

PROCEEDINGS OF THE STATE PROJECT DIRECTOR
RAJIV VIDYA MISSION (SSA) :: ANDHRA PRADESH :: HYDERABAD

Rc.No.333/SO/RVM (SSA)/B1/2013-1,

Dated:22-05-2013.

Sub:- A.P. RVM (SSA) – Selection of Sectoral and Asst. Sectoral Officers through written test and interview for posting in the District Project Offices of RVM (SSA) in the State – Conduct of **written test on 09.06.2013**—orders issued - Reg.

Read:- 1. This office Procs.Rc.No.333/RVM(SSA)/B1/2013, dt.26.04.2013.
2. Telephonic Clarifications from the District Project Offices, RVM(SSA).
3. This office Procs.Rc.No.333/RVM(SSA)/B1/2013, dt.10.05.2013 & 15.05.2013.

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In continuation to this office proceedings in the references read above, All the Project Officers, RVM(SSA) in the State are informed that the proposal of conducting the exam through online has been cancelled and it is decided to conduct the exam as per notification issued i.e., written test only on 09.06.2013. The detailed guidelines for conduct of said examinations are enclosed herewith for strict compliance and any deviation will be viewed seriously.

Further, a press note may also be issued regarding written test conducting on 09.06.2013 for the information of the applicants in their districts.

Encl: Detailed guidelines

V.USHA RANI
STATE PROJECT DIRECTOR.

To
All the Project Officers, RVM(SSSA) in the State.
All the District Educational Officers in the State.
Copy to all the Dist. Collector & Chairman, RVM (SSA) in the State.

//Forwarded By Order//


Additional State Project Director


RAJIV VIDYA MISSION (SSA), ANDHRA PRADESH, HYDERABAD

Guidelines for conduct of examination for selection of Sectoral Officers for the District Project Offices during the year 2013.

- ❖ Written test and oral interview will be conducted for 85 and 15 marks respectively for selection of Sectoral and Asst. Sectoral Officers.
- ❖ In addition to the written test and oral interview, a skill test for 50 marks will be conducted at State Project Office to the candidates who apply for the posts of APO and ASO on the day of interview.
- ❖ The written test shall be conducted at district headquarters by the concerned District Educational Officers on **09.06.2013** from 10.30 a.m. to 1.00 p.m. The Project Officer shall coordinate with the DEOs for smooth conduct of the examination. The DEOs may decide the venue(s) / examination centre(s) based on the number of candidates appearing for the test from the concerned districts. The venue / examination centre may be preferably a school with suitable seating arrangement, proper ventilation and electricity facility. Allotment of candidates shall be @ 20 per room. The Headmaster/Headmistress of the concerned school shall act as Chief Superintendent for the examination.
- ❖ The duration of the examination will be 2 ½ hours.
- ❖ The Project Officers are requested to depute one Sectoral officer to State Project Office on **27.05.2013** to receive applications along with rejected list.
- ❖ Project Officers shall issue hall tickets to the candidates in the prescribed proforma enclosed duly filling in all the columns and attesting the photo and send to the candidates so as to reach them at least (7) days in advance of conduct of examination duly mentioning the Examination Centre.
- ❖ The candidates shall be informed well in advance about the Venue, Date and time of Examination through Telephone / SMS / E.Mail and Post well in advance.

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- ❖ The instructions to the candidates are furnished on the back side of the hall ticket in the proforma enclosed. Hence, the Project Officers shall issue hall tickets in the same manner i.e., duly printing instructions on the backside of the hall ticket.
- ❖ Project Officers shall prepare revised NR duly filling the hall ticket numbers and send to the concerned DEOs by **05.06.2013** so as to enable to make seating arrangements in the venue. A copy of the NR shall be submitted to the State Project Office on **01.06.2013** for sending required number of question paper booklets to the concerned DEOs. Use prescribed format only for preparation of Nominal Rolls communicated by the State Project Office.
- ❖ The question paper for the above examination will be prepared at State level. The Observers from State Project Office will bring the sealed Question paper packets on **08.06.2013** to the districts which shall be deposited under the joint custody of D.E.O & P.O RVM in a safe place preferably at local police station.
- ❖ Immediately after completion of the examination, collect all the answer sheets, make a sealed bundle with signatures of PO and DEO and send to the State Project Office along with attendance sheet of the candidates through the Observers deputed from this office.
- ❖ The DEOs of the concerned districts are totally responsible for smooth and effective conduct of the test. The test shall be conducted very strictly and transparently. Special care shall be taken to avoid unfair procedures in the examination hall.
- ❖ Sealed question paper packets shall be opened half-an-hour before the commencement of examination i.e., at **10.00 AM** on **09.06.2013** by the Chief Superintendent in the presence of District Educational Officer, Project Officer, RVM and State observer of the concerned district.
- ❖ The Chief Superintendent shall affix their office stamp on the left top corner of each answer book only.
- ❖ Invigilators shall be instructed to sign on the top right corner of the 1st page of answer sheet only. Chief Superintendents / Invigilators / Candidates should not put their signatures anywhere in the Answer booklet except in the space provided for that purpose. They shall not be allowed to put their signatures / identification marks in the main / additional answer booklet. If any deviation is noticed, such answer booklets shall not be valued and the candidature will be cancelled.

