

## **GENERAL GUIDELINES FOR ADMISSION OF STUDENTS IN THE ODISHA ADARSHA VIDYALAYAS (OAVs)**

### **1. GENERAL INFORMATION.**

#### **1.1. Introduction:-**

Odisha Adarsha Vidyalaya is an ambitious initiative by the Govt. of Odisha to provide quality education in English medium to rural children of Odisha practically at no cost or at best at low cost. It has been planned to open one OAV in each block of Odisha in phased manner. The beginning has been made with 100 OAVs in 100 blocks with effect from the academic year 2016-17 and opening of new OAVs in left out blocks are continuing. All OAVs are being affiliated to CBSE. The entry level is Class-VI and it has been planned to map these institutions centres of excellence with provision of education up-to class-XII. For entry in to OAV a child has to pass through an Entrance Test.

#### **1.2 Intake Capacity:**

In all classes of OAVs there are 2 sections with intake capacity of 40 students in each section. The entry point to OAV is Class-VI. In case of new OAV opening for the first time OAVS may decide to start more than one class at a time with provision of entry at class VI & VII. In 160 no. of OAVs opened earlier, the students will have the entry in class VI only. The list of Vidyalayas is **annexed at -A**. The entry to OAVs will be through an Entrance Test and other conditions as laid down here under.

#### **1.3 Eligibility of candidates:**

The child must have passed/continuing Class/Std. V from any recognized Institution /School of the respective block for admission into Class-VI of the OAV. Similarly, the child continuing/passing out of Class Std.-VI of the respective block can seek admission into Class-VII of the OAV respectively. The child belonging to the respective block but passing/ continuing Class V in a school other than the home block is eligible to apply provided he has to produce the residential certificate. Similarly, the child belonging to the respective block but passing / continuing in Class VI in a school other than the home block is eligible to apply provided he has to produce the residential certificate.

The children passing out of schools running under State Government/ICSE/CBSE are eligible for taking admission in Odisha Adarsha Vidyalayas provided that the Institution possesses the status of recognition/got NOC/Certificate of recognition from the State Government or applied for NOC & Duly recommended by the BEO/DEO of the District.

**1.4: Reservation:** The quota of reservation in OAVs will be block specific. Reservation is based on caste, category as well as sex. The block wise reservation of seats for each category is thereon at **Annexure-B**.

**1.4.1:** Seats shall be reserved for admission of candidates belonging to SCs and STs as per the percentage of population of the respective blocks. (separate sheet attached for reservation block wise)

**1.4.2:** There will be reservation of 3% for PWD category @ 1% each for OH, VI and HI with impairment above 40%. Their selection will be made first and they will occupy most of respective caste category and sex category. Interchange of PH category will not be allowed. To claim reservation under PH category one has to attach self certified copy of PH certificate with the application form.

**1.4.3 :** Preference will be given in admission to the wards of employees of OAVs on priority basis. They have to appear the entrance test as they will be selected against the posts earmarked for respective category.

**1.4.4 :** As per recommendation of the Hon'ble MLA (under whose constituency boundary the OAV building is located), two students otherwise eligible shall be admitted in each class i.e. VI & VII in newly opened school & only in VI, in the Adarsha Vidyalaya opened before this year. Similarly one student shall be admitted in any Adarsha Vidyalaya as per the recommendation of the Hon'ble MP in his/ her constituency (under whose constituency boundary the OAV building is situated). But it is mandatory that the recommended child should have appeared the Entrance Test to avail the recommendation. The proposal for admission through Hon'ble MP (Rajya Sabha) should be sent to the SPD, OAVs through the DEO of the District for admission, only to keep a track of the students taken admission in this quota at the state level. Such seats will be covered over & above the sanctioned strength of the class.

**1.4.5:** The Collector as the Chairman of the Management Committee can allow two seats per class over and above the sanctioned strength for the wards of the

employees of Model School (Odisha Adarsha Vidyalaya) in exceptional cases to provide opportunities to deprived/ deserving children.

