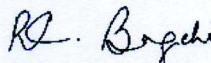


pasted with the appearance of the candidate. He/she should also instruct the Invigilators to put their signatures on the back of the duplicate part of the Admit Cards for authentication, which shall be collected by the Invigilators and send to the Custodian by the Centre-in-Charge in sealed packets.

- 19) The candidate should be instructed not to start answering till the bell for commencement of the examination rings out.
- 20) At the end of the Examination the Centre-in-Charge will collect the used OMR sheets and the Question Booklet separately.
- 21) Centre-in-Charge will then pack all the used OMR sheets serially (Roll No. sequence) in polythene packet/packets (*100 OMR Sheets in one packet*) and should label it properly.
- 22) Thereafter the packet/packets of OMR Answer Sheets shall be put into the carton/cartons used for sending the same. Then the carton/cartons shall have to be sealed with *Brown Adhesive Tape (Cello tape)*. Duly filled in Top Sheets as sent should be prepared in triplicate. The original should be pasted on the carton/cartons. A copy of the same should be sent along with the dispatch report.
- 23) The unused OMR sheets, cancelled OMR sheets, Attendance Sheets and Duplicate Admit Cards are to be packed separately and put into the carton/cartons. Specimen Signatures of the Invigilators will also be packed separately and sealed. All such packets should be labeled properly.
- 24) Then the Centre-in-Charge should put together: (a) the sealed carton/cartons of the used OMR sheets with Top Sheets pasted on it, (b) the sealed unused OMR sheets on it, (c) the sealed cancelled OMR sheets on it, (d) thereafter the sealed carton/cartons of the Duplicate Admit Cards, collected from the candidates (e) thereafter the sealed envelope of the Specimen Signatures of the Invigilators and the attendance sheets.
- 25) Thereafter all the above mentioned items should be wrapped all together with markin cloths and stitched properly and gala sealed with a sticker pasted on it which will contain the name of the Centre/Venue with Code No. and District Name & Code No. and the total No. of the used OMR sheets.
- 26) The Center-in-Charge will pack the used question booklets and unused question booklets separately in carton/cartons, sealed with brown cello tape or otherwise with brown paper.
- 27) The Centre-in-Charge should deposit all the packets to the Custodian on completion of the examination with Police escorts along with a Despatch Report.
- 28) A copy of the Top Sheet and dispatch report should be retained by the Centre-in-Charge.
- 29) Necessary seals and stamps of the Centre-in-Charge are to be made out of the Centre Grants to be placed in due course. A lump grant of Rs. 1,000/- (Rupees One thousand) only for the Centre expenses in addition to Rs. 10/- (Rupees Ten) only per candidate will be placed through the D.I./s of the respective districts.

N.B. As per the order of the School Education Department, Govt. of West Bengal (No. 15-SE(EE)/Samity-46/12 dtd. 04.01.2013, the visually handicapped candidates shall be allowed to use writers in the TET, 2012, who would be students of class IX and X on recommendation and certification of competent District Level Officers.

Date: 15-03-2013


(Dr. R.C. Bagchi)
Secretary