.
 - i) Name of the candidate in block letters.
 - ii) Roll number, exactly as given in Admit Card.
 - iii) Put your signatures in the box.
- 7 You have to mark all your responses only on the response sheet separately according to instructions already given in the Prospectus. Responses marked on the test booklet or any paper other than the response sheet shall not be examined for which the candidate will himself/herself be responsible. Use BLUE OR BLACK INK BALL POINT PEN ONLY for marking responses.

H.P BOARD OF SCHOOL EDUCATION DHARAMSHALA (KANGRA)-176213

“NO RELATION CERTIFICATE” FROM THE CENTRE SUPERINTENDENT, DEPUTY SUPERINTENDENT(S) AND INVIGILATORS

NAME OF THE EXAMINATION: D . EL . ED COMMON ENTRANCE TEST -2021

NAME OF EXAMINATION CENTRE _____

DATE OF EXAMINATION:

Each person whose name and signatures are given below hereby certifies that none of his/her relation/dependent is taking the above mentioned examination at the centre shown above at which he/she has been detailed for duty.

Sr. No.	Name in capital letters	Detailed as Supdt./ Invigilator	Centre Dy. Supdt./	Signature in full

CENTRE SUPERINTENDENT
NAME OF EXAM.CENTRE _____

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H.P BOARD OF SCHOOL EDUCATION DHARAMSHALA (KANGRA)-176213

NAME OF THE EXAMINATION: D . E L . E D C O M M O N E N T R A N C E T E S T - 2 0 2 1

NAME OF EXAMINATION CENTRE _____

DATE OF EXAMINATION:

CONTINGENT BILL OF SUPERINTENDENT

Sr.No.	Particulars	Amount spent	Remarks
1.	Expenditure on Menial Establishment as shown in the Acquaintance Roll.		
2.	Stationary used by Supdt.		
	Total Expenditure		

I certify that the charges entered in this bill have been actually incurred by me.

The articles purchased have been consumed in the conduct of the examination and could not be avoided in the interest of the Board.

CENTRE SUPERINTENDENT
NAME OF EXAM.CENTRE _____

Fill Address _____

Received Payment
Affix Re.1/-Revenue Stamp
In the amount exceeds Rs.5000/-

Question Paper Packet Opening Certificate

Sr.No	Name of Subject	Question Booklet Serial No.		No. of Packets	Remarks (Initials)
		FROM	TO		
1	D.EL.ED-21				

Certified that the sealed question paper packets as indicated above were intact. They were opened in the presence of the undersigned and the contents were found to be correct

	Name & Design	Full Signature	Date	Time
Superintendent				
Witness 1 (Deputy Supdt)				
Witness 2 (any one Invigilators)				
	Name & Roll NO. of Candidate	Full Signature	Date	Time
Witness 3 (Candidate)				
Witness 4 (Candidate)				

**RATES OF REMUNERATION/HONORARIUM TO BE PAID TO THE EMPLOYEES/
STAFF DEPLOYED FOR D.El.Ed. Common Entrance Test-2021**

S.N .	Name/Designation of Officer/Official/Staff	Staff for Center	Rates in Rs.
1.	Co-ordinator(Head of the Institution)		600/-
2.	Asstt.Co-ordinator (Board's Staff)		350/-
3.	Center Superintendent	One for each centre	400/-
4.	Deputy Superintendent	One for every two hundred Candidates	300/-
5.	Assistant Superintendent (Clerk) (He will prepare seating plan/arranging/packing of response sheets and other clerical work)	One (Attached with Centre Supdt.)	300/-
6.	Invigilator	One for every 20 candidates	250/-
7.	Class-IV	One (Attached with Centre Supdt.)	100/-
8.	Water Carrier	One up to 100Candidates	100/-
9.	Chowkidar	One for each examination centre	150/-(Fix for concerned exam.)
10.	Contingent Expenditure i.e Marking Cloth for packing of response sheets, thread, candle sealing wax and wrapping paper etc. Extra Expense for sanitization. (COVID-19)		500/- (Maximum of actual expenditure whichever is less) 500/-(COVID-19) TOTAL=1000/-

Note:- Remuneration bills will sent to the following address:-

Section Officer (Acc-VII) branch,
H.P.B.O.S.E. Dharamshala-176213.