

**GOVERNMENT OF ANDHRA PRADESH**

From  
Sri M R Prasanna Kumar, M.A.(U),M.Ed  
Director of Government Examinations,  
Andhra Pradesh, Hyderabad.

To  
All the District Educational  
Officers in the State.  
Andhra Pradesh.

**Rc.No. 03/E2-2/2015, Dt: 30-10-2015**

Sir / Madam,

**Sub:** National Means-Cum-Merit Scholarship Examination November, 2015 to be held on 08-11-2015 – Sending of Centre-wise and School -wise Nominal Rolls – Certain Instructions issued - Reg.

**Ref:** This office Lr.R.c.No.02/E2-2/2014, Dt: 12-08-2015 addressed to you.

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I am to inform you that the School-wise and Centre-wise Nominal Rolls in respect of the candidates appearing for the National Means-Cum-Merit Scholarship (NMMS) Scheme Examination which is to be conducted on 08-11-2015 (Sunday) from 10.00 a.m. to 1.00 p.m. are being sent to you. The Examination Centers proposed by you for the National Means-Cum-Merit Scholarship Examination have been approved.

In this connection, I request you to adhere the following guidelines scrupulously, for conduct of National Means-Cum-Merit Scholarship Examinations smoothly and effectively:

01. Instruct Head Master to download hall tickets of NMMS Examinations November, 2015 are kept in this office website "www.bsrap.org". Two copies of School-Wise Nominal Rolls and 2 copies of Centre-Wise Nominal Rolls are being supplied to you. The candidates have to carry hall ticket to the examination centre. The candidates whose hall tickets are not received can be approached to concerned DEO with ID proof, otherwise the candidate will not be allowed to write the examination.
02. The Centre-Wise computerized Nominal Roll consisting the number of candidates allotted to each centre the medium-wise number of candidates appearing in the centre, the number of Question Papers medium-wise and centre-wise supplied statement to each centre will also be provided to you along with the centre-wise nominal rolls. **If any corrections made in school-wise Nominal Roll, the same should be updated by the Chief Superintendent in Centre-wise Nominal Roll which is available at the concerned centre.**
03. Instruct the Head Master to Verify and confirm that the Hall Tickets which were downloaded by the Head Master are pertaining to their school or not. If any corrections are noticed, inform this office immediately. Otherwise correctors may not be considered.
04. The attendance sheet should be verified with photo identification by the Chief Superintendent.
05. The Centre Nominal Roll shall be handed over to the Chief Superintendent of the Centre for conduct of the examination.
06. While receiving the Question Paper bundles, the receiving officer shall have to satisfy with the supply of Question Papers adequacy with reference to the printed Nominal Rolls and Centre-wise Question Paper packets indent slip.

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07. Depute the officials to visit the proposed centres to ensure all the arrangements are made such as furniture, electricity, drinking water etc., well in advance.
08. Convene an Orientation Programme regarding the conduct of examination with all the Chief Superintendents & Departmental Officers of the examination Centres.
09. Instruct the Chief Superintendents of Examination centres to give first preference to the PETs/P.Ds. and Language Pandits, 2<sup>nd</sup> preference to School Assistants of Telugu/Hindi/Urdu/English and last preference to SGT while appointing Invigilators. If any deviation in the matter will be viewed seriously. Make themselves acquaint while handling with OMR answer sheets and submission of post examination material properly.
10. **OMR sheets of Variable Data i.e. with candidate's name etc. are being supplied to the Chief Superintendent along with certain number of Non Standard OMRs (Blank OMRs). OMR Sheets of Variable Data shall be issued to the concerned candidates only. Care shall be taken that OMR Sheets shall not be issued to unconcerned candidates. Nonstandard OMR Sheets can be used when OMR Sheets of Variable Data are not printed properly, mutilated etc.**
11. The Question Paper bundles pertaining to the National Means-Cum-Merit Scholarship Examination along with OMR answer sheets will be sent to you in Centre-wise. The NMMS Question Paper bundles superscribed with the Centre No; prefixing the letters 'NM'.
12. District bulk bundles of Q.Ps (superscribing as 'NM/DEO') is also being supplied in order to meet any short fall of Question papers noticed in any centre.
13. Make necessary arrangements that the Question Paper bundles should be deposited / preserved in the nearest Police Station of the Examination Centre under the joint custody of the Chief Superintendent and the Departmental Officer concerned. The Chief Superintendent/Departmental Officer may be instructed accordingly and see that the Question Papers are withdrawn 45 minutes before the commencement of examination on the day of Examination from the Police Station concerned. Direct the Chief Superintendents to keep the Question paper bundles of NTSE one-side and NMMSE in other-side in the police station in the District Head-Quarters if it is inevitable to store both the NTSE/NMMSE Question paper bundles in the same Police Station to avoid confusion.
14. Appoint flying squads for smooth and peaceful conduct of the Examinations.
15. Retain the unused question papers returned by the Centre Chief Superintendents at your office and distribute them to schools of Government / Zilla Parishad / Aided to create awareness among the students studying VIII Class.
16. **Certain amount in advance is being sanctioned for conduct of NMMS Examinations. The remaining amount may be reimbursed soon after completion of the written test on production of bills and vouchers. It is noticed by the under signed that the said vouchers and bills regarding the expenditure of NMMS Examination are not being submitted by the District Officers concerned with in the stipulated time. Utmost care should be taken in submission of the bills to avoid Audit Problems.**
17. The following Post Examination Material should be sent to the O/o The Director of Government Examinations, Andhra Pradesh, Hyderabad through the route vehicle provided by this office (Route map will be supplied along with the

confidential material) as soon as received from the Centres on **08-11-2015**.  
**Under any circumstances the Post Examination material should not be retained at your end after 08-11-2015.**

