

# **Manual of Instructions for the Conduct of Selection Test**

**&**

## **Guidelines for Orientation Programme**

**Jawahar Navodaya Vidyalaya Selection Test – 2022  
for admission to class VI**



**NAVODAYA VIDYALAYA SAMITI  
(MINISTRY OF EDUCATION)**

(Department of School Education and Literacy)

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## **FOREWORD**

Selection Test for admission to Jawahar Navodaya Vidyalaya for the academic session 2022-23 across the country is scheduled to be held on Saturday 30<sup>th</sup> April, 2022 at 11:30 A.M.

The Central Board of Secondary Education is responsible for setting up of question papers, processing the result, preparation of selection list etc. Navodaya Vidyalaya Samiti with the assistance of officials of State/UT concerned and Government education department conducts the test in around 12362 centres located in 27 States and 08 Union Territories. The test is predominantly non-verbal, class neutral and objective type. All the Principals of Jawahar Navodaya Vidyalaya and Regional Deputy Commissioners need to establish a close liaison with NVS (HQ) and the officer in charge NV cell, CBSE for successful conduct of the test. Navodaya Vidyalaya Samiti with the assistance of the Education Department of the Concerned State/UT Government will administer the conduct of the selection test at all the examination centres across the country on Saturday 30<sup>th</sup> April, 2022 at 11.30 A.M.

For effective administration of the test, involvement of number of functionaries of NV cell of CBSE, Role of Regional Deputy Commissioners of the Navodaya Vidyalaya Samiti, District and Block Education Officers, District and Central Level Observes and Principals of Jawahar Navodaya Vidyalayas is very crucial. Each of these officers have specific role to play. While preliminary instructions have already been issued, this booklet has been prepared to facilitate all the functionaries involved in the conduct of selection test. It is hoped that the guidelines are fulfilled in letter and spirit.

**Commissioner  
Navodaya Vidyalaya Samiti  
NOIDA, April-2022**

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## **INTRODUCTION**

In order to provide accessibility to quality education for the talented children predominantly from rural areas, National Policy on Education, 1986 envisaged setting up of pace setting institutions one in each district of the country. In pursuance of this policy, the scheme of Navodaya Vidyalaya was launched with two Vidyalayas on experimental basis in 1985. Now the same has been presently extended to districts covering 27 States and 08 Union territories of the country excluding the state of Tamil Nadu.

With reference to the fast changing school education scenario in the country, the Jawahar Navodaya Vidyalayas have established a reputation for their academic performance and other activities related to the holistic development of the personality of the children.

Admission to these Schools is through a common entrance test, i.e. Jawahar Navodaya Vidyalaya Selection Test conducted by the Central Board of Secondary Education. Jawahar Navodaya Vidyalaya Selection test - 2022 will be conducted on Saturday 30<sup>th</sup> April, 2022 at 11.30 A.M at all the examination centres all over India.

Jawahar Navodaya Vidyalaya Selection test is conducted in about 12362 centres located in 27 States and 08 Union territories. As such, for successful administration of the test, different functionaries at different levels are involved. Of course the role of Deputy Commissioner of the region, Principals of Jawahar Navodaya Vidyalaya and District Education Officers/District Inspector of Schools is very crucial. Central Board of Secondary Education, Navodaya Vidyalaya Samiti and State Education Department have to coordinate with each other through established rapport.

The manual of instructions for the conduct of examination and guidelines for conducting Orientation Programme for functionaries at different levels, being circulated in the form of this booklet, will help in conducting Jawahar Navodaya Vidyalaya selection Test in a smooth and effective way.

**Commissioner  
Navodaya Vidyalaya Samiti  
NOIDA, April-2022**

## I. GENERAL INFORMATION

### Scheme in Vogue

#### 1.1 Navodaya Vidyalaya Scheme

#### 1.2 Jawahar Navodaya Vidyalaya Selection Test for Admission

#### 1.3 Composition of the Selection Test

#### 1.4 Extensiveness of the Test

- a. Introduced in 1986
- b. Specific objectives of Scheme
- c. Specific admission eligibility criteria
  - a. All India Common Selection Test
  - b. Test in 20 languages
  - c. Medium of examination for the candidate will be any one language out of 20 languages.
  - d. Predominantly non-verbal and culture neutral test
  - e. Use of International Numbers only
- a. 80 questions of 100 marks, each of 1.25 marks.
- b. Two hours duration without break, no division of time for each session. 15 minutes extra time will be given to read the instructions. For Divyang students, additional time of 40 minutes will be provided.
- c. Single test booklet containing three sections in order.
  - i) Mental Ability test 40 questions, 50 marks, 60 minutes.
  - ii) Arithmetic test 20 questions, 25 marks, 30 minutes.
  - iii) Language test 20 questions, 25 marks, 30 minutes.
- d. All multiple choice questions with four choices.
- e. General instructions for the candidates are given on the cover page of the booklet.
  - a. Conduct of test in 27 States and 8 Union Territories.
  - b. Organizing test in about 12362 centres

## II. STRATEGY AND LOGISTICS

### 1. PUBLICITY STAGES- Print Media

1.1 National Level	Advertisement about JNVST in leading National Dailies	NVS Hqr.
1.2 Regional Level	Condensed version of the advertisement in leading dailies of the Region.	RO
1.3 District Level	Insertions in any registered newspaper of the District with prior approval of Chairman VMC	Principal JNV

### 2. PUBLICITY STAGES- Publicity Media

2.1 National Level	Writing to officers of I & B like DG, Doordarshan and AIR for wider Publicity.	NVS Hqr.
2.2 Regional Level	Writing to above referred officers at the State level for the same.	RO
2.3 District Level	Writing to DPRO and other such agencies at District level	Principal JNV

### 3. Prospectus & Application Online mode only: Link available on NVS Website [www.navodaya.gov.in](http://www.navodaya.gov.in)

3.1 Designing	<ol style="list-style-type: none"><li>Designed by Navodaya Vidyalaya Samiti</li><li>Translation by R.O.s</li><li>Publicity by ROs/Principals, Jawahar Navodaya Vidyalayas/ District authorities /Heads Masters of schools having class V</li><li>Uploading of online application from open portal</li></ol>
4.0 Bio-Data Form	: To be prepared by designated Agency
5.0 Admit Cards	: Arrangement for downloading through application portal by Agency Candidates can directly download admit card free of cost from application portal
5.1 Downloading of Admit Cards	Admit cards can be downloaded from the on line portal as per schedule.
6.0 Test Material	
6.1 Identification of Nationalised Banks	Principals of JNVs in consultation with D.E.O. of the district to finalize 2 or 3 branches of Nationalized banks for storing the JNVST-2022 confidential material and consent of the bank manager is to be obtained in the prescribed format.
6.2 Receipt of Confidential materials from CBSE to identified banks	Language-wise supply of test-booklets to be received from CBSE (in packets only) by respective banks as per the requirement. The same is to be verified by the Principal as per time activity schedule without opening inner pockets. Take a picture at the time of verification.

### **6.3 Distribution to Centre Supdts**

- a. To be collected by Centre Superintendent & CLO from Banks on the day of the test.
- b. Seals to be checked and material to be received against requirement. Take a picture at the time of receiving.

### **6.4 Return of Material to CBSE after the test**

- a. After the test, Invigilators to arrange OMR Sheets roll number wise as per attendance sheets, carry out all checks for entries and hand over to Centre Superintendent. **It is the responsibility of Centre Supdts. and CLO to physically count the number of OMR sheets which will be packed and tally the same with the number of students appeared for the test.**
- b. Material to be packed by Centre Superintendent as per instruction in the Manual in the presence of C.L.O. and deliver it to DEO
- c. DEO to check the seals and number of packets and deliver the same to Principal of JNV
- d. Principals to deliver them to camp office/Regional Office.

## **Conduct of Examination**

### **7.1 Setting up of Centres and appointment of Functionaries**

- a. To be done by Principal of JNVs in consultation with DEO/BEO's
- b. Centre Superintendents to be appointed by DEOs
- c. Invigilators to be appointed by Centre Superintendents
- d. Principals of JNVs to appoint CLOs with the approval of NVS from the teachers of the Vidyalaya. In case adequate teachers are not available CLOs are to be appointed with the help of DEOs/BEOS

### **7.2 Orientation at District level**

- a. To be done by DLOs for Centre Superintendents and Centre level observers in the presence of DEO
- b. DEOs to collaborate
- c. Centre Superintendents & CLOs to attend
- d. Distribution of non confidential materials to the centre

### **7.3 On Examination Day**

- a. Principals have to arrange for police "bandobast" at each Centre through Dist. Administration.
- b. To provide all facilities to Centre Superintendents for smooth conduct of the test
- c. CS/CLO's to collect test material from banks for respective centres on the day of JNVST-2022 and taken to the respective centres.
- d. The CS to follow the COVID protocol strictly for the conduct of the test by following MHA guidelines.



### **III. NATURE OF SELECTION TEST**

Maximum Marks: 100

Time Allowed: 2 Hours

#### **Pattern**

<b>Section</b>	<b>Type of Test</b>	<b>Approximate time Required</b>	<b>No. of Question</b>	<b>Total Marks</b>	<b>Type of Question</b>
Section-I	Mental Ability	60 Minutes	40	50	Objective Type
Section-II	Arithmetic	30 Minutes	20	25	Objective Type
Section-III	Language	30 Minutes	20	25	Objective Type
	<b>Total</b>	<b>2 hours</b>	<b>80</b>	<b>100</b>	

**There will be only one test-booklet comprising of all the three sections to be attempted in two hours, No break is provided.**

All the questions in three sections will be of objective type (multiple choice) .Questions in case of Mental Ability Test will be non-verbal, based on figures or diagrams and the students would be required to choose one correct answer out of four given in each case. This test will have ten parts. Separate instructions are provided for each set of questions. The main purpose of the language test will be to assess the reading comprehension of the candidates and that of the arithmetic test will be to measure the basic competence of the candidate in arithmetic.

Students will be required to be seated at 11.00 a.m. on the examination day. The examination will start at 11.30 a.m. and will be over at 1.30 p.m. There will be no break during the two-hour test.

In respect of Special Children (Divyang) additional time is allowed @ 20 Min. per hour

After the commencement of the test, a bell will be rung after every half an hour.

IV  
**JAWAHAR NAVODAYA VIDYALAYA SELECTION TEST  
TIME-ACTIVITY SCHEDULE FOR ADMINISTRATION**

Centre superintendents, invigilators and Centre Level Observers should carefully go through the time- activity schedule given below for efficient conduct of selection Test. Please ensure that timing, sequence of activities and ringing of the bell is strictly followed by the centre superintendents. Peon must be instructed properly about the ringing of the bell.

