

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF ELEMENTARY EDUCATION, ASSAM
KAHILIPARA, GUWAHATI-19

GUIDELINES

A comprehensive guideline for the functionaries and officials for the smooth conduct of 'Hon'ble Chief Minister's Special Scholarship' Examination - 2016 among the students of Class-V & Class-VIII.

1. The District Elementary Education Officer (DEEO) of each district will be the Officer-in-charge of the "Hon'ble Chief Minister's Special Scholarship" Examination - 2016 at the district level.
2. The DEEO will constitute an 'Examination Committee' at the district level for supervision & monitoring and also for examination related confidential works. The Additional Deputy Commissioner (Education) will be the Chairman of the Committee and the DEEO himself will be the Member Secretary of the Committee. The Inspector of Schools, the Deputy Inspector of Schools (D.I. of Schools) and all the Block Elementary Education Officers will be the official members of the Committee. The committee will nominate one Centre-in-charge for each centre and they will also be the temporary member of the committee at the time of examination.
3. 1,00,000 students will be awarded the Scholarship- 50,000 for Primary Level (Class V) and 50,000 for Upper Primary (Class-VIII). The scholarship will be awarded in the form of fixed deposit of Rs.5,000/- to each student from one of the nationalized bank.
4. The scholarship examination will be held in different mediums, for Class-V - 9 (nine) mediums and for Class-VIII - 8 (eight) mediums.
5. The written examination will be held in a single day for Class V & Class-VIII on two days with 3 hours duration for 100 marks and 2 hours for 50 marks as per the schedule below:-

| Class | Date | Question Paper I (Marks-100) | Question Paper II (Marks-50) |
|-------|------------|------------------------------|------------------------------|
| V | 06/05/2017 | 9-00 am to 12-00 noon | - |
| VIII | 07/05/2017 | 9-00 am to 12-00 noon | 1-30 pm to 3-30 pm |

6. The DEEOs will receive the Admit Cards, list of students, attendance sheet, answer books and centre wise, block wise & district wise sealed packets of question papers from the Directorate of Elementary Education (DEE), Assam and it is the responsibility of the DEEO to ensure the checking of Admit cards properly and to sign the admit cards as Officer-in-charge of the district and in case of any error, it must be corrected at the district level before issuing to BEEO. If any omission is detected, the DEEO will issue the admit cards as per the supplied format from DEE, Assam and the Roll number will be started from the next number of the last number of the district.
7. The D.I. of Schools / BEEOs will receive the admit cards and centre wise list of students from the DEEO for the distribution of the same at least 3 (three) days ahead of examination and he will also verify the Admit cards. In case of any error, he must ensure the correction of the same by DEEO before issuing to students. BEEOs will also receive the answer books, attendance sheets for centre wise distribution.
8. The Centre in-charge will receive the blank answer books, verify the same and will stamp the centre seal in each answer book.
9. The Centre-in-charge will be responsible for the arrangement of Seat plan; it must be done in a manner that the candidates of different schools must be mixed up. The seat plan should be displayed prominently outside the examination hall.
10. The Centre-in-charge will ensure that students do not resort to any unfair practices