**1.4.6:**50% seats are to be reserved for girls in each category. In case of non-availability of students in any category; the vacancies shall be transferred as follows and filled up accordingly.

Sl.No	Vacancies in	Vacancies transferred to in order of
1	SC	ST/UR
2	ST	SC/UR

In case there are any unfilled seats reserved for girls, the same shall be filled by boy student of the respective category.

**1.4.7:**5% of seats will be kept reserved for the children of the employees of State Government and State PSUs of the respective Blocks. Such seats will be covered in the respective categories to which the children belong. In case of non-availability of such children, the seats will be brought to the general pool as per the categories.

## **1.5 Procedure of Admission:**

**1.5.1.**Admission to classes VI & VII, shall be done in newly opened vidyalayas in 2018-19 & for class VI in previously opened 160 OAVs( 100 OAVs opened in 2016-17 & 60 OAVs opened in 2017-18) through entrance test to be conducted at block point/OAVs under the direct supervision of District Education Officer of the District.

**1.5.2.**The OAVS shall invite application from the eligible students for admission into Adarsha Vidyalayas for classes (VI& VII) & for class VI for newly opened OAVs and OAVs opened earlier respectively for the year 2018-19. Documents required such as;

- (a) (i) certificate in support of date of birth
- (ii) class in which she/he reading from concerned Head Master of the school;
- (b) Residential certificate from concerned Sarapanch/ Councilor/ Corporator / Competent authority.

**1.5.3.** The filled in applications with enclosures as mentioned in the advertisement shall be received by the Principal & Principal-in-Charge (Block Education Officer) of the block with proper receipt till the notified cut-off date.

**1.5.4.** There will be an entrance test for admission of students in Odisha Adarsha Vidyalayas or in the selected venues as notified from time

to time. The Principal/Principal in Charge will intimate the candidates about the date and venue of entrance test.

- 1.5.5.** After the conduct of entrance test, the answer papers will be evaluated by a team of subject teachers under the direct supervision of DEO/BEO/Principal.
- 1.5.6.** After conduct of the Test the Common Mark List (CML) of all candidates shall be published in the district website. On the basis of distribution of Seats as at **Annexure-B**. The Select List shall be published and disposed in the district website, BEO office and respective OAV. There shall be a minimum gap of 7 days for completion of admission from first phase Select List which should be notified in the publication of Select List. While preparing the select list, a waiting list of 20% seats also shall be prepared and candidates will be admitted in the order from the wait list for the left over vacancies of the select list. The Common merit List, the Select List and the wait list shall be approved by the Collector of the district.

If within the given time for admission, an applicant fails to take admission or fails to produce required documents / testimonials after proper intimation to the candidate/ parent , his / her name shall be struck off and next phase selection shall take place. The Second Select List shall be given though the approved wait list/Common Merit List after striking off names who failed to take admission within given time frame of first Selection List. Similarly the third Selection List may be drawn up after expiry of 7 days of Second Selection List if wait list is exhausted. In each phase 7 days time shall be allowed for completion of admission. Each selection list shall be approved by the collector of the district.

- 1.5.7.** The Principal of Odisha Adarsha Vidyalaya of the block shall take steps to admit selected students duly verifying the documents/ certificates of the selected candidate and maintain 'Admission and Withdrawal Register' for the school.
- 1.5.8.** In case of any dispute in admission, the decision of the Collector and Chairman of Management Committee for Odisha Adarsha Vidyalayas shall be final.

## **1.6. Conduct of examination**

The entrance test would consist of one paper with objective type questions of subjects like Mathematics, Science, Social Science and English of

Class-V & VI, standard for entrance tests of Class-VI & VII respectively. The questions would be asked in English & Odia script only and will be of two hours duration from 09.A.M to 11.A.M. There will be total 52 numbers of questions carrying one mark each per question.