**COVID PROTOCOL TO BE FOLLOWED BY ALL CANDIDATES AND OFFICIALS INVOLVED IN THE  
CONDUCT OF SELECTION TEST BEFORE ENTRY IN THE CENTRE AND DURING THE TEST**

S.N.	Time	Nature of Bell		Take to be under taken
1	10.45 a.m.	No Bell	A	Invigilators move to their duty rooms.
			B	Invigilators check seating arrangements and roll numbers of the candidates allotted are properly written on the desk.
2	11.00 a.m. (1st Bell)	Long bell	A	Candidates move to the examination rooms.
			B	Invigilators check that candidates sit at the right seats.
3	11.15 a.m. (2nd Bell)	Three Strokes	A	Invigilators distribute the test-booklets with answer sheet (OMR) as per the medium opted by the candidate serially and ask the candidates to check that all the 80 questions are printed without repetition. The invigilators have to check the code mentioned in the Test booklet which matches with the OMR sheet. If there is any discrepancy noticed, new test booklet may be issued.
			B	Candidates fill roll numbers and other entries on the OMR sheet.
			C	Candidates read the general instructions given on the cover page and questions in the test booklet.
			D	Candidates are instructed not to start till the next bell rings.
4	11.30a.m. (3rd Bell)	One Stroke	A	Candidates Start attempting the test
			B	Invigilators to collect test-booklets of absentees and prepare a list of absent candidates
			C	Invigilators start checking roll numbers and other entries of the candidates.
			D	Invigilators start taking attendance of candidates and mark absentee on the attendance sheet. Invigilators write the serial number of test-booklet of candidates in attendance sheets.
5	12.00noon (4th Bell)	One Stroke	A	Invigilators do not allow the late comers after 11.30 am
			B	Invigilators announce that 30 minutes are over.
			C	Invigilators start writing roll numbers and names in international (English) Numerals on each Candidate's answer sheet (OMR)
			D	Invigilators to transfer the information pertaining to candidate in OMR answer sheet.
6	12.30 p.m. (5th Bell)	One Stroke	A	Invigilators announce that half of the time is over.
7	1.00 p.m. (6th Bell)	One Stroke	A	Invigilators announce that 30 minutes is now left to attempt.
8	1.30 p.m. (7th Bell)	Long Continuous bell	A	Invigilators announce that time is over and order candidates to stop writing.
			B	Candidates to remain seated in their seats
			C	Invigilators collect the OMR sheets and verify the total number of OMR sheets
			D	Candidates are allowed to leave the rooms when the number of OMR sheets is found in order.
			E	Arrange the OMR sheets roll no. wise.
			F	Invigilators hand over the OMR sheets, attendance sheets and list of absent candidates to the centre superintendent.

**Note:-**

Divyang students will be given extra time of 40 minutes. Invigilators must ensure that no used or unused OMR sheet is left with the candidates. All OMR sheets, attendance sheets, list of absentees must be handed over to the Centre Superintendent immediately after the completion of the examination.

## ROLE OF THE REGIONAL OFFICERS OF THE SAMITI

1. To arrange for publicity of (a) scheme of online application through media like T.V. Radio, Newspapers, information brochure, hand outs , posters etc. in collaboration with the State, U.T. Government. (b) Information regarding opening and the location of the Jawahar Navodaya Vidyalayas in the various districts.  
(c) The date of commencement of the online registration of application forms the last date of uploading/ application forms, the date of the Selection Test, etc.
2. To get the pamphlets translated in different languages as per requirements of the state and/or UTs in their territorial Jurisdiction based on the sample provided and as per instruction from NVS. Hqrs office. Direct the JNVs to distribute to schools having class V/public in required numbers by the prescribed date.
3. To recommend names of teachers, Vice-Principals of JNVs who may act as Centre Level Observers (CLOs) and to be appointed as DLOs in such cases where JNV. Principal is not in position to go or not available.
4. To convene the orientation meeting of Principals of Navodaya Vidyalayas and DEOs of School regarding the online mode of application-forms and related tasks.
5. To inform NVS (HQ) about the receipt of the test-booklets and OMR sheet from agency giving details about the test-booklets and answer sheet received (language wise packets/district wise packages). In case material is not received as per time schedule provided, it may be brought to the notice of officer-in-charge NVS (HQ) immediately.
6. To receive funds from NVS for the disbursement for different operations related to the conduct of examination.
7. Make an estimate of fund required by Principals as per approved rates and norms. To ensue that the disbursement of Honorarium is done by Principals on the same day of the test.
  - (a) Staff at the DEOs/BEOs office and at examination centers.
  - (b) T.A. and D.A. of Centre Superintendents.
  - (c) Honorarium/remuneration to different functionaries.
  - (d) Freight charges of test material.
8. To receive the account of expenditure incurred by the Principals along with related bills/vouchers/receipts etc. To check the account against approved rates and norms and to receive the unspent balance duly verified by Principal of JNV. All bills, vouchers, receipts should be certified by the Principal as reasonable expenditure, Passed for payment and signed by him. A copy of the guidelines issued by IFA/CAO of Samiti has been already provided to the Regional Offices/Principals.
9. To receive confidential answer sheet, Computer control sheet-I & II and other documents along with the voucher of account from the DEOs/DIOS.
10. To report to the officer-in-charge NVS (HQ)/CBSE about any problem relating to the conduct of examination for decisions which cannot be taken at R.O. level
11. To arrange for safe transportation of confidential material after the conduct of JNVST to NV Cell, CBSE. To send report to the NV Cell, CBSE in the prescribed reporting proforma-A with a copy to NVS (HQ).
12. To entertain complaints from candidates and public related to Jawahar Navodaya Vidyalaya Selection Test and to resolve them amicably within the framework and policy decision.
13. To undertake any other task related to JNVST as and when requested by Samiti/ NV Cell CBSE.
14. The State, District and Block Codes will be as instructed by NV Cell, CBSE.
15. Regional Office should monitor the use of NCMTM mobile app by Custodian banks, Principal JNV and CS.

## VI

### ROLE OF THE DISTRICT EDUCATION OFFICER/DISTRICT INSPECTOR OF SCHOOL (DEOs OR DIOS)

1. To arrange for publicity of the scheme of online mode of applications to Jawahar Navodaya Vidyalayas selection test and its schedule through Pamphlets, Handouts and Posters under the directions of the R.O./Principal.
2. To provide population statistics of his District when required by Navodaya Vidyalaya Cell/NVS.
3. To set up examination centre (s) in the Blocks with the help of BEOs.
4. To appoint Centre superintendents for each centre and issue instructions to them regarding appointment of invigilators.
5. To issue pamphlets through the Block Education Officers to the Head-masters of recognized schools having class (V) in each block of the respective district.
6. To co-ordinate the programme of orientation of Centre Superintendents, Centre Level Observers and BEOs by the District Level Observer.
7. To direct the Centre Superintendent to use new eight digit centre code stamp (without boxes) as per specimen given below. DEOs may get their new stamps prepared and issued to the Centre Superintendents.

#### Sample for Centre Code Stamp (Rubber)

For example, if the codes in your state are like -

State Code	04
Dist Code	21
Block Code	07
Centre Code	01

So on the basis of these code numbers the rubber stamp will be prepared as given below :-

04	21	07	01
----	----	----	----

Code numbers have been allotted by the Officer-in-charge, CBSE.

8. To entertain complaints from the candidates and the public to redress their grievances.
9. To receive all test material, attendance sheets, Computer control sheet I, reporting proforma, application forms, vouchers, receipts from the Centre Superintendents after the examination.
10. To verify entries on packet slip of packets as and when received from Centre Superintendents.
11. To make bigger bundles (if needed) of the unused test material. All packets of OMR sheets and unused test-booklets should be packed separately in the presence of District Level Observer and also to prepare consolidated statement on Computer control sheet-II with the help of Computer control sheet-I submitted by each Centre Superintendent. These are to be forwarded to Regional / Camp office as per the directions.
12. To handover the application forms of all the registered candidates in the district to Principal Jawahar Navodaya Vidyalaya after the examination is over.
13. To provide liaison with Regional Officer and Centre Superintendents for all activities related to conduct of selection test.
14. To submit his report in Proforma-B along with the report of Centre Level Observer, Block Education Officers and Centre Superintendents to Regional Office.
15. To issue any other instruction to the functionaries which he/she may think necessary (important) for smooth conduct of the examination.
16. D.E.O./DIOS will not move from his station on tour on the examination day.
17. To perform all other duties assigned/entrusted by the NVS/NV Cell, CBSE and / for District Magistrate for proper conduct of the examination.

**VII**  
**DUTIES OF THE BLOCK EDUCATION OFFICER (B.E.O.)**

1. To supervise and certify adequacy of arrangement for the conduct of examination at various centres in his block.
2. To provide the liaison between the Centre Superintendent and Centre Level Observer on one hand and the District Education Officer and District Level Observer on the other hand.
3. To submit report to the DEO/DIOS in Proforma-C.
4. To entertain complaints from candidates and their parents.

**VIII**  
**DUTIES OF THE PRINCIPALS OF JAWAHAR NAVODAYA VIDYALAYAS**

1. To attend the orientation programme in connection with the selection test organized by NVS/ R.O/ NV Cell CBSE.
2. To ensure wide publicity to JNVST in his district through local media.
3. To make all the efforts to increase the registration at least by 15% compared to last year.
4. To collect the latest position of blocks in the district and population thereof from the DEO s office.
5. To collect the latest list of Government/recognized Primary/Middle/Sec. Schools of the District where classes I to V are taught:
6. To obtain the latest demarcation of district boundaries giving details about block/ villages included in the district from the authorities concerned and a copy of the same should be forwarded to NVS Hqrs.
7. To furnish the details about the examination' centre to NVS, R.O. in the prescribed form immediately after finalization of the Examination Centres.
8. To work as DLO on the examination day as per the instruction of the R.O., NVS.
9. To be a member of the Flying Squad to carry out surprise visit to the Examination Centres.
10. To provide liaison between the Centre Supdt. and Centre Level observer on one hand and the District Education Officer on the other .
11. To entertain the complaints from candidates and their parents.
12. To assist and help DEO/DIOS and BEOs of the district in the conduct of the examination at all stages.
13. To ensure usage of NCMTM mobile app at different stages.
14. **Arrangements to be made to:**
  - a) Identify the custodian bank for storing confidential materials received from CBSE and to communicate the details in the prescribed format to Regional Office.
  - b) Verify the question paper packets in advance in terms of quantity of question papers only by opening outer layer sent by CBSE to the identified banks centre-wise.
  - c) To ensure the sanitization of all JNVST test centres prior to the examination day
  - d) Collect and distribute the materials to all Centres on the day of the test along with packing materials.
15. To forward the unused test material and other documents confidentially to Regional Office/Camp office as per the instructions issued.
16. To ensure the payment and settlement of expenditure incurred against conduct of JNVST.