- 1 Used OMR sheets in sealed cover (Centre-wise)
  - 2 Un-used OMR sheets (Centre-wise)
  - 3 Attendance sheets of attended candidates in sealed cover (Centre-wise)
  - 4 The damaged OMRs of Variable Data shall be kept in a cover and submit. No such cases are there, a nil report should be furnished by the Chief Supdt.
  - 5 Centre-wise Nominal Rolls. (Centre-wise)
  - 6 Centre wise attendance sheet **Proforma - 'A'**
  - 7 Centre wise Absent statement **Proforma - 'B'**
  - 8 Centre-wise statements showing the number of Blank OMR sheets supplied, used, damaged & balance **Proforma - 'C'** with other particulars.
  - 9 Statement of Account of Question Paper Booklets used, unused, damaged in etc. in **Proforma - 'D'**
  - 10 Certificate of Opening of packets in **Proforma - 'E'**
  - 11 Additional candidates list with full particulars of the candidates i.e. Name of the candidate, Father name, Name of the school, Date of Birth, Community, Disability code etc. in **Proforma 'F'**. (IMP)
  - 12 Room wise Attendance sheets of the centres.
  - 13 Room wise Absent statement of the centres.
  - 14 List of Malpractice if any with report
  - 15 Report of the Chief Superintendent on conduct of Examination.
  - 16 Report of the District Educational Officer on conduct of Examination.
18. Send a compliance report on conduct of Examination to the under signed along with the post examination material.

**Encl:-**

- 1) School-wise Nominal Roll (2 copies)
- 2) Centre-wise Nominal Roll (2 copies)
- 3) Centre-wise Roll Nos. range sheet for assigning Additional Roll Numbers if any.
- 4) Statement showing the rates and remuneration to the personnel involved in the written Test. **Annexure-1.**
- 5) Division-wise Centres list.
- 6) Rout Map.

**Sd/- M.R. Prasanna Kumar**  
**DIRECTOR**

**Copy to:**

The ACGE, O/o The District Educational Officer.

//attested//

**DEPUTY COMMISSIONER**

30/11/15

**ANNEXURE-I**

**Statement showing the rates and remuneration eligible to incurred for conduct of the National Means-Cum-Merit Scholarship Examinations**

**(a) Remuneration to the personnel in the O/o District Educational Officers:**

District Educational Officer	:	Rs.2000.00
Asst. Commissioner for Govt. Exams	:	Rs.1000.00
Superintendent (Office)	:	Rs. 500.00
Clerks (3 Clerks) (3x 400 )	:	Rs.1200.00
Data Entry Operator	:	Rs. 400.00
Attenders (2 x 100)	:	Rs. 200.00
Contingent expenditure	:	Rs.4000.00

**SUB TOTAL** **Rs.9300.00**

**(b)** TA& DA shall be given as per APTA rules to the Chief Superintendents and to the Departmental Officers for participating in the Orientation Programme.

**(c)** **Transportation of Confidential Material:** Transportation Charges to the Route Vehicles from District Headquarters to Revenue Division may be claimed as per the RTA approved rates.

**(d)** **Remuneration to the personnel involved in the Conduct of Examination centre will be paid as follows:**

**i) Conduct of Examination**

<b>a)</b> Chief Superintendents (Rs.200 x 2 days) (one day for arrangements and one day for conducting exam)	:	Rs.400.00
<b>b)</b> Departmental Officers ( Rs.200 per day x 2 days)	:	Rs.400.00
<b>c)</b> Remuneration to Invigilators (One Invigilator per 20 candidates)	:	@Rs.100 per Invigilator
<b>d)</b> Clerk	:	Rs.100.00
<b>e)</b> Attender	:	Rs.70.00
<b>f)</b> 1 Waterman	:	Rs.40.00
<b>g)</b> 1 Sweeper	:	Rs.40.00
<b>h)</b> 1 Scavenger	:	Rs.40.00
<b>i)</b> Seating arrangements @ Re.1/- per candidate @ 300 candidates per centre	:	Rs.300.00
<b>j)</b> Contingent expenditure ( i.e., for purchase of cloth, wax, candles, thread etc.) as per DIET CET rates Rs.100/- per centre	:	Rs.100.00

**(ii) Remuneration for Flying Squads Members to each Division**

a) 1 Officer	:	Rs.300.00
b) 1 Sub Inspector	:	Rs. 200.00
c) 1 Constable	:	Rs.100.00
<b>SUB TOTAL</b>		<b>Rs.600.00</b>

After completion of the examinations these vehicles shall be pick up the Chief Superintendent along with the confidential material to the District Headquarters to handover to the District Educational Officer.

**(iii) Remuneration to the personnel who receives the Post Examination Material at O/o the DEO's**

Receiving Counters for Post Examination material at  
DEO's Office from the exam centres : **Rs.300.00**  
(03 Counters x Rs.100)

**(iv) Submission of Post Examination Material by the personnel O/o. the DEO to state Headquarters: T.A & D.A to Districts Officials as per APTA rules will be paid.**

**Sd/- M.R. Prasanna Kumar**  
**DIRECTOR**

//attested//

**DEPUTY COMMISSIONER**

30/12/15