## **1.7. PROCEDURE FOR CONDUCTING THE EXAMINATION**

### **1.7.1. Control & Supervision**

The Entrance Examination of 2018-19 will be conducted at OAVs/ the block point in the block headquarter high school or the centre selected by the DEO. The Principal/BEO-cum-Principal-in-charge will act as the Centre Superintendent and remain in charge of conduct of the examination. The DEO will be overall in charge of the district and will prepare DR block-wise by the help of concerned BEO/Principal, issue admit cards through the BEO/Principal and will supervise the conduct of examination smoothly in each centre, act as the Centre supervisor of the valuation centre and take steps to publish results in time with due approval of the Collector-cum-Chairman, OAVs.

The evaluation of Answer scripts shall be done centrally. Select list will be published in the district website after due approval of the Collector. The list will also be published in the notice board of the DEO,BEO, OAVs and the notice board of the Collector simultaneously for wide publicity under intimation to OAVS.

**1.7.2. Invigilation :-**Keeping in view the number of applications and the availability of rooms at the examination centre, the invigilators shall be appointed from among teachers or local officers @ 1 Invigilator for 30 students. Instructions to be followed by the invigilators are given at **Annexure-'C'**.

## **1.8. Transfer of Student from one OAV to other OAV**

- ❖ The students reading in class VI, VII & VIII only may seek for transfer from one OAV to other OAV only when there is no OAV in his /her present block.
- ❖ Students reading in class IX & X are not eligible because they have already been enrolled in CBSE, New Delhi.
- ❖ Transfer of student is only possible to the Vidyalayas where seat in the respective category are available.
- ❖ Transfer of student from one OAV to other is possible only when parent or the guardian is transferred / the OAV is opened in his own block or on other ground for the growth of education of the child.

- ❖ The transfer of the student within the district can only be made effective after the permission is obtained from the Collector and Chairman OAVs of the District. For the purpose the parents will have to apply to the Principal of the OAV in which his/her child will read after the transfer is made effective. The Principal of the said OAV will verify that there is vacancy of seat in the desired category (the category to which the child belongs). The parents will submit the same to the Principal, OAV in which presently the child is reading. The Principal of the present OAV will request the Collector & DM & Chairman OAV of the district in file & after getting approval from the Collector, the Principal of the OAV where the student is reading shall issue TC for his/her admission in the desired OAV.
- ❖ The transfer of the student from one district to another shall be effective only after getting permission from the State Project Director, OAVS, Bhubaneswar. For this purpose the parents will have to apply to the Principal of the OAV in which the student will prosecute his/her study after transfer. The Principal of the said OAV will verify the request & shall forward the application to the State Project Director, OAVS only when there is vacancy of seat in his/her Vidyalaya in the category to which the child belongs. After getting approval order from the State Project Director, OAVS, the TC will be issued by the OAV in which the child is presently reading for his/her admission in desired OAV. For this purpose parents should be discouraged to visit OAVS physically. The proposal should be sent through mail i.e. [oavsbbsr.od@gov.in](mailto:oavsbbsr.od@gov.in). The order of approval will be communicated through the OAVS mail to both the concerned OAVs.
- ❖ The transfer of student is allowed till the last date of admission declared by the SPD, OAVS. No transfer of student shall be allowed after the last date of the admission. The Principals of the OAVs shall not forward the request of any parents after the admission date is over.

### **1.9. Miscellaneous**

In case of any doubt or in any other matter not provided in the preceding paragraphs, the Centre Superintendent/BEO/DEO is empowered to take necessary decision. Other general instructions are to be followed by all concerned as outlined in Annexure-‘D’.

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## **SCHEDULE FOR ADMISSION**

The admission schedule for the year 2018-19 will be as here under.