## IX - DUTIES OF THE DISTRICT LEVEL OBSERVER (D.L.O)

1. District Level Observer will be appointed by the Principals of Jawahar Navodaya Vidyalaya as per the names recommended by R.Os, if any. Normally Principal, JNV will be DLO.
2. To attend the briefing session on stipulated date and at a place to be informed by RO., NVS.
3. To report on the stipulated date to D.E.O./DIOS of district allotted to him/her.
4. To conduct the briefing session in collaboration with DEO for the Centre Superintendents, the Centre Level. Observers and B.E.O's with the help of the Manual of Instructions & guidelines provided by Samiti.
5. To oversee distribution of test materials to each Centre Superintendent
6. To instruct the Centre Superintendents to conduct orientation session for invigilators of their centres explaining their duties with the help of Duty Sheet given in the Manual of Instructions on the examination day at 9.30 a.m. He/She should give necessary directions to CS for arranging sanitization of the centre and to follow other COVID protocol as per MHA guidelines.
7. To oversee collection of used and unused test materials and other documents received by the DEO/DIOS after the examination along with the Computer Control Sheet-I.
8. To oversee that the packets of test-booklets & answer sheets received by DEO/ DIOS from the Centre Superintendents are sealed properly. In case of any discrepancy or inadequate sealing, he would get the material sealed properly and see that statement to that effect is taken from the Superintendent by DEO/ DIOS which should also be signed by the DLO.
9. To see that test materials are packed as indicated in the flow chart and consolidated statement on. Computer Control Sheet-II is prepared on the basis of Computer Control Sheet-I submitted by Centre Superintendent.
10. In case of any discrepancy in the number of test-booklet entries and the attendance sheet, it should be resolved by Centre Superintendent concerned.
11. To be a member of the flying squad for surprise visits to some of the examination centres.
12. To oversee repacking and resealing of unused test-booklets and other documents (if required) by the DEO/DIOS to forward to NVS, R.O./Camp offices.
13. To oversee disbursement of honorarium, TA/DA and freight claim of Centre Superintendents, invigilators and other personnel on the spot by DEO.
14. To reconcile the reports of CLOs/Centre Superintendents and submit the report In Proforma - E & F to DEO after the test, for onward transmission to camp office / Regional office.
15. To provide necessary instructions for using NCMTM mobile app.

**Note:** DLOs will ensure that the material from all Centres is received, verified, sealed, packed and dispatched by the DEOs/DIOs to CBSE through Principal, J.N.V.

## **X - DUTIES OF THE CENTRE LEVEL OBSERVER**

1. Centre level observers will be appointed from among the JNV teachers. However, in case of non-availability of adequate number of teachers, the CLOs will be appointed by the DEOs.
2. To report to the office of DEO/DIOS on the stipulated date.
3. To attend the briefing session conducted by the District Level Observer on the Stipulated date at the office of DEO/DIOS.
4. To collect confidential question paper packets from the identified Nationalized Banks along with Centre Superintendent on the day of the examination as per the time communicated by the Principal. To ensure usage of NCMTM mobile app at various stages.
5. To assess adequacy of the physical facilities at the centre and to take necessary steps in consultation with the Centre Superintendent to make up the deficiencies, if any in advance
6. To oversee the briefing session conducted by Centre Superintendent for the invigilators at 9.30 a.m. before the start of examination on the day of the examination and assist (if required) him in orientation.
7. To see that the seating arrangement for candidates is satisfactory and roll numbers are written on the desk.
8. To ensure that appropriate COVID protocol is followed in the centre.
9. To check that the seals on packets of test-booklets are intact. To get bundle opened in the presence of two invigilators, not earlier than half an hour before the commencement of the examination.
10. To oversee the conduct of examination in all examination rooms/halls and to ensure that no malpractice takes place and unfair means are not used by candidates.
11. To ensure that the time-activity schedule given in the Manual of Instructions is strictly followed by the Superintendent and the invigilators.
12. To check that the proper centre stamp is put by every invigilator on the cover page of every Test booklet and OMR sheet.
13. **Please ensure that the Test Booklet provided to the candidate is as per the language opted by him/her.**
14. To see that the unused test materials are sealed within 15 minutes after the commencement of the examination. Centre Level Observer also should count the unused test booklets with OMR sheets before packing and ensure that the number of unused test booklets tallies with the difference in the number of test booklets received from the bank and number of test booklets used by the candidates appeared in the examination.
15. To take special care in checking that the number of SC/ST candidates matches with the application forms and there are no wrong entries.
16. To see that the OMR sheets are arranged in serial order of Roll Number irrespective of medium used.
17. To ensure that the Computer Control Sheet-I is duly filled by the Centre Superintendent.
18. To ensure that entries in column 10 & 11 of the attendance sheet are filled in by the invigilator correctly and signature of candidates are obtained in column 12.
19. **To count the number of OMR sheets physically before packing and tally with the no. of students appeared for JNVST in the centre.**
20. To count the number of attendance sheets and absentee performas physically before packing and tally with the no. of attendance sheets and absentee performas received from the test agency.
21. To ensure that the material duly packed and sealed reaches the office of the District Education Officer/DIOS on the same day. In case of long distances the test material should be kept in safe custody under lock and key overnight and delivered next day. He will accompany the Centre Superintendent to the Office of the DEO/DIOS for the delivery of test material.
22. To prepare a report on the prescribed Performa-D and to handover a copy of the same to the District Education Officer/District Inspector of Schools at the time of handing over the test material.

**XI**  
**DUTIES OF THE BANK MANAGER/CUSTODIAN OF THE JNVST**  
**CONFIDENTIAL MATERIAL**

1. A letter of acceptance for safe storage/custody of sealed parcels of test booklets for JNVST-22 and assurance for observance of strictest secrecy of the confidential material, in prescribed format, is to be given. Each Bank Manager will receive personally sealed parcels, which will be sent to the bank by the CBSE.
2. On receipt of the confidential material, the bank manager and NVS representative will tally the number of parcels with the statements sent to him/her and verify as per the requirement of question papers for different centres. The NCMTM mobile app to be used during receipt, verification and delivery of confidential materials.
3. Mode of dispatch of confidential materials will be intimated to the Bank by CBSE at the appropriate time.
4. The Bank Manager will see that the seals of the parcels received are intact. Any deficiencies, if found in seals, is to be brought to the notice of the CBSE
5. The Bank Manager will acknowledge receipt of the sealed parcels to the Director ( P E ),CBSE,2, Community Centre, **Preet Vihar**, Delhi – 110092 in the prescribed format.
6. The Bank Manager will keep all the parcels under his custody. These parcels are to be stored in the strong room safe vaults only.
7. The delivery of the confidential material to the authorized representative of the NVS is to be made on the day of examination only, as per the time schedule so that the materials reach timely the examination centres.



## XII - DUTIES OF THE CENTRE SUPERINTENDENT

### Special Instructions.

**The test centre should be properly sanitized before the conduct of test. The COVID protocol as per MHA guidelines to be followed.**

- (a) Write in bold letters time of the Selection Test on the black board to be placed at the Gate/ Entrance of the School along with seating arrangements of candidates in different rooms. Also write, time of selection Test- 11.30 a.m. to 1.30 p.m. (without break). In respect of specially abled candidates (Divyang), additional time of 40 minutes will be provided. 15 minutes additional time will be allowed for reading the instructions/questions from 11:15 A.M to 11:30 A.M.
- (b) Allow late-comers up to 11.30 am but no extra time should be given to them.
- (c) Get the correction announced, if any, communicated by Navodaya Vidyalaya / NV Cell or indicated in test - booklet, through invigilators.
- (d) Appoint one invigilator for 12 candidates with one additional invigilator for every 10 invigilators to act as reliever and for distribution of test material in different rooms. Intimate the invigilators to attend the briefing session on examination day at 9.30 a.m. No relation certificate is to be obtained from Invigilators and all officials involved in the conduct of test. It should be ensured that **MOBILE PHONES** of the invigilators and all officials involved in the conduct of test are in the custody of CS during the time of examination.
- (e) Attend the briefing session on the stipulated date at DEO/DIOS Office organized by the District Level Observer.
- (f) Receive the test materials from the identified custodian bank. Check whether these packets are sealed properly. If not, report to District Level Observer and get them resealed and report accordingly in the reporting proforma.
- (g) Get the rubber stamp of the Centre and stamp pad from the DEO/DIOS on the briefing day as specimen of the sample shown on page 12. Direction is to be given to all field functionaries to keep the centre stamp in all OMR sheets only inside the box provided for the same.
- (h) Reach the examination centre. on the examination day along with the Centre Level Observer, to conduct the briefing session for the invigilators at 9.30 a.m. after the collection of confidential material from custodian bank. Give instruction to invigilators that use of Ruler, Geometrical Instruments and Calculators by the candidates is not allowed during the examination
- (i) Adjust your watch with radio timing and instruct the attendant to follow strictly the system of ringing the bells as given in the time activity schedule.
- (j) Open the sealed bundles of test-booklets in the presence of Centre Level Observer and two invigilators, half an hour before the scheduled time for the commencement of examination. Note the discrepancies, if any, in terms of the content slip and record it in your reporting proforma.
- (k) Make room-wise packets of SEALED Test booklets containing OMR sheet according to serial number of the test booklets (twelve for each room) according to the medium of examination opted by the candidates.
- (l) Distribute the test booklets (Sealed Packets) to the invigilators at 11.00 a.m. with instruction to distribute as per time activity schedule given. **Please ensure that the Test Booklet provided to the candidate is as per the Language opted by him/her. If any test booklet is reissued to the candidate due to administrative reasons, the same is to be recorded in the report.**
- (m) Collect all the unused test booklets, pack and seal (PKT-D) by 11:45 A.M as per direction given in the flow chart. Centre Superintendent should count the unused test booklets before packing and ensure that the number of unused test booklets tallies with the difference in the number of test booklets received from the bank and number of test booklets used by the candidates appeared in the examination.
- (n) As soon as the test time is over at 1.30 p.m. **Used OMR sheets** should be received from invigilators duly arranged roll number wise along with attendance sheet and list of absentees. An additional time of 40 minutes will be allowed for the Divyang students (Differently- abled Students).
- (o) Collect all the admit cards signed by Head Master from the candidates appeared in the examination and pack and seal (PKT-E) as per direction given in the flow chart.
- (p) **Before packing check and verify the Attendance sheets and OMR sheets of all the candidates for accuracy of**
  - (i) Attendance Sheets in respect of authenticity of all.

- (ii) Attendance sheet arranged room-wise. Be sure that no unregistered candidate appeared in the examination.
- (iii) Total number of candidates appeared as per attendance sheet.
- (iv) Total number of absentees as per attendance sheet.
- (v) Roll numbers written by invigilators in International (English) numerals on each OMR.
- (vi) Verify physically that the invigilators have transferred the information of candidates on each and every used OMR.
- (q) Verify the number of OMR sheets packed with the number of students appeared for the exam in the centre.
- (r) The Centre wise Absentee Proforma issued by CBSE should be filled by darkening the circle with black/blue ball point pen against the roll number of absent candidates.
- (s) Fill in Computer Control Sheet-I given in the manual before packing the material and hand over it separately to D.E.O./D.I.O.S.
- (t) If for any particular reason, one centre is merged into another centre of the different block, in that case, the packing of OMR sheets/attendance sheet would be strictly done centre-wise bearing the current Centre Stamps indicating the respective block code.
- (u) OMR sheets, Un-used test-booklets and other test material should be packed as follows :-
  - (i) For packet -A (OMR sheet) - use markeen cloth packing.
  - (ii) For packet-B (Attendance Sheet & Absentee Proforma) - use Cloth Line Envelope/Cloth Bag.
  - (iii) For packet-C (Proforma F & G) - use ordinary Khaki envelope.
  - (iv) For packet- D (Unused test booklets) - use mar keen cloth packing.
  - (v) For Packet-E (Admit Cards) – Use ordinary Khaki envelop.
- (v) All packets should be sealed separately. The instructions issued by CBSE regarding packing of test material should be strictly followed.
- (w) Mode of packing is indicated in the flow chart as given in Appendix-7.
- (x) Use prescribed Packet and Bundle Slip (sample given in Appendix-6) while packing the material.
- (y) The NCMTM mobile app should be used at different stages.