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- ❖ The question paper will be in English and the candidates may answer in English or Telugu or Urdu, duly following the instructions given in the question paper booklet.
- ❖ Only the eligible candidates will be called for interview. Actual date will be intimated to the eligible candidates.
- ❖ Project Officers shall inform all the candidates in the form of News items in the local press in addition to telephonic message and ensure that all the candidates applied shall receive the hall tickets well in advance.
- ❖ The question paper for the written test will be in both i.e., objective and descriptive type. Candidates have to write answers to objective type questions in question paper booklet itself. Separate additional sheets have to be provided to answer the descriptive type questions.
- ❖ The Main answer booklet will be supplied by the State Project Office. In case any additional papers are required, use white papers (A4 size) and append them to the main booklet.
- ❖ Required number of additional answer sheets should be provided to answer essay type questions.
- ❖ The Project Officers shall be held responsible, if there are any deviations to the instructions issued from time to time by this office.

Issue of hall tickets

The Project Officers shall issue hall tickets to the eligible candidates to appear for the test duly verifying candidature as per eligibility criteria. The Project Officers shall ensure that the photo of that candidate is affixed in space provided and attested. The other additional photo should be identical to the one which is affixed in the application form.

- ❖ Arrange the names of the candidates who are appearing for the above test (Sectoral / Asst. Sectoral / ASO / APO) in alphabetical manner (**don't consider surname**) and give serial number.
- ❖ **Issue hall ticket numbers as shown below :**
 - a) Each number consists of 5 digits. Do not put space in between the hall ticket numbers.
 - b) The first 2 digits indicate the District Code.

- c) The remaining 3 digits indicate the Serial Number of the candidate (Sl.No. of the candidate should start from 001 onwards).
- d) The test is common for selection of all the categories of Officers. Hence, issue only one hall ticket to the candidates even if they apply for more than one post.

Example :

In Ranga Reddy district whose district code is 15 and Sl.No. of the candidate is 12 the hall ticket number should be as follows:

1	5	0	1	2
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The Project Officers shall obtain the name and address of the examination centre from the concerned DEOs and mention the same in the hall tickets.

- e) Verify the eligibility of the candidate for the post applied for before issue of hall ticket.

Appointment of Invigilators and Chief Superintendents

- ❖ The Headmaster of the school who is identified for conduct of written test will be the Chief Superintendent of the examination.
 - ❖ For every 20 candidates, one invigilator must be appointed.
 - ❖ The invigilator must be a personnel from other than Education Department.
 - ❖ Honorarium may be paid to the personnel involved in conduct of the examination as shown below :
- | | |
|------------------------|--------------|
| DEO | : Rs. 500=00 |
| Chief Superintendent | : Rs. 300=00 |
| Invigilator | : Rs. 200=00 |
| Other supporting staff | : Rs. 150=00 |
- ❖ Stationery and contingencies : As required.
 - ❖ The entire expenditure for the above test may be met from the Management Cost of the concerned District Project Office.

RAJIV VIDYA MISSION, ANDHRA PRADESH
WRITTEN TEST FOR THE POSTS OF SECTORAL AND ASST SECTORAL OFFICERS
AT DISTRICT PROJECT OFFICES 2013

HALL TICKET

Hall ticket No:

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Affix pass port
size photo duly
attested by
Project Officer

1. Name & address of the Examination Centre :
2. Date & Time of the Examination :
3. Name of the candidate(In block letters) :
4. Father's Name :
5. Date of Birth :
6. Designation and address where she/he is presently working including the name of the district :

Signature of the candidate

**Signature of the Project
Officer with seal**

(Instructions overleaf)

Instructions to the candidates: (To be printed backside of the Hallticket)

- ❖ The test will be conducted for 85 marks with duration of 2½ hours.
- ❖ The candidate should attend the exam hall at least 30 minutes before the commencement of the exam.
- ❖ The question paper will be in English and the candidates may answer in English or Telugu or Urdu duly following the instructions in the question paper.
- ❖ Candidates are not allowed to bring calculators / logarithm tables and other forbidden material in to the exam hall.
- ❖ After completion of the exam the candidates should handover the **question paper cum answer book let** duly tying additional sheets to the invigilator.
- ❖ The candidates are not allowed to leave the exam hall until the exam is completed.

RAJIV VIDYA MISSION, ANDHRA PRADESH

CONDUCT OF WRITTEN TEST FOR THE SELECTION OF SECTORAL AND ASST.
SECTORAL OFFICERS AT DISTRICT PROJECT OFFICES 2013.

DISTRICT: _____

DATE OF EXAMINATION:09.06.13

ATTENDANCE SHEET

Sl.No	Hall Ticket No.	Name of the Candidate	Father's Name	Present / Absent	Signature of the Candidate

Signature of the Chief Superintendent

Note: Invigilator should mark Absent with Red ink against the Hall Ticket No. of the candidate who is absent.