<b>Sl.</b>	<b>Activity</b>	<b>Tentative Date</b>
i.	Advertisement for admission by OAVS	17.03.2018
ii.	Last date of submission of filled-in application forms by students to the Principal/BEO(Principal-in-charge) along with supporting documents	31.03.2018
iv.	Date of entrance test	10.04.2018
v.	Time of entrance test	09:00 AM to 11:00 AM
vi.	Evaluation of answer papers of the entrance test	13.04.2018
vii.	Approval of the Collector	18.04.2018
viii.	Publication of the result	19.04.2018
ix.	Display of the select list for Classes VI&VII	20.04.2018
xi.	First date of admission	21.04.2018 to 27.04.2018
Xii.	Second date of admission(from waiting list)	29.04.2018 to 05.05.2018
Xii.	Opening of school	18.06.2018

# **ODISHA ADARSHA VIDYALAYA SANGATHAN**

## Application Form for OAV Entrance Test-2018

Index No.

CLASS TO  
BE ADMITTED:-

Paste a recent  
passport size  
photograph  
here and staple  
another for use  
in Admit card

**(All information should be filled up in block letters)**

1. Name of the child seeking admission: \_\_\_\_\_

2. Name of the mother : \_\_\_\_\_

3. Name of the father : \_\_\_\_\_

4. Class to be admitted : \_\_\_\_\_

5. Sex :        Boy                       Girl

6. Caste : SC     ST     GEN         (Put tick mark)

7. If belong to following Categories :

(a) Person with Disability:    Yes/No       

(b) If yes written Category : (HI/VI/OH)       

(c) If son/daughter of OAV : (Yes/No)          
(out sourced to be excluded)  
(If yes attach certificate from Head of the office)

8.        Natinality : \_\_\_\_\_

9.        Date of Birth (a)    In figures        DD        MM        YYYY  
       

(b) In words: \_\_\_\_\_

(c) Age as on 01.04.2018 : \_\_\_\_\_

10.        Mother Tongue : \_\_\_\_\_

11.        Name of the previous School where the child was/is reading: \_\_\_\_\_



12. Whether the school is a Govt./Aided / recognized school and has got CoR from the Govt. of Odisha or not:\_\_\_\_\_

a. Chronic / Serious disease if any (State the nature of disease) :\_\_\_\_\_

13. Contact No. of Parent (s) :\_\_\_\_\_ / Email

ID\_\_\_\_\_

14. (a) Residential Address with Pin Code :

(b)

15. Study Certificate from the Head of the Institution :

Certified that Shri/Kum. \_\_\_\_\_ S/D of \_\_\_\_\_ is

Abonafied student of Class-Vth of this institution. His/ Her date of Birth is \_\_\_\_\_ and Admission No. \_\_\_\_\_

Date. \_\_\_\_\_ as per Admission Register. The data furnished are correct to the best of my knowledge.

**Seal and Signature of  
Head of Institution**

### **DECLARATION OF THE PARENT**

1. We do hereby certify that the above information is correct to the best of our knowledge and belief. If any information is found fake/forged, the admission of our child may stand cancelled.
2. We do undertake that, our child and we shall abide by the rules and regulations laid down by Odisha Adarsha Vidyalaya Sangathan (OAVS), Bhubaneswar from time to time.
3. We do understand that, the decision of the empowered committee of OAVS is final and binding on us regarding admission.
4. We certify that, we are the bonafide Parent / Guardian of the Child.