### XIII - DUTIES OF THE INVIGILATOR

Write the time schedule on the black-board on the examination day in the room allotted to you and also the roll number of the candidates

***Examination time 11:30 a.m. to 1:30 p.m without break.***

***From Roll No..... To Roll No.....***

1. Report to the Centre Superintendent at 9.00 a.m. on examination day and attend the briefing session at 9.30 a.m. Move to your respective rooms at 10.45 a.m. after the briefing session is over. Check the Roll numbers, and seating arrangement of candidates.
2. Allow the candidates to enter the examination hall at 11:00 a.m. and see that they are seated according to their roll numbers on the basis of admit cards.
3. No candidates should be allowed to take geometrical instrument/ruler/books/notes/calculators etc. inside the examination hall/room.
4. Open the sealed packet of Test Booklets and distribute the test-booklets containing OMR (answer) sheet according to serial number given on the test- booklets. **Please ensure that the Test Booklet provided to the candidate is as per the Language opted by him/her.** Place text-booklet on each desk and remove absentees booklets at immediately after the commencement of exam.
5. Candidates are asked to check up their test-booklets, for total number of printed pages and 80 questions Defective test-booklets and answer sheet if any may bereplaced.
6. Late comers may be allowed by the Centre Superintendent up to 11.30 am and not after that. They should however not be given extra time.
7. Check the genuineness of the candidate with the candidate's signature and photograph on the Admit Card.
8. **PUT THE CENTRE STAMP ON THE TEST-BOOKLETS AND OMR SHEETS OF EACH CANDIDATE IN THE BLOCK PROVIDED ON THE COVER PAGE OF THE TEST-BOOKLET AND OMR SHEETS.**
9. Check roll number marked by candidates and put your signature at the appropriate place on the OMR (answer) sheet of each candidate after you have made entries as onthe answer sheet.
10. Write yourself the roll number and other particulars in the space provided to tally with the Roll No marked by the candidate
11. Get the signature of each candidate on attendance sheet. Start taking attendance after 11:30 am. Attendance sheets will be provided by Centre Superintendent. Sample attendance sheet is given in Appendix-1.
12. Transfer the information relating to candidates in the answer sheet from the candidates' admit card. Collect all the unused booklets and take account of it.
13. In Arithmetic's test, rough work can be done in the space provided.
14. No candidate should be allowed to make use of unfair means during the examination. Such cases, if any should be reported immediately to the Centre Superintendent and the Centre Level Observer.
15. Ensure that each candidate returns the answer sheet even if a candidate has not written anything. He/she must fill the roll number and put his/her signature on the answer sheet. See that his attendance is marked.
16. No candidate shall be allowed to leave the examination room/hall before 01:30 p.m. even if he has nothing to write.
17. Collect all the admit cards signed by Head Master form the candidates appeared in the examination and handover to the Centre Superintendent.
18. At the end of examination, please ensure that no candidate leaves the room until all answer sheets are collected and accounted for. Check the number, which must tally with attendance sheet.
19. Arrange OMR sheets in serial order of Roll Number of candidates (Irrespective of language used) before handing over to the Centre Superintendent. Also prepare the list of absentees and hand over to the centre superintendent. No absentee slip should be placed in between the OMR sheets.
20. Fill the proforma-G and submit it to the Centre Superintendent.

***No unused test booklet and OMR (answer) sheet is to be retained by the candidates, the invigilators or any other functionaries***

## XIV - RATE OF PAYMENT

Approved Rates of Honorarium/Remuneration/ Translation & TA/DA etc. and Guidelines for regulating the expenditure regarding conduct of Jawahar Navodaya Vidyalaya Selection Test-2022.

### A. At R.O'S Office Translation Rate

Sl. No.	Details of work	Rate
1	Translation of handouts etc. (In any language) Translation of Prospectus JNVST 2022	Rs. 80 per 1,000 words (or 8/- per Hundred)
a.	Translation of Hand-bill	Rs. 80 per 1,000 words (or 8/- per Hundred)
b.	Translation of publicity posters	Rs. 80 per 1,000 words (or 8/- per Hundred)
c.	Art work for diagrams illustration etc.	Rs. 30 per illustration consisting of 4 or 5 diagrams.

### A. At DEO/DIOS Office

	Person/Official 1	Amount 2	To be paid by 3
i)	District Co-ordinator (DEO/DIOS)	Rs. 2025/-	Concerned Principal
ii)	Block Co-ordinator per Block (DY, DEO/AEO/BEO) involved in this task	Rs. 1350/-	DEO/DIOS
iii)	District Level Observer	Rs. 1350/-	DEO/DIOS
iv)	Centre Level Observer	Rs. 675/-	DEO/DIOS
v)	Secretarial help at DEO's Office two persons and BEO's office-one person	Rs. 540/- each	DEO/DIOS
vi)	Class IV Assistant at DEO's office two persons and DEO's office-one person	Rs. 270/-- each	DEO/DIOS
vii)	TA/DA for Centre Superintendents for coming to DEO's office, one for briefing and collection of non confidential material and second time to deliver all examination related materials after the examination.	TA/DA will be paid as per their respective entitlement as per State Govt. Rules	DEO/DIOS

viii)	Air/Rail Road Courier Freight of Question booklets and their non confidential materials	The charges for courier may be paid at actual by rail or limited to 1 <sup>st</sup> Class fare. There is no question of payment of air fare for courier except in extraordinary circumstances. Each such case has to be considered on merit in consultation with IFA. NVS, HQRs	NVS (HQ)/RO
ix)	Contingent Expenses	Actual expenses incurred may be paid (for details please see the enclosed guidelines)	RO/DEO/DIOS Centre Superintendents .

### C : At Centre of Examination

i)	Centre Superintendents	Rs. 1350/- each	DEO/DIOS
ii)	Invigilators( <b>One for every 12 Candidates-</b> Applicable only for JNVST 22 due to COVID 19)	Rs. 400/-- each	Centre Superintendents
iii)	Clerical Assistance of two persons	Rs. 200/-each	Centre Superintendents
iv)	Class IV Assistance (One person for every 40 candidates or part there of)	Rs. 200/-each	Centre Superintendents
v)	TA/DA rates of DLOs/CLOs	1. If deputed from State Govt.	
a.	District Level Observer (if it is other than Principals of Jawahar Navodaya Vidyalayas/Persons appointed by R.O.)	TA/DA will be paid as per their respective State Govt. rates	DEO/DIOS
b.	Centre level observer (Lecturer, Head Master, PGT, TGT) Persons appointed by Principal	2. If deputed from Central Govt. Offices TA/DA will be paid as per Central Govt. Rules	DEO/DIOS

### Note

- i) The DA rate will depend on place of duty & basic pay/Grade Pay of the person concerned. For Transit period DA would be paid at ordinary rate.
- ii) The Principals and other staff of JNVs are not entitled for any honorarium for performing the duties of District Level Observers and Centre Level Observers during the conduct of JNVST.

**GUIDELINES FOR REGULATING THE EXPENDITURE**

1. Every payment is required to be supported by a voucher duly authenticated by the controlling officer.
2. A certificate showing the expenditure will not be accepted without the voucher in support of the payment.
3. All the vouchers should bear the requisite certificates and each voucher may be stamped paid and cancelled
4. All consumable items purchased for the Selection Test need to be accounted for in the Stock Register and consumption from time to time be shown against each item. Any balance left should be clearly mentioned while submitting the account of the admission test.
5. Regarding purchase of items, if any, purchase procedure of NVS is to be followed.
6. Article of fixed assets may not be purchased. Where it is needed, prior permission of the Samiti may be obtained and the sanction should be obtained and the action should be intimated before the commencement of the examination after proper assessment of the requirement.
7. Where conveyance charges are claimed, the purpose of journey performed and the mode of conveyance have to be invariably recorded. In the case of private cars or office vehicle the total quantity of petrol consumed may be given viz. the total mileage covered.
8. No remuneration other than charges at standard tariff is payable to drivers of vehicles engaged for conveyance. It has been seen that in addition to hire charges. Refreshment, tea etc, overtime is inadmissible and may be avoided totally.
9. The expenditure on tea/coffee may be met out of the contingency. The purpose of the meetings and number of participants to whom tea/coffee is served invariably be indicated on the vouchers.
10. The expenditure on dispatch and telephone calls should clearly indicate the purpose. Dispatch register giving the details of the postage stamps used and telephone register-giving details of calls made may be maintained and necessary certificate to this effect is recorded on the relevant vouchers.
11. The expenditure on loading/unloading etc. should be on reasonable proportion to the number of bundles loaded and unloaded. The voucher should clearly specify the number of persons engaged. It should also be mentioned apart from the rate at which the payment is made to them.
12. The number of candidates who have been allotted Roll Number and the candidates actually appeared in the expenditure should be indicated in the accounts. This is with the view to find out the admissibility of the expenditure under various categories.
13. The expenditure on preparation of Rubber Stamps, Brass Seals etc. should be minimum as per the actual requirement, where these are already available with the centre, the same may used.
14. Payment of Honorarium of Invigilator, Centre Superintendent, Clerical Assistance and Class IV may be made as per the norms in the Guidelines.
15. TA/Road mileage may be paid keeping in view the entitlement for each category of the staff, while claiming the TA and Road Mileage in accordance with the State Govt. rules. A copy of the rules may be sent along with accounts to enable use to exercise check.
16. DA will be paid to the concerned officer as per his/her central/State Govt. rules. Casual staff be engaged if absolutely necessary as per the State Govt. rates.
17. Tour journeys should be so performed and the programme may be drawn in such a manner so as to avoid the incidence of repeat journey.
18. The proforma to be used for submitting the account is enclosed.

**Note:** The above guidelines have been approved by Internal Financial Advisor/Chief Accts., Officer, NVS Noida.

### **PROFORMA AND APPENDICES**

All the test personnels are requested to tear off the relevant proforma from this manual for submitting their reports. Invigilators would however, use reporting proforma to be supplied separately by the centre superintendants as copy of this booklet is not provided to them.

**REGIONAL OFFICER'S REPORT**  
(To be filled by the R.O. and to give to Officer-in-charge, NV Cell, CBSE at the time of delivering the test material to computer centre)

**1.Reporting:**

- 1.1 The scheme of Navodaya Vidyalaya Selection test 2022 was given publicity on due dates/ was delayed/could not be done through..... in my jurisdiction.
- 1.2 Pamphlets were distributed to the District Education Officer from .....To.....
- 1.3 Sealed test material for selection test was received by various banks on (date) .....
- 1.4 Content of the packages as indicated on the slip pasted on each package were found in order (Mention below discrepancy, if any).
- 
- 1.5 Sealed packets of Test booklet and other test material were distributed to the Centre Superintendents by the Nationalized Banks
- 1.6 The seals were 'found intact on all packets of used test -booklet & answer sheet (Mention below discrepancy, if any)
- 1.7 All unused test-booklets & answer sheet and other test material (Computer Control Sheets -I & II, Reporting Proforma, Attendance sheets, Statement of Account, if any duly sealed were received back from DEOs by the Principals.
- 1.8 All DEO reports have been read and discrepancies are consolidated and placed with this report.

