



West Bengal Board of Primary Education

Acharya Prafulla Chandra Bhavan, DK 7/1, Sector II, Salt Lake City, Kolkata 700 091

Instructions to the Centre-in-Charge for TET, 2012

- 1) Candidates will be allowed to enter the venue 30 minutes prior to the scheduled starting time of the examination. Candidates will need to be seated in their pre-assigned seats not later than 15 minutes before the scheduled starting time.
- 2) The Centre-in-Charge will make seating arrangements of the candidates in the centre/venue for not more than 2(two) candidates on a bench and will engage at least 2(two) Invigilators for not more than 50 candidates.
- 3) The candidates whose Form No/Roll No is within the allotted range of roll no's should be allowed on production of both the parts of the original Admit Cards with photographs, properly stamped by the designated Bank Branches.
- 4) The Centre-in-Charge will allow a candidate whose Roll No. falls within the allotted roll no range but is not found in the Attendance Sheet or in the Allotment Register, if he/she appears at the centre/venue with proper Admit Cards in all parts.
- 5) No candidate should be allowed on the basis of an FIR/Photocopy of Admit Cards.
- 6) Calculators, Mobile Phones or any other electronic device are not allowed in the examination hall. Any candidate found using or in possession of such device will be immediately disqualified. The devices are to be seized and handed over to the Centre-in-Charge.
- 7) Centres/Venues assigned are not transferable and any request to this effect should not be entertained.
- 8) Any candidate found guilty of any unfair practice during the examination will be immediately disqualified and will be debarred from appearing at any future examinations for recruitment under this Board.
- 9) The Centre-in-Charge should allow the candidates, Invigilators, Staff-members of the centre/venue and other authorized persons only.
- 10) Any unauthorized person should not be allowed to enter the venue.
- 11) Candidates are not allowed to leave the examination hall till the examination is over, and the OMR sheets and question booklets are collected and counted, and the Invigilator has given consent.
- 12) OMR Answer sheets and Question Booklets are packed in equal number in each sealed packet.
- 13) The Centre-in-Charge should distribute the OMR sheets and the question booklets serially from Packet No. 1, 2, 3 onwards till the last candidate's OMR sheet and question booklet are distributed.
- 14) The OMR sheets and Question Booklet will be distributed 15 minutes before the commencement of the examination, and the candidates will need to fill up the relevant information in the space provided in the OMR sheet. No other marking should be allowed till the starting of the examination. If done, that will lead to cancellation of the candidature and immediate expulsion.
- 15) The packet with last serial number contains the extra OMR sheets to be used for any additional requirements only.
- 16) The Centre-in-Charge will ignore if there is any OMR sheet which is not in continuous serial number, or missing according to serial number, and is also requested to make the deficiency in the OMR packet which does not contain full 100 sheets from the last packet containing the extra OMR sheets if required. In case of any defects in the OMR sheet i.e. printing mistake/damage/serial number not printed, the same should not be distributed to the candidates and in case distributed the same should be changed forthwith.
- 17) The candidate should be instructed to fill-up the attendance sheet properly and put their signatures accordingly. In case a candidate's Roll No. does not appear in the Attendance Sheets, the Centre-in-Charge should allow the candidate to put his/her signature in the blank column(s) provided at the end of the attendance sheet. The necessary details (as mentioned in the prescribed format) of such candidates should be filled in by the candidate and should be authenticated by the Invigilator.
- 18) The Centre-in-Charge should instruct the Invigilators to verify the signature of the candidates in the attendance sheet with the signature given in the Admit Cards and also, the photograph