**Signature of the Mother**

Date. \_\_\_\_\_

**Signature of the Father**

Date. \_\_\_\_\_

**Name & Signature of the Legal Guardian with date (if parent(s) not alive)**

**List of 160 OAVs opening in the year 2016-17 & 2017-18 Annexure-A (I)**

<b>Sl. No.</b>	<b>Name of the District</b>	<b>Name of the Block</b>	<b>Name of the OAV</b>
1	Angul	Pallahara	SubarnapaliPallahara
2	Bolangir	Titilagarh	Kursud
3	Bolangir	Bangomunda	Bhalumunda
4	Bolangir	Patnagarh	Bhainsa
5	Bolangir	Khaparakhol	Khapakhol
6	Bolangir	Bolangir	Pathachepa
7	Bolangir	Loisingha	Jharmunda
8	Bolangir	Puintala	Mahimunda
9	Bolangir	Turekela	Jharni
10	Bolangir	Muribahal	Muribahal
11	Bolangir	Saintala	Bibina
12	Baragarh	Gaisilet	Gaisilet
13	Baragarh	RajboraSambar	Bandhupali
14	Baragarh	Paikmal	Frezorpur
15	Boudh	Kantamal	Ainlachuan
16	Boudh	Boudh	Tetelenga
17	Boudh	Harbhanga	Ghodadian
18	Deogarh	Reamal	Budhapal
19	Deogarh	Tileibeni	Tileibeni (BHQ)
20	Dhenkanal	Kamakhyanagar	Jantaribol
21	Dhenkanal	Kankadahad	Kandhara
22	Gajapati	Kashinagar	Allada
23	Gajapati	Rayagada	Kaithapadar
24	Gajapati	R Udayagiri	Chelligada
25	Gajapati	Mohana	Gundima
26	Gajapati	Gosani	Lingipur
27	Gajapati	Gumma	Gumma
28	Gajapati	Nuagada	Parimala
29	Ganjam	Begunipada	RajapurBegunipada
30	Ganjam	Chikti	Pitatali
31	Ganjam	Dharakote	KusagumaDharakote
32	Ganjam	Digapahandi	SidheswarDigapahandi

33	Ganjam	Hinjilicut	SasanambaganHinjilicut
34	Ganjam	Kabisuryanagar	Kabisuryanagar
35	Ganjam	Khalikote	BaurigandpaliKhalikote
36	Ganjam	Kukudakhandi	KusumiKukudakhandi
37	Ganjam	P Pur	Bhatakumarada
38	Ganjam	Patrapur	Badapur
39	Ganjam	Polosara	Hatiota
40	Ganjam	Rangailunda	Karapalli
41	Ganjam	Sheragada	Bhusunda
42	Ganjam	Sanakhemundi	Chanameri
43	Ganjam	Sorada	Sorada
44	Ganjam	Bellaguntha	PratapLaxmanpurBellaguntha
45	Jajpur	Dangadi	Gohirapatoli
46	Jajpur	Dasarathpur	Malikapur
47	Jajpur	Dharmasala	Deulipal
48	Jajpur	Jajpur	Jamadhar
49	Jajpur	Korei	Begana
50	Kalahandi	Bhawanipatna	Musiguda
51	Kalahandi	Karlamunda	Regeda
52	Kalahandi	M Rampur	Madanpur
53	Kalahandi	Narla	Chapatkhanda
54	Kalahandi	Junagarh	Junagarh BHQ
55	Kalahandi	Lanjigarh	Dhanurbhata
56	Kalahandi	TH Rampur	TH Rampur BHQ
57	Kalahandi	Golamunda	Golamunda BHQ
58	Kalahandi	Jaipatna	Chancrapada
59	Kalahandi	Kalampur	Kalampur BHQ
60	Kalahandi	Dharmagarh	Parla
61	Kalahandi	Kesinga	Masanimunda
62	Kalahandi	Koksara	Bongomunda
63	Kandhamal	Chakapad	Chakapad
64	Kandhamal	Tumudibandha	OAV Jalespatta
65	Kandhamal	Daringbadi	OAV, Daringbadi
66	Kandhamal	Baliguda	OAV Dandapadar
67	Kandhamal	Khajuripada	OAV, Dutimendi