**2. Observations**

Please put a tick (✓) mark in the space provided on the basis of your experience.

Task		Rating			
		Excellent	Satisfactory	Not Satisfactory	Remarks (if any,.)
(i)	Packing of the test material				
(ii)	Distribution of Application forms				
(iii)	Mode of Orientation of Test Personnel				
(iv)	Guidelines provided for Personnel involved in different tasks				
(v)	Facilities and services for administering the selection test provided at the centre				

- 2.2 Malpractices noticed, if any.
- 2.3 Difficulties and problems of D.E.O.s, B.E.Os, C.L.Os and Centre Superintendents.
- 2.4 Nature and quality of test material.
- 2.5 Strategy and mechanics (logistics) of conducting examination.
- 2.6 Use of Bio-Data Form-I
- 2.7 Any Other Observation.

**3. Suggestions**

On the basis of your experience and that of your other associates you may like to give your suggestions, if any, for further improvement of test administration in regard to.

- 3.1 Pre-examination preparation.
- 3.2 Activities undertaken during the examination.
- 3.3 Post examination tasks.

Date .....

Signature of the Reporting Officer.....

Name (in Block Letters) .....

(Affix Official Stamp)



**DISTRICT EDUCATION OFFICER'S (DEOs/DIOs) REPORT**

(To be filled by the District Education Officer and Submitted to CBSE after handing over the documents to the JNV, Principal after the test)

Code No.

State Name:.....

District Name:.....

**1. Reporting:**

Please tick (✓) if applicable and mark cross (x) if not applicable.

1.1 Publicity of the Selection test for Jawahar Navodaya Vidyalaya was made through

(a) Local newspaper (b) Radio (c) Pamphlet in the district.

1.2 The briefing session for the Centre Superintendents and Centre Level Observers was conducted by the District Level Observer on.....forenoon / afternoon in my presence.

1.3. All unused test booklets & answer sheets and other test materials (reporting proforma, Attendance Sheets, Application forms, Computer control sheet -I and bills etc.) duly sealed were received back from Centre Superintendents from .....afternoon to.....forenoon/afternoon.

1.4 No unused test booklets and OMR sheets were retained by the Centre Superintendents or by me.

1.5 Selection test was administered smoothly and according to schedule provided by NV cell C.B.S.E./ NVS (Mention below discrepancy, if any) .....

1.6 Following cases of malpractices were reported by the Centre Level Observer / Centre Superintendents.

S.No	Name of the Centre	Number of Cases	Roll Number	Nature of malpractices

1.7 All payments in connection with the conduct of admission test in my district were made to various functionaries on.....

1.8 No sealed packet was opened for redistribution of test Booklets / Sealed packets of booklets & Answer sheets were opened for redistribution and resealed in the presence of

(a) District level observer Mr.....Signature.....

(b)Centre level observer Mr. ....Signature.....

1.9 Following Examination Centres were checked by mobile squad (give Code Nos, only).

1.10 All used OMR sheets, unused Test booklets & answer sheets, attendance sheets, admit cards, Computer Control Sheet I & II Proforma bill and vouchers were handed over to Principal J.N.V. .... on dated ..... in bundles

**2. Observation:**

Please put a tick (✓) Mark in the space provided on the basis of your experience.

Task	Rating			
	Excellent	Satisfactory	Not Satisfactory	Remarks(if any,)
(i) Packing of the test material				
(ii) Publicity for registration of Application forms				
(iii) Mode of Orientation of Test Personnel				
(iv) Guidelines provided for Personnel involved in different tasks				
(v) Facilities and services for administering the selection test provided at the Centre				

2.2. Malpractices noticed, if any.....

2.3 Difficulties and problems of D.E.Os, B.E.Os, C.L.Os and Centre Superintendents.

2.4 Nature and quality of test material.

2.5 Strategy and mechanics (Logistics) of conducting examination:

2.6 Any other observation.

**3. Suggestions:**

On the basis of your experience and that of your other associates you may like to give your suggestion if any for further improvement of test administration in regards to

3.1 Pre-examination preparation.

3.2 Activities undertaken during the examination.

3.3 Post-examination tasks.

Date.....

Signature of the Reporting Office.....

Name (in Block Letters) .....

(Affix Official Stamp)

## BLOCK EDUCATION OFFICER'S (B.E.O's) REPORT

(To be filled by the Block Education Officer and Submitted to D.E.O. after conduct of examination)

State ..... Code No. Name:

District ..... Name:

### 1. Reporting:

1.1 The facilities such as equipment, furniture, light, sanitation, accommodation, cleanliness and water service provided by the centre Superintendent were satisfactory for the conduct of the examination (if not, give below inadequacy).

1.2 In all ..... candidates appeared from the block at the following Centres

S.NO.	Centre Code No.	Name of the Centre (In Capitals)	Number of Candidates		
			Registered	Absent	Appeared

### 2. Observations:

2.1 Please put a tick ( ✓ ) Mark in the space provided on the basis of your experience.

Task		Rating			Remarks (if any,.)
		Excellent	Satisfactory	Not Satisfactory	
(i)	Packing of the test material				
(ii)	Publicity for registration of Application forms				
(iii)	Mode of Orientation of Test Personnel				
(iv)	Guidelines provided for Personnel involved in different tasks				
(v)	Facilities and services for administering the selection test provided at the centre				

- 2.2 Malpractices noticed, if any .....
- 2.3 Difficulties and problems of D.E.Os, B.E.Os, C.L.Os and Centre Superintendents.
- 2.4 Nature and quality of test material.
- 2.5 Strategy and mechanism (Logistics) of conducting examination:
- 2.6 Any other observation.

**3. Suggestions:**

On the basis of your experience and that of your other associates you may like to give your suggestion if any for further improvement of test administration in regard to

- 3.1 Pre-examination Preparation.
- 3.2 Activities undertaken during the examination.
- 3.3 Post-examination tasks.

Date:.....

Signature of the B.E.O.....

Name (in Block Letters).....

(Affix Official Stamp).....

## DISTRICT LEVEL OBSERVER’S (D.L.O’S) REPORT

(To be filled by the DLO & Handed over to DEO after the test for onward transmission to RO, NVS)

Code No.

State Name:

.....

District Name:

.....

**1. Reporting:**

1.1 Attended the briefing session at..... Conducted by.....  
on.....

1.2 I reported to the DEO/DIO on..... fore noon/ after noon

1.3 Briefing session was conducted by me on.....Forenoon/afternoon.

1.4 Number of centre Superintendent  Present.....  Absent.....

1.5 Number of Centre Level Observers  Present.....  Absent.....

1.6 Number of Block Education Officers  Present.....  Absent.....

1.7 The Name of the Centre Superintendents, Centre level observers and block Education officer who did not attend the briefing session are given below.

S.No	Block Code Number	Centre Code Number	Name of the C.Suptd	Name of the C.L.O	Name of the B.E.O

1.8 The non confidential materials were distributed by the DEO to Centre Superintendents in my presence as per details given in table below.

S.No	Block Code Number	Centre Code Number	Name of the C.Suptd	Name of the C.L.O	Name of the B.E.O	No. of Packets Delivery

1.9 I visited following centres along with the members of flying squad on the examination day.

S.N	Block Code Number	Name of the Centre	Malpractices observed if any given details

1.10 All un-used test booklet and test materials (reporting proformas, attendance sheets & Bills etc.) duly Sealed were received by DEO/DIOs. Following discrepancies were noted (if any).

S.No	Block Code Number	Centre Code Number	Date of the receipts	Discrepancy	Action Taken

1.11 No unused test booklet and answer sheets were retained by DEO or the Centre Superintendent.

1.12 All used test material, computer control sheet I and II and other documents were forwarded to regional/ camp office.

1.13 All the unused booklets have been collected and forwarded to RO/camp office.

1.14 Amount was disbursed to Centre Superintendents, CLOs and BEOs on -----

1.15 My Report was filed in proforma 'D' for further transmission to RO, NVS and to be forwarded to the officer-in-charge, NV Cell, CBSE.

1.16 I resumed my duties at my place of posting on .....

## 2. observation :

2.1 Please put a tick ( ✓ ) Mark in the space provided on the basis of your experience.

Task	Rating	Excellent	Satisfactory	Not Satisfactory	Remarks (if any,)
(i)	Packing of the test material				
(ii)	Publicity for registration of Application forms				
(iii)	Mode of Orientation of Test Personnel				
(iv)	Guidelines provided for Personnel involved in different tasks				
(v)	Facilities and services for administering the selection test provided at the centre				

- 2.2 Malpractices noticed, if any .....
- 2.3 Difficulties and problems of D.E.Os, B.E.Os, C.L.Os and Centre Superintendents.
- 2.4 Nature and quality of test material.
- 2.5 Strategy and mechanism (Logistics) of conducting examination:
- 2.6 Any other observation.

**3. Suggestions:**

On the basis of your experience and that of your other associates you may like to give your suggestion if any for further improvement of test administration in regard to

- 3.1 Pre-examination Preparation.
- 3.2 Activities undertaken during the examination.
- 3.3 Post-examination tasks.

Date:.....

Signature of the Reporting officer.....

Name (in Block Letters).....

(Affix Official Stamp).....

## CENTRE LEVEL OBSERVER’S (CLO’s) REPORT

Code No.

State Name: 

--	--

District Name: 

--	--

Block Name: 

--	--

Centre Name: 

--	--

**1.Reporting:**

1.1 I reported to District Education Officer at ..... am/ pm on .....

1.2 I attended the briefing session at .....am/ pm ..... On  
..... conducted by the District Level Observer.

1.3 The non confidential material was received by the Centre Superintendent from District  
Education Officer at ..... am/ pm on..... In my presence

1.4 Was the briefing session for invigilator organized by the Centre superintendent at the examination centre at 10.00 a.m. on the examination day in your presence?

YES	NO
-----	----

Number of invigilators	PRESENT	ABSENT	TOTAL

**2.Tick Mark (√) in the appropriate boxes**

2.1 The test centre was properly sanitized before the conduct of the test and all the COVID protocols have been followed 

YES	NO
-----	----

2.2 Did you find the seals intact of all the packets at the examination Centre at the time of opening? 

YES	NO
-----	----

2.3 Were the sealed packets of test booklets opened in your presence at the stipulated time on the examination day? 

YES	NO
-----	----

2.4 Did Centre Superintendent find the contents of Packets in order? 

YES	NO
-----	----

2.5 Have you noticed any discrepancy? (if yes, list them below) 

YES	NO
-----	----

2.6 Were The facilities such as furniture, light, sanitation, accommodation, cleanliness and water service satisfactory for the conduct of examination (if not, list the inadequacy). 