11. The Centre-in-charge will instruct the invigilators to collect the signature of the students on the attendance sheet and also to put their signatures on the answer books as well as the attendance sheets.
12. After the examination is over, the Centre-in-charge will hand over the attendance sheets in a sealed cover along with his confidential report and written answer books to the BEEO for onward submission to the DEEO. The DEEO will provide it to the evaluation in-charge at the time of evaluation.
13. The DEEO's will receive the Question papers in centre wise, block wise and district wise sealed packets, at least 7 (seven) days before the examination. The DEEO will hand over the block wise packet of question papers to BEEOs, at least two days before the date of examination. The D.I. of Schools / BEEO, in turn, will provide the packets of question papers to the Centre-in-charge on the day of examination or a day before.
14. The sealed packet of question papers will be opened by the Centre-in-charge in presence of the invigilators, BEEO or the official representative / Supervisor deputed by the DEEO, D.I. of Schools or BEEO / Members of School Managing Committee, half-an hour before the commencement of the Examination and they will put their signatures on the cover of the packet mentioning the time.
15. The invigilators would ensure the smooth conduct of the examination and collect the answer books after the examination which will immediately be returned to the Centre-in-charge and he will compare the answer books with attendance sheets and do the medium wise packaging of the used answer books with a clear marking outside the cover of the packet. The D.I. of Schools / BEEO will collect the attendance sheet and answer books (both used and unused) in sealed covers and will return to the DEEO.
16. The Spot Evaluation Centre is to be identified before the examination and intimated of the selection to DEE by the DEEO's of each district well ahead of time. Evaluation and scrutiny will be done in the spot evaluation Centre and marks sheet will also be prepared.
17. The Examination Committee will identify the venue and fix the date & time for the evaluation and engage the evaluators immediately after the examination is over for the evaluation of the answer books and the DEEO will make the necessary arrangement for evaluation and maintenance of confidentiality.
18. The DEE, Assam will provide the answer key of all mediums to the DEEO after the completion of the examination and evaluators have to follow the same for marking to maintaining uniformity in awarding marks.
19. After the spot evaluation of the answer books, marks secured by the candidate will be entered in the specified column of the attendance sheet in numerical format as well as in words and there should not be any overwriting. The evaluator has to put his full signature on the cover page of the answer books and specified space of the evaluation sheet after the completion of the evaluation. The evaluator will return the attendance sheet to the evaluation in-charge for onward submission to the DEEO.
20. The DEEO should engage medium wise scrutinizers for random scrutiny of the evaluated answer books at each evaluation centre.
21. The DEEO will complete the process of evaluation i.e. tabulation of marks for the preparation of the list of all candidates for the approval of the District Level Committee. After the necessary approval from the DLC, the DEEO will submit hard and soft copy of the evaluation sheet containing the marks secured by all candidates for the declaration of result for "Chief Minister's Special Scholarship"-2016 within one month of the completion of examination. The State Level Core Committee will finalize the list of eligible students of Class-V and Class-VIII for "Chief Minister's Special Scholarship"-2016 and DEE, Assam will declare the result and publish the list of eligible students for scholarship in a booklet (district wise), which will be available on official website of DEE, Assam.

22. The honorarium for question paper setters, invigilator, supervising officers, examiners, scrutinizers etc. for conducting the scholarship examination will fixed by the SLCC and paid by the Directorate of Elementary Education.
23. The DEEO will preserve the answer books properly for six months after the declaration of the result, so that applicants under the RTI Act, 2005 can have access to them. The Roll Nos. should be written on the cover of the packets clearly.

Sd/- (S. K. Bhuyan)

Director

Elementary Education, Assam.

Kahilipara, Guwahati-19.

Dated Kahilipara, the 13th April 2017.

Memo. No.E.Px.4/2016/238

Copy to:-

1. The Commissioner & Secretary to the Govt. of Assam, Education (Elementary) Department, Dispur; Guwahati-6 for kind information.
2. The Chairman, Board of Secondary Education, Assam; for kind information.
3. The Deputy Commissioner (all), for kind information.
4. The Joint Secretary, Govt. of Assam, Elementary Education and Managing Director, ASTPPC, for kind information and necessary action.
5. The P.P.S. to the Hon'ble Chief Minister, Govt. of Assam; Dispur, Guwahati-6 for kind appraisal of the Hon'ble Chief Minister.
6. The P.S. to the Hon'ble Minister of Education, Govt. of Assam; Dispur, Guwahati-6 for kind appraisal of the Hon'ble Minister, Education.
7. The Inspector of Schools, Dima Hasao / Karbi Anglong. They are requested to take immediate necessary action for the smooth conduct of the scholarship examination and declaration of the Chief Minister's Special Scholarship-2016.
8. The District Elementary Education Officer, (all). They are requested to take immediate necessary action for the smooth conduct of the scholarship examination and declaration of the Chief Minister's Special Scholarship-2016.
9. The District Primary Education Officer, Dima Hasao / Karbi Anglong. They are requested to take immediate necessary action for the smooth conduct of the scholarship examination and declaration of the Chief Minister's Special Scholarship-2016.
10. The Deputy Inspector of Schools/ Block Elementary Education Officers, (all) for information and necessary action.



Deputy Director,

Directorate of Elementary Education, Assam

Kahilipara, Guwahati -19.