68	Kandhamal	Kotagarh	OAV Nuagaon
69	Kandhamal	Phiringia	OAV Dindiragaon
70	Kandhamal	Phulbani	OAV Dhobatota
71	Kandhamal	Raikia	OAV, Raikia
72	Kandhamal	Tikabali	OAV Salapgam
73	Keonjhar	Joda	Lahanda
74	Keonjhar	Ghatagaon	Ghatagaon, Tikira
75	Keonjhar	Telkoi	Oriya Telkoi
76	Keonjhar	Sahadapara	Sahadapara
77	Keonjhar	Anandapur	Salapada
78	Keonjhar	Banspal	Talachampe
79	Keonjhar	Champua	Champua
80	Keonjhar	HC pur	HC Pur
81	Keonjhar	Jhumpura	Khendra
82	Koraput	Nandapur	Ganinayakput
83	Koraput	Semiliguda	Pungar
84	Koraput	Dasmantpur	Prajapucci
85	Koraput	Jeypore	Jayantigiri
86	Koraput	Kotpad	Kotpat (BHQ)
87	Koraput	Pottangi	Pottangi (BHQ)
88	Koraput	Bandhugaon	Nilabadi (Muniguda)
89	Koraput	Koraput	Machhara (Duruguda)
90	Koraput	Boipariguda	Gumma
91	Koraput	Kundura	Gondal
92	Koraput	Lamtaput	Messingput
93	Koraput	Naryanpatna	Pachingi
94	Koraput	Boriguma	Tarabhatta (Anchala)
95	Koraput	Laxmipur	Goudaguda
96	Malkangiri	Podia	Bapanpally
97	Malkangiri	Kalimela	Kangrukonda
98	Malkangiri	Malkangiri	Gandhipally
99	Malkangiri	Khairput	Podaghat
100	Malkangiri	Korukunda	Chitrakonda
101	Malkangiri	Mathili	Julunibahal
102	Malkangiri	Kudumulugu	Gunduriguda
103	Mayurbhanj	Rairangpur	Sanmouda

104	Mayurbhanj	Jashipur	Matiagarh
105	Mayurbhanj	Bahalda	Jhargan
106	Mayurbhanj	Bijatata	Luhasila
107	Mayurbhanj	Jamada	Pasna
108	Mayurbhanj	Baripada	Ranibhol
109	Mayurbhanj	Saraskana	Shirsa
110	Mayurbhanj	Sukruli	Khiching
111	Mayurbhanj	Raruan	Tingria
112	Mayurbhanj	Rasogovindpur	Mahuli
113	Mayurbhanj	Betnoti	Gorudbasa
114	Mayurbhanj	Kuliana	Chandua
115	Mayurbhanj	Suliapada	Bhaliasole
116	Mayurbhanj	Morada	Morada
117	Mayurbhanj	Udala	Jualia
118	Mayurbhanj	Kaptipada	Bhalubasa
119	Mayurbhanj	Gopabandhunagar	Titia
120	Mayurbhanj	Karanjia	Baddeuli
121	Mayurbhanj	Kusumi	Sanjaydhanposi
122	Mayurbhanj	Thakurmunda	Digdhar
123	Mayurbhanj	Bisoi	Jamirdiha
124	Mayurbhanj	Barsahi	Barsahi
125	Mayurbhanj	Karanjia	Badadeuli
126	Mayurbhanj	Tiring	Badalima
127	Nawarangpur	Nawaranpur	Agnipur (Hilri)
128	Nawarangpur	Kosagumuda	Majhiguda
129	Nawarangpur	Raighar	Dumardihi
130	Nawarangpur	Umarkot	Bangaripada
131	Nawarangpur	Dabugaon	Dongriguda
132	Nawarangpur	Papadahandi	Papadahandi
133	Nawarangpur	Tentulikhunti	Lakdipala
134	Nawarangpur	Chandahandi	Fatki
135	Nawarangpur	Jharigaon	Jharigaon (BHQ)
136	Nayagarh	Nayagarh	Notar
137	Nuapada	Komna	Jhagrahi
138	Nuapada	Sinapali	Timanpur
139	Nuapada	Khariar	Badi