YES	NO
-----	----



2.7 Was the Roll Number written-on each desk in every room and was the seating arrangement satisfactory? 

YES	NO
-----	----

2.8 Whether the text booklets provided to the candidates were as per the language opted by them 

YES	NO
-----	----

2.9 Whether the entries in Columns Nos. 9 and 10 of attendancesheet complete as per instructions? 

YES	NO
-----	----

2.10 Did Centre Superintendent conduct the examination efficiently? (If not, what shortcomings were observed by you? 

YES	NO
-----	----

2.11 Have you observed any Malpractice during the conduct of examination? (if yes make a note of it?) 

YES	NO
-----	----

2.12 Whether the correct stamp bearing the State Code, District Code, Block code and Centre Code was put by each Invigilator on the Cover page of each test booklet and OMR Sheet 

YES	NO
-----	----

2.13 Whether the test booklets and answer sheets were arranged Roll number wise irrespective of the language of medium used? 

YES	NO
-----	----

2.14 Were all the unused test booklets and answer sheets were Packed and Sealed separately in your presence by putting Metallic seal on the each of the packets, the imprint of which is given 

YES	NO
-----	----

2.15 Were the Packets A to D Packed as per Instruction and as per flow chart Provided? 

YES	NO
-----	----

2.16 The Sealed Packets of unused test booklets, answer sheet, Computer control Sheet and other material were carried by the Centre Superintendent from the examination centre to the office of the District Education Officer.....and handed over to DEO on the fore noon/after noon. I accompanied/ did not accompany him up to DEO's office.

2.17 No used or unused test booklets and answer sheets were retained by Centre Superintendent or by me. 

YES	NO
-----	----

**3. Observations:**

Please put a tick (√) Mark in the space provided on the basis of your experience.

Task		Rating			
		Excellent	Satisfactory	Not Satisfactory	Remarks (if any..)
(i)	Packing of the test material				
(ii)	Publicity for registration of Application forms				
(iii)	Mode of Orientation of Test Personnel				
(iv)	Guidelines provided for Personnel involved in different tasks				
(v)	Facilities and services for administering the selection test provided at the centre				

2.2 Malpractices noticed, if any .....

2.3 Difficulties and problems of D.E.Os, B.E.Os, C.L.Os and Centre Superintendents.

2.4 Nature and quality of test material.

2.5 Strategy and mechanism (Logistics) of conducting examination:

2.6 Any other observation.

#### 4. Certificate

It is Certified that

- (a) the test booklets provided to the candidates were as per the language opted by them
- (b) number of OMR Sheets Packed in the Packet A were Counted by me and tallied with the number of students appeared for JNVST in the center.
- (c) number of unused test booklets along with OMR Packed in the Packet D were Counted by me and tallied with the difference in the number of test booklets received from the bank and number of test booklets used by the candidates appeared in the test for the particular centre.

#### 5. Suggestions:

On the basis of your experience and that of your other associates you may like to give your suggestion if any for further improvement of test administration in regard to

- 4.1 Pre-examination Preparation.
- 4.2 Activities undertaken during the examination.
- 4.3 Post-examination tasks.

Signature of the C.L.O.....

Date:.....

Name (in Block Letters).....

(Affix Official Stamp).....

## CENTRE SUPERINTENDENT’S REPORT

(To be filled by the Centre Superintendent, All entries to be made in the Capital Letters)

State Name :	<b>Code No</b>
.....	
.....	
District Name :	
.....	
.....	
Block Name :	
.....	
.....	
Centre Name :	
.....	
.....	

1. General Information

Put Stamp inside the Box

Sample of Centre Stamp Used

2. Attendance of Candidates

Present	Absent	Total

2.1 Number of Candidates  
Appeared category wise

General	OBC	SC	ST

2.2 Number of Candidates appeared  
Gender wise

Boy	Girls	TG	Urban	Rural

3. Record of Test Booklets

S.No.	Language	Received	Used	Unused	Defective	Balance

**4. Certificates**

4.1 Sealed Packets of Test booklets and answer sheets were received from the custodian bank at.....a.m. on .....

4.2 Content of the packets as indicated in the slip pasted on each packet was found in order / not in order (write discrepancy, if any)

4.3 Sealed bundles of test- booklets were opened at .....a.m on ..... In the presence of the Centre Level Observer & two Invigilator whose signatures are given below

i)..... (ii)..... (iii).....

4.4 the test booklets provided to the candidates were as per the language opted by them

4.5 Number of unused test booklets along with OMR Packed in the Packet D were Counted by me and tallied with the difference in the number of test booklets received from the bank and number of test booklets used by the candidates appeared in the test for the particular centre.

4.6 Entries of columns of 10 and 11 of the Attendance Sheet were completed by invigilators as per instruction and signature is obtained under column 12.

4.7 It is Certified that number of OMR Sheets Packed in the Packet A were Counted by me and tallied with the number of students appeared for JNVST in the centre.

4.8 It is certified that NO test material i.e Unused Test Booklet/OMR is retained by me.

4.9 There was no case of unfair means. If there were some cases, those are mentioned below.

Sl. No.	Roll No.	Name of the Candidate	Nature of unfair means detected	Reported to	Action taken

**6. Observation and suggestions, if any for the improvement in the conduct of examination.**

Date.....

Signature of the Centre Supdt

Name (in Block Letters).....

(Affix Official Stamp)

**INVIGILATOR's REPORT**

(To be filled by the Invigilator. All entries to be made in the Capital Letters)

Name :	.....	Code No.	<input style="width: 100%; height: 20px;" type="text"/>
State :	.....		<input style="width: 100%; height: 20px;" type="text"/>
District :	.....		<input style="width: 100%; height: 20px;" type="text"/>
Block :	.....		<input style="width: 100%; height: 20px;" type="text"/>
Centre :	.....		<input style="width: 100%; height: 20px;" type="text"/>

1. General Information

Put Stamp inside the Box

Sample of Centre Stamp Used

1.2 Room No.:

.....

2. Attendance Record :

Number of Candidates

Present	Absent	Total

Number of candidates appeared

General	OBC	SC	ST

Boys	Girls

Urban	Rural

3. Record of SC/ST candidates( This should be recorded from the admit cards/application forms)

Roll Number of Scheduled Caste Candidates Appeared			Roll Number of Scheduled Tribe Candidates Appeared		
Roll No.	Roll No.	Roll No.	Roll No.	Roll No.	Roll No.
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
Total Number of Candidates appeared			Total Number of Candidates appeared		
<input style="width: 50px; height: 20px;" type="text"/>			<input style="width: 50px; height: 20px;" type="text"/>		

#### 4. Certificates

- (i) the test booklets provided to the candidates were as per the language opted by them
- ii) Serial No. of test- booklets and OMR sheets were entered in the attendance sheet against Roll No of each candidate.
- iii) The Roll No and Test Booklet No. of each candidate in international numerals at the specified place as per record was written by the candidate and the codes for state/dist/block/centre are filled by me on the OMR sheet.
- iv) NO Unused Test Booklet/OMR is retained by me . All the OMRs and Unused Test Booklets are Handed over to Centre Supdts.
- v) There was no case of unfair means. If there were some cases, these were reported to Center Supdt. and C.L 0 as below.

Sl. No.	Roll No.	Name of the Candidate	Nature of unfair means detected	Reported to	Action taken

Signature of the invigilator

Name (in Block Letters).....



**APPENDIX-2**

**JAWAHAR NAVODAYA VIDYALAYA SELECTION TEST-2022  
CENTREWISE ABSENTEE PROFORMA (SAMPLE)**

<b>JAWAHAR NAVODAYA VIDYALAYA, SELECTION TEST - 2022</b>							
<b>ABSENTEE PROFORMA (to be filled by Centre Supdt.)</b>							
<b>STAGE - I</b>							
State :				District :			
Block :				Centre :			
700925							
Page No. 0001 of 0004							

**NOTE:** 1. Please darken the circle with Black / Blue Ball Point Pen against the Roll No. of Candidates who are "ABSENT". Do not use Red/Green pen.  
2. It should be packed along with Attendance Sheet, in zip lock bag and avoid folding.

Roll No.	Absent	Roll No.	Absent	Roll No.	Absent	Roll No.	Absent
1472230	<input type="radio"/>	1472255	<input type="radio"/>	1472280	<input type="radio"/>	1472305	<input type="radio"/>
1472231	<input type="radio"/>	1472256	<input type="radio"/>	1472281	<input type="radio"/>	1472306	<input type="radio"/>
1472232	<input type="radio"/>	1472257	<input type="radio"/>	1472282	<input type="radio"/>	1472307	<input type="radio"/>
1472233	<input type="radio"/>	1472258	<input type="radio"/>	1472283	<input type="radio"/>	1472308	<input type="radio"/>
1472234	<input type="radio"/>	1472259	<input type="radio"/>	1472284	<input type="radio"/>	1472309	<input type="radio"/>
1472235	<input type="radio"/>	1472260	<input type="radio"/>	1472285	<input type="radio"/>	1472310	<input type="radio"/>
1472236	<input type="radio"/>	1472261	<input type="radio"/>	1472286	<input type="radio"/>	1472311	<input type="radio"/>
1472237	<input type="radio"/>	1472262	<input type="radio"/>	1472287	<input type="radio"/>	1472312	<input type="radio"/>
1472238	<input type="radio"/>	1472263	<input type="radio"/>	1472288	<input type="radio"/>	1472313	<input type="radio"/>
1472239	<input type="radio"/>	1472264	<input type="radio"/>	1472289	<input type="radio"/>	1472314	<input type="radio"/>
1472240	<input type="radio"/>	1472265	<input type="radio"/>	1472290	<input type="radio"/>	1472315	<input type="radio"/>
1472241	<input type="radio"/>	1472266	<input type="radio"/>	1472291	<input type="radio"/>	1472316	<input type="radio"/>
1472242	<input type="radio"/>	1472267	<input type="radio"/>	1472292	<input type="radio"/>	1472317	<input type="radio"/>
1472243	<input type="radio"/>	1472268	<input type="radio"/>	1472293	<input type="radio"/>	1472318	<input type="radio"/>
1472244	<input type="radio"/>	1472269	<input type="radio"/>	1472294	<input type="radio"/>	1472319	<input type="radio"/>
1472245	<input type="radio"/>	1472270	<input type="radio"/>	1472295	<input type="radio"/>	1472320	<input type="radio"/>
1472246	<input type="radio"/>	1472271	<input type="radio"/>	1472296	<input type="radio"/>	1472321	<input type="radio"/>
1472247	<input type="radio"/>	1472272	<input type="radio"/>	1472297	<input type="radio"/>	1472322	<input type="radio"/>
1472248	<input type="radio"/>	1472273	<input type="radio"/>	1472298	<input type="radio"/>	1472323	<input type="radio"/>
1472249	<input type="radio"/>	1472274	<input type="radio"/>	1472299	<input type="radio"/>	1472324	<input type="radio"/>
1472250	<input type="radio"/>	1472275	<input type="radio"/>	1472300	<input type="radio"/>	1472325	<input type="radio"/>
1472251	<input type="radio"/>	1472276	<input type="radio"/>	1472301	<input type="radio"/>	1472326	<input type="radio"/>
1472252	<input type="radio"/>	1472277	<input type="radio"/>	1472302	<input type="radio"/>	1472327	<input type="radio"/>
1472253	<input type="radio"/>	1472278	<input type="radio"/>	1472303	<input type="radio"/>	1472328	<input type="radio"/>
1472254	<input type="radio"/>	1472279	<input type="radio"/>	1472304	<input type="radio"/>	1472329	<input type="radio"/>

<b>Summary of this sheet:</b>	700925
<b>No. of Candidates Registered</b>	100
<b>No. of Candidates ABSENT</b>	<input style="width: 100%;" type="text"/>
<b>No. of Candidates PRESENT</b>	<input style="width: 100%;" type="text"/>

(Put Centre Stamp Here)

(Signature of Centre Supdt. with Date and Seal)

Please Do Not Cross this Line











# PACKET SLIP -A

Used Answer (OMR) Sheets

PUT CENTRE STAMP IN THE BOX GIVEN BELOW

Number of students appeared for JNVST \_\_\_\_\_

State \_\_\_\_\_

District \_\_\_\_\_

Packet	Contents	Number (in figures)	Number (in words)	Number of Packets
A	Used Answer(OMR) Sheets			

Signature of CLO

Signature of Centre Supdt

Name and Address

Name and Address

.....