140	Nuapada	Nuapada	Negipalli
141	Nuapada	Boden	Keshrajapur
142	Raygada	Chandrapur	Chandrapur
143	Raygada	Gudari	Gudari
144	Raygada	Gunupur	Gunupur
145	Raygada	Kolnara	Kolnara
146	Raygada	K. singpur	K. Singpur
147	Raygada	Muniguda	Jumuruguda
148	Raygada	Padmapur	Bhaleri
149	Raygada	Ramanguda	Ramanguda
150	Subarnapur	Sonepur	Sonepur(BHQ)
151	Subarnapur	Birmaharajpur	Rathapur
152	Subarnapur	Ulunda	Jharbahali
153	Subarnapur	Tarabha	Jamkani
154	Sundargarh	Bisra	Mahipani
155	Sundargarh	Kuarmunda	Teliposh
156	Sundargarh	Lathikata	Latyhikata
157	Sundargarh	Nuagaon	Jaharitoli
158	Sundargarh	Gurundia	Gurundia
159	Sundargarh	Koira	Kusumdihi
160	Sundargarh	Lahunipara	Paragaposh

**List of 30 NEW OAVs opening in the year 2018-19(Annexure-A-(II))**

Sl. No	Name of the District	Name of the Block	Name of the OAV
1	Angul	Angul	Khandahata
2	Angul	Kishorenagar	Raniakata
3	Bhadrak	Bonth	Palasgadia
4	Baragarh	Bargarh	Govindapur
5	Balasore	Remuna	Suteri
6	Cuttack	Banki	Jokidola
7	Cuttack	Banki-D Pada	Govindpur
8	Cuttack	Tangi	Kandarakana
9	Deogarh	Barkote	Barkote
10	Ganjam	Aska	Nimina

11	Ganjam	Jagannath Prasad	Jamagarada
12	Ganjam	Chhatarpur	Chamakhandi
13	Ganjam	Ganjam	Satrusole
14	Ganjam	Buguda	Golia
15	Jajpur	Sukinda	BHQ Madhapur
16	Jagatsinghpur	Jagatsinghpur	Salijanga
17	Keonjhar	Ghasipura	Suanpada
18	Keonjhar	Hatadihi	Sundarapal
19	Kendrapara	Kendrapara	Tarando
20	Khurda	Begunia	Kusapalla
21	Mayurbhanj	Shyamakhunta	Sansole
22	Rayagada	Bisam Cuttack	Vallery
23	Rayagada	Kashipur	Kashipur
24	Rayagada	Rayagada	Tadama
25	Sambalpur	Bamara	Govindapur(Dumger mundabad)
26	Sambalpur	Rengali	Rengali
27	Sundergarh	SundargarhSadar	Talsankara
28	Sundergarh	Banai	Babunuagaon
29	Sundergarh	Rajgangpur	Rajgangpur
30	Sundergarh	Subdega	Simdega



## **INSTRUCTIONS FOR THE INVIGILATORS (ANNEXURE-C)**

1. Please see that the examinees feel comfortable and are not apprehensive of the test-taking situation.
2. Do not allow parents/outsideers to get into the examination hall. Verify the number of students with reference to the Question papers/answer scripts supplied to them.
3. Do not allow any examinee to receive any help from or assist another in any manner.
4. If an examinee has any problem in following the instructions of the test, explain to him/her the instructions clearly using, if possible, the examinees' dialect.
5. If an examinee has any problem with his/ her writing instruments, he/she should be provided with a pen, pencil or rubber as the case may be.
6. Fill in the Attendance sheet and take the full signature of the examinees, which should be verified with their signatures on the original application forms as well as Admit Cards.
7. Please ensure that no examinee leaves the examination hall without handing over the Answer sheet.

## **GENERAL INSRUCTIONS (ANNEXURE-D)**

1. The examination halls/ rooms shall be kept open for the students half an hour before commencement of the examination.
2. Latecomers may be allowed to appear. But the time limit for the examination need not be extended for them. No student can be permitted after 30 minutes of conduct of the examination.
3. All necessary instructions be given to the examinees as politely as possible both inside & outside the examination halls/ rooms.
4. If any examinee has not received the Admit Card or has not brought the same even though received, he may be allowed to appear the examination after being satisfied about his identify either by means of verification of his signature on the original Application Form or by obtaining one undertaking for the proposer otherwise.
5. No student without special permission of Centre Superintendent or Invigilator concerned, be allowed to leave his/her seat or Examination room until the full duration of the paper is over.

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