.....

.....

.....

.....

.....

C.S → DEO → Principal → RO/Camp Office → NV Cell

# PACKET SLIP -B

Attendance Sheets + Absentee Proforma

PUT CENTRE STAMP IN THE BOX GIVEN BELOW

State \_\_\_\_\_

District \_\_\_\_\_

Packet	Contents	Number (in figures)	Number (in words)	Number of Packets
B	Attendance Sheets			
	Absentee Proforma			

Signature of CLO

Signature of Centre Supdt

Name and Address

Name and Address

.....

.....

.....

.....

.....

.....

C.S → DEO → Principal → RO/Camp Office → NV Cell

# PACKET SLIP - C

## Proforma F&G

PUT CENTRE STAMP IN THE BOX GIVEN BELOW

State \_\_\_\_\_

District \_\_\_\_\_

Packet	Contents	Number (in figures)	Number (in words)	Number of Packets
C	Proforma F			
	Proforma G			

Signature of CLO

Signature of Centre Supdt

Name and Address

Name and Address

.....

.....

.....

.....

.....

.....

C.S → DEO → Principal → RO/Camp Office → NV Cell

# PACKET SLIP - D

## Unused Test Booklets

PUT CENTRE STAMP IN THE BOX GIVEN BELOW

State \_\_\_\_\_

District \_\_\_\_\_

Packet	Contents	Number (in figures)	Number (in words)	Number of Packets
D	<b>Unused</b> Test Booklets with <b>unused</b> OMR sheets			

Signature of CLO

Signature of Centre Supdt

Name and Address

Name and Address

.....

.....

.....

.....

.....

.....

C.S → DEO → Principal → RO/Camp Office



# PACKET SLIP - E

## ADMIT CARDS

PUT CENTRE STAMP IN THE BOX GIVEN BELOW

State \_\_\_\_\_

District \_\_\_\_\_

Packet	Contents	Number (in figures)	Number (in words)	Number of Packets
E	Admit card of all Appeared candidates duly signed by Head Master			

Signature of CLO

Signature of Centre Supdt

Name and Address

Name and Address

.....

.....

.....

.....

.....

.....

C.S      →      DEO      →      Principal

# BUNDLE SLIP

(To be used separately for each bundle)

No. I / II / III / IV PUT CENTRE STAMP IN THE BOX GIVEN BELOW

Sl.No.	Contents(Packets)	Number (In figures)	Number (In words)
1.			
2.			
<b>Grand Total</b>			
			<b>Signature of DEO</b> <b>Date:</b>

\* strike whichever is not applicable

(To be forwarded to Principal → RO/Camp office → NV Cell)

## FLOW CHART MODE OF PACKING TEST MATERIAL

## LEVELS

Centre:

1<sup>st</sup>

Packet-A OMR Sheets	Packet-B Attendance Sheets & Absentee Proforma	Packet-C Reporting Proforma F&G	Packet-D Unused Test Booklets	Packet-E Admit Cards
↓	↓	↓	↓	↓
KEEP IN ZIP LOCK POLYTHENE BAGS (500 OMRS IN ONE POLYTHENE BAG)	KEEP IN CLOTH LINE ENVELOPE/CLOTH BAG	PUT IN KHAKI ENVELOPE	WRAP IN WATER PROOF PAPER AND TIE WITH CORD, PACK IN MARKEEN CLOTH AND STICH	PUT IN KHAKI ENVELOPE
↓	↓	↓	↓	↓
KEEP THE POLYTHENE BAGS IN BLUE ENVELOPE DULY SEALED WITH SEALING TAPE	STITCH & SEAL WITH SEALING WAX	SEAL, MARK - C ON THE ENVELOPE	SEAL, MARK - D ON THE PACKET	SEAL, MARK - E ON THE ENVELOPE
↓	↓	↓	↓	↓
PLACE BLUE ENVELOPE IN BETWEEN THE PULP BOARDS IN SUCH A MANNER THAT THE EDGES OF THE ENVELOPE ARE NOT DAMAGED	MARK - B ON THE PACKET	PUT CENTRE STAMP ON THE PACKET	PUT CENTRE STAMP ON THE PACKET	PUT CENTRE STAMP ON THE PACKET
↓	↓	↓	↓	↓
TIGHTLY PACK IN CLOTH PARCEL DULY STITCHED, SEALED WITH SEALING WAX	PUT CENTRE STAMP ON THE PACKET	PASTE PACKET SLIP ON IT	PASTE PACKET SLIP ON IT	PASTE PACKET SLIP ON IT
↓	↓			
MARK - A ON THE PACKET	PASTE PACKET SLIP ON IT			
↓				
PUT CENTRE STAMP ON THE PACKET				
↓				
PASTE PACKET SLIP ON IT				

**Note: D.L.O. Report, D.E.O. Report and Computer Control Sheet-I are to be deposited separately.**

**TO BE DELIVERED BY CENTRE SUPERINTENDENT TO D.E.O.**

2<sup>nd</sup>

Put in Pkts marked A in Gunny Bag	Put in Pkts marked B in Gunny Bag	Put in Pkts marked C in Gunny Bag	Put in Pkts marked D in Gunny Bag	Put in Pkts marked E in Gunny Bag
↓	↓	↓	↓	↓
This is Bundle-I	This is Bundle-II	This is Bundle-III	This is Bundle-IV	This is Bundle-V

3<sup>rd</sup>

**ALL THE BUNDLES ARE TO BE FORWARDED TO CAMP OFFICE BY THE PRINCIPALS EXCEPT BUNDLE (V) AS PER THE DIRECTION OF RO. MORE CARE IS TO BE TAKEN TO FORWARD BUNDLE-I&II (OMR, ATTENDANCE SHEETS & ABSENTEE PROFORMA) TO CBSE AS PER THE DIRECTION OF CBSE/NVS. BUNDLE (V) IS TO BE RETAINED BY JNV PRINCIPAL IN HIS/HER OFFICE**

**Certificate to confirm the receipt of confidential material by the custodian bank and verification of language wise requirement of question paper.**

**Jawahar Navodaya Vidyalaya, District\_\_\_\_\_State\_\_\_\_\_**

**CERTIFICATE**

Confidential Material received from CBSE by the Custodian Bank is verified on dated \_\_\_\_\_ and it is certified that all the Packets are intact and with proper seal. The language-wise requirement by the JNVs is also verified with the language-wise question papers mentioned on the bundle of each centre. It is certified that language-wise question papers provided by CBSE is in accordance with the requirement of JNV \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_ in all centres.

**Principal**

**Certificate to confirm the receipt of confidential material from the custodian Bank by the Principal/Vice-Principal/ Sr. Teacher**

State \_\_\_\_\_

Distt. \_\_\_\_\_

**CERTIFICATE**

Confidential Material received from CBSE by the Bank is verified on dated \_\_\_\_\_ and it is certified that all the packets are intact and with proper seal. It is certified that the confidential material is received from the Custodian Bank \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_ as per the following details:

Centre Code (8 digits)	No. of Packets

**Handed Over**

**Taken Over**

**Name & Signature of Manager of Bank**

**Signature & Name of Principal/ Custodian Vice-Principal/ Sr. Teacher as Authorized Representative of NVS**

**CERTIFICATE OF HANDING OVER AND TAKING OVER OF CONFIDENTIAL MATERIAL AT THE CENTRE.**

State \_\_\_\_\_

Distt. \_\_\_\_\_

Block \_\_\_\_\_

Centre \_\_\_\_\_

Centre code (08 digits) \_\_\_\_\_

**CERTIFICATE**

Confidential Material received from DLO/DEO is verified and it is certified that all the packets are intact and with proper seal. The language-wise requirement by the Examination Centres is verified with the language-wise question paper mentioned on the bundle of the Centre. It is certified that the language-wise question papers provided by CBSE is in accordance with requirement of the Centre and the confidential material of the Centre is received intact at the Centre \_\_\_\_\_ Centre code (8digits) \_\_\_\_\_ on dated \_\_\_\_\_ at time \_\_\_\_\_

**Handed Over****Taken Over****Principal/VP/Sr. Teacher****Signature & Name of Centre Superintendent**

In the presence of

**Signature & Name of CLO**

**CERTIFICATE TO CONFIRM OPENING OF QUESTION PAPER PACKETS AT THE CENTER AND NOT USING MOBILE PHONES OR ELECTRONIC DEVICES DURING JNVST**

**Name & Address of Centre along with 08 digits code**

Dist. \_\_\_\_\_ State \_\_\_\_\_

**CERTIFICATE FROM CENTRE SUPERINTENDENT**

This is to certify that No Mobile Phones or Electronic devices are used during the examination of JNVST 2022 on Saturday 30<sup>th</sup> April, 2022.

Further, it is also certified that Question Paper packets were opened as per the instructions and certificate to this effect is being signed.

Date:

Signature of Center Suptd.....

Name of Centre Supdt.....

Centre No.....

Signature of CLO . \_\_\_\_\_

Name of CLO . \_\_\_\_\_

Centre No. \_\_\_\_\_

## No relation Certificate

Name & Address of Centre along with 08 digits code

Distt. \_\_\_\_\_ State \_\_\_\_\_

Block \_\_\_\_\_ Center \_\_\_\_\_

**CERTIFICATE FROM CENTRE SUPERINTENDENT / CLO / INVIGILATOR /  
OFFICIALS INVOLVED**

This is to certify that none of my relative is appearing for Jawahar Navodaya Vidyalaya Selection Test-2022 on Saturday 30<sup>th</sup> April, 2022 in any of the JNVST Centers.

**NAME & SIGNATURE OF CENTRE SUPERINTENDENT/  
CLO/ INVIGILATOR/ OFFICIAL INVOLVED**

**NOTE:** No relation certificate is to be obtained from CS, CLO, Invigilators and all officials involved separately.



## CERTIFICATE REGARDING OPENING OF QUESTION PAPERS

**JAWAHAR NAVODAYA VIDYALAYA**

**Distt.** \_\_\_\_\_ **State** \_\_\_\_\_

**Name & Address of Centre** \_\_\_\_\_

**(08 digits code number)**

The Deputy Commissioner  
Navodaya Vidyalaya Samiti  
Regional Office

**Sub: Certificate regarding opening of Question Papers**

Sir,

This is certified that the Question paper packets of JNVST 2022 date of examination \_\_\_\_\_ were received at the centre at \_\_\_\_\_

The packets were found intact with seal unbroken and the packets were opened at \_\_\_\_\_ A.M. in the presence of the following: -

Name of Invigilator	Designation	Contact No. & Email ID	Signature

It is further certified that the undersigned has personally verified and ensured that mobile phone or communication device were not in use at the centre during conduct of examination.

Date:

Time:

Signature of CLO \_\_\_\_\_

Signature \_\_\_\_\_

Name of CLO \_\_\_\_\_

Name of Centre Supdt. \_\_\_\_\_

**CERTIFICATE REGARDING SMOOTH CONDUCT OF JNVST EXAMINATION 2022****Name & Address of Centre along with 08 digits code**

Distt. \_\_\_\_\_ State \_\_\_\_\_

1.	Date	
2.	Class	
3.	Centre No.	
4.	Centre Address	
5.	Question Paper received	
6.	No. of Students Registered	
7.	No. of Students Present	
8.	NO. of Students Absent	
9.	Roll No. of Absentee	
10.	No. of Question Paper unused	
11.	Question Paper opening time	
12.	Unused question paper packing time	
13.	No. of Rooms	
14.	No. of Invigilators on duty	
15.	Name, Mobile No. and Email ID of Examination Incharge	
16.	Name, Mobile No. and Email ID of Centre Superintendent	
17.	Name of JNVST Representative and reporting time at the Centre	

**(Signature & Name of Invigilator)**

1

2

**(Signature & Name of Centre Superintendent)  
with Seal****(Signature & Name of CLO)**

**XVI  
PROFORMA  
FOR SUBMISSION OF EXPENDITURE ON ACCOUNT OF  
SELECTION TEST 2022 IN RESPECT OF .....DISTRICT  
PAYMENTS**

Receipt	At DEO/DIOS Office	Payment Rate	Voucher Nos.	Amount Rs. P.
Received Rs.....	Hon. To DEO/DIOS Hon. BEO/AEO  Hon. to DLO Hon. to CLO Hon. to Clerical Staff Hon. to Class IV Staff  TA & DA DEO/AEO/Dy DEO/MEO Clerical staff Advertisement Printing Contingencies At Centre Hon. to Centre Supdt. Hon. to Invigilators Hon. to Class IV Staff Total Unspent Balance/ Particulars of Bank Draft			
<b>GRAND TOTAL Rs.</b>			<b>GRAND TOTAL Rs.</b>	

**Verified**  
Principal (JNV) with Official Stamp

**Signature**  
DEO/DIOS with Official Stamp

## XVII- COMPUTERISATION OF RESULT

<b>1. Extent of Computerisation</b>	<ul style="list-style-type: none"> <li>a. The result of the JNVST is prepared through the computer. There is no manual scoring.</li> <li>b. For JNVST, the whole process, including scoring, checking, preparation of the result, the final selection list and wait lists are computerized.</li> <li>c. All packets of unused test booklets, Answer sheets (OMR), attendance sheets and application forms must be coded properly to ensure accurate entries.</li> </ul>
<b>2. Different Types of Reservation</b>	<ul style="list-style-type: none"> <li>i) At least 75% Rural (60 out of 80 seats)</li> <li>ii) Minimum Girls 33% (27 out of 80 seats)</li> <li>iii) Reservation of seats in favour of children belonging to scheduled Castes and Scheduled Tribes is provided in proportion to their population in the district concerned provided that in no district, such reservation will be less than the national average (15% of SC and 7.5% for ST) but subject to maximum of 50% for both the categories (SC &amp; ST) taken together. These reservations are interchangeable and over the above the candidates selected under open merit.</li> <li>iv) OBC 27 % as minimum</li> <li>v) Disabled children (03 out of 80 seats)               <ul style="list-style-type: none"> <li>a. From among the list of qualified candidates category wise, select list will be prepared by the computer firm according to the procedure specified and seats allocated to each category and sub-category. A detailed note on this is issued by CBSE to the computer firm.</li> <li>b. Selection of candidates is as per NVS selection center</li> <li>c. Specific detailed instructions are issued to the computer firm by NVS regarding filling up of seats if qualified candidates are not available in a particular category/subcategory.</li> </ul> </li> </ul>

## XVIII - USE OF SELECT LIST BY JNV PRINCIPALS

<b>1. Reading of the list</b>	<p>The select list is to be read in a proper manner before operating it.</p> <ul style="list-style-type: none"> <li>a. The select list indicates Roll Number of the candidate consisting of 7 digits</li> <li>b. Gives the name of the candidates and also the Category of the candidates as Rural/Urban, Boys/Girls/TG/Gen/ SC/ST/OBC, along with the date of birth of the candidates.</li> <li>c. That in the details mentioned under (a) and (b) above as entered in the select list related to one particular selected candidate. Unless all these entries tally with the application form of the candidate, the candidates should not be issued the letter of admission (call letter). In case there is any inconsistency, it must be sorted out before issuing the letter of admission (Call letter). In case it is not possible reference must be made to NV Cell of CBSE through Regional Office &amp; NVS (HQ). Call letter should not be issued before clearance from NV Cell, CBSE.</li> <li>d. The serial number given in the select list does not indicate the rank of the candidate selected. The list of selected candidates is usually given block wise.</li> </ul>
<b>2. Verification</b>	<ul style="list-style-type: none"> <li>a. Principal JNV will intimate the candidates by Speed post followed by SMS about their selection as per select list requesting them to submit relevant documents/certificates, in original for verification while finalizing their admission</li> <li>b. The select list to be uploaded in the JNV website.</li> <li>c. All admissions are made subject to production of stipulated certificates and their verification. The documents for admission received through mail also to be accepted.</li> <li>d. Parents to collect TC only after verification.</li> <li>e. No provisional admission is to be given to any candidate on the condition of submission of any certificate later on or due to any such other reason.</li> </ul>
<b>3. Admission Status</b>	<ol style="list-style-type: none"> <li>1 Some seats may fall vacant because of non-admission. The final admission status should be prepared immediately after the expiry of the last date of admission and reported to Regional Office along with the reason for non-admission on the photocopy of the select list.</li> <li>2 Maximum effort should be made to contact the selected candidates. His/Her unwillingness if any, must be documented before seat is declared vacant.</li> <li>3 Principals shall not admit any candidate, on their own other than those listed in the select list.</li> <li>4 Some seats may remain vacant in Jawahar Navodaya Vidyalayas for want of qualified candidates in particular categories and therefore, if less than 80 candidates are there in select list, it does not indicate the vacancies. It may be due to shortage of eligible candidates as per rule in a particular category.</li> <li>5 Final admission status must be reported to Regional Office in the prescribed format within the stipulated time.</li> <li>6 For clarification of doubts or sorting out of anomalies if any, a communication may be addressed to the NV Cell CBSE through Regional Office &amp; NVS(HQ)</li> </ol>
<b>4. Release of Wait list</b>	<ul style="list-style-type: none"> <li>a. After the receipt of final admission status by NV Cell CBSE, wait lists would be prepared.</li> <li>b. The process of granting admission to wait listed candidate, would be the same as prescribed for select list candidates.</li> </ul>

## **SPECIAL INSTRUCTIONS FOR CANDIDATES**

### **The Candidates**

1. May carry hand sanitizer (50ml) in transparent bottle.
2. Will cover their nose and mouth with mask always in the centre.
3. Will follow social distancing norms strictly.
4. Will not exchange or loan articles (stationary items like pen, pencil, ruler, eraser etc.) inside examination room.
5. May carry their own drinking water bottle.
6. Should try to avoid contact with unknown persons.
7. Will throw used tissue/face mask, if any, into closed bins immediately after use.
8. Will maintain good hygiene in toilets during and after use.
9. Should not touch eyes, nose or mouth with unwashed hands.
10. Will not shake hands or hug at any cost while greeting.
11. Will not spit in public places.
12. Should be confident that they are not infected or having any symptoms of COVID-19.
13. Will seek advice on COVID-19 from their parents before leaving for examination centre.
14. Will sanitize hands with Sanitizer before entering the centre. Hand sanitizer will be available at various locations in the centre.
15. Should reach centre as per the Reporting/Entry time mentioned in the Admit Card to avoid any crowding at the centre at the time of entry to maintain social distancing.

## **SPECIAL INSTRUCTIONS FOR PARENTS/GUARDIANS**

### **The Parents –**

- a) Should be confident that their ward is not infected or having symptoms of COVID-19. In case their ward is not feeling well, parents should consult the doctor and act as per advice.
- b) Should ensure that their ward reaches the centre at the reporting time mentioned in the Admit Card only to avoid crowding at the centre.
- c) Are requested to strictly follow the below mentioned guidelines and ensure that their ward also follow the same:
  - i. Wear Mask.
  - ii. Sanitize her/his hands.
  - iii. Maintain social distancing while dropping and picking up their wards at the centre.
- d) For any assistance/clarification, Principal of JNV may be contacted.

## COVID GUIDELINES FOR CONDUCT OF JNVST 2022

Following guidelines issued by the MHA, Govt. of India for conducting the examination should be strictly followed:

01	In case there is a restriction on movements in certain areas, admit/ identity cards issued to the students should be treated as a pass for the movement of students.
02	Centre Superintendent should issue duty pass/order to invigilators and all personnel engaged in the conduct of examination.
03	Entire examination centre floors and walls, doors, gates, should be sprayed with disinfectant in advance. It is to be ensured that OMR sheet should not be damaged due to the use of sanitizer during examination.
04	Fresh mask and gloves to be used by exam functionaries.
05	Sanitizer bottles should be arranged at the entry gate, examination rooms, staff/observer room, etc. and should be replenished regularly
06	All liquid hand wash bottles should be replenished in restrooms and entry gate whenever required
07	Candidate Seating Area should be thoroughly sanitized.
08	All the washrooms should be cleaned and disinfected
09	Staff verification and self-declaration as suggested below must be done as soon as they report at the Centre. <ul style="list-style-type: none"><li>• Exam functionary must submit self-declaration about health status.</li><li>• Thermo gun temperature check must be done at staff entrance point</li><li>• If any Examination functionary fails to meet the self-declaration criteria, or thermo gun check, he/she will be asked to leave the examination centre immediately and substitute to be arranged.</li><li>• Exam functionary needs to wear the mask and gloves at all time</li></ul>
10	Cleanliness and hygienic conditions as per safety and health advisories of the concerned government departments are to be maintained at all places
11	Proper sign boards, symbols, posters etc. should be displayed at appropriate place to maintain social distancing.
12	Adequate arrangements of thermal scanners, sanitizers, facemasks, and hand gloves at all entry and exit points including the reception area should be arranged.
13	Avoid crowding at entry and exit points.
14	Staff should monitor the entry and exit. There should be proper markings with at least 2 meter distance where students stand while waiting for opening of the centre gate. Exit of students should be permitted one by one only.
15	Adequate supply of water in toilets and for hand washing be ensured.

### Sample seating plan:

Col.1	Col.2	Col.3	Col.4
Candidate's Roll No.	Candidate's Roll No.	Candidate's Roll No.	Candidate's Roll No.
1	4	7	10
Empty	Empty	Empty	Empty
2	5	8	11
Empty	Empty	Empty	Empty
3	6	9	12
Empty	Empty	Empty	Empty