

FINAL DRAFT

INFORMATION BROCHURE  
AND  
GUIDELINES  
ON

**EKLAVYA MODEL RESIDENTIAL SCHOOL SELECTION TEST**

**(EMRSST): 2023-24**

FOR

ADMISSION TO CLASS-VI

(CBSE COURSE- ENGLISH MEDIUM, NCERT SYLLABUS)

***THE ODISHA MODEL TRIBAL EDUCATION SOCIETY  
(OMTES)  
ST & SC DEVELOPMENT DEPARTMENT  
GOVERNMENT OF ODISHA***

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## **GUIDELINES FOR ADMISSION IN EKLAVYA MODEL RESIDENTIAL SCHOOLS**

In supersession of all the guidelines governing admission in Eklavya Model Residential Schools (EMRS) that have been issued in the past by any Authority, the following guidelines are issued for uniformity in regulating admission of students in the Eklavya Model Residential Schools (EMRSs) with effect from the academic session 2023-24 & onwards.

### **Part-1 Definitions**

Unless the context suggest otherwise, the definition of the following terms used in these guidelines would be as below:

- I. "MoTA" refers to Ministry of Tribal Affairs, Government of India.
- II. "NESTS" means the National Education Society for Tribal Students, an autonomous body (registered as a Society under the Societies Registration Act-XXI of 1860) set up by the Ministry of Tribal Affairs, Government of India, to plan, construct, establish, endow, review/ monitor and advise the State/ UT EMRS Societies to administer EMRSs.
- III. " State/ UT EMRS Societies" are the Societies set by the respective State/ UT to administer EMRSs.
- IV. "EMRS" means Eklavya Model Residential School.
- V. "CES" means Centre of Excellence for Sports.
- VI. "EMRSST" means Eklavya Model Residential School Selection Test.
- VII. "ST" means Schedule Tribes.
- VIII. "PVTG" means Particularly Vulnerable Tribal Group.
- IX. "DNT" means Denotified Tribes.
- X. "NT" means Nomadic Tribes.
- XI. "SNT" means Semi-Nomadic Tribes.
- XII. "LWE" refers to Left Wing Extremism.
- XIII. Child with special needs and suffering from disability to be determined as per the provision mentioned in RTE Act 2009 or as defined by the concerned State Govt.

## Part-2 General Guidelines

### 2.1. Admission Eligibility:

The minimum and maximum age limit (as on 31<sup>st</sup> March of the year in which admission is sought) for admission in Eklavya Model Residential Schools in class VI is given below: (Child born on 1<sup>st</sup> April should also be considered)

Class	Minimum age on 31 <sup>st</sup> March of the year in which admission is sought	Maximum age on 31 <sup>st</sup> March of the year in which admission is sought
VI	10 Years	13 Years

#### Note:-

The maximum age limit can be relaxed by two years in cases of Differently abled children.

### 2.2. Class Strength and Competent Authorities:

A fully functional EMRS shall have 2 sections in each class from VI to XII with a total sanctioned strength of 420 @ 30 per section per class excluding the students if available at 2.4.I (v).

Class Strength	Authority	Remarks
Up to 30 per section per class	Principal	Class VI
More than the sanctioned strength of 30 per section per Class	Principal	Only in case of <b>eldest two surviving</b> Children of staff of EMRS/ EMDBS/ CES/ Doctors/ Paramedical staff of Government Hospital serving in the same block with the restriction of maximum 40 students in one section.

### 2.3. General Eligibility Criteria:

- I. The candidates belonging to the reservation categories mentioned at table 2.4. I, in respect to their domiciled State are eligible to apply for admission.
- II. A candidate should fulfil the age criteria as mentioned at point 2.1 Admission Eligibility. In case of doubtful cases of overage in comparison to the age recorded in the certificate, they may be referred to the District Medical Board for confirmation of the age. The decision of the Medical Board will be treated as final and binding on both the parties.
- III. Candidates should not be rusticated from any of the school.



## 2.4. Reservation in Admission:

In accordance with EMRS Guidelines November 2020 & duly approved Note for the Cabinet Committee on Economic Affairs (CCEA) vide Ministry of Tribal Affairs Letter No.-17011/03/2019-EMRS (Part-I) dated 05.12.2021, the below mentioned reservation criteria shall be followed for granting admission in EMRSs:-

### I. Reservation Table:

Sl. No.	Reservation Category for the State	% age Reservation	No. of seats cut of 60 per class (@30 per Section)
(i)	ST Children	80	48
(ii)	Children belonging to PVTG communities	5	3
(iii)	Children belonging to DNT/NT/ SNT community	5	3
(iv)	a) Children who have lost their parents to LWE*/ insurgencies/ Covid b) Children of widows c) Children of Divyang Parent, d) Others e.g Land donor, orphan child etc.	10	6
	<b>TOTAL</b>	<b>100</b>	<b>60</b>
<b>Note:</b> 1. * It includes citizens victim of LWE and Police/ Paramilitary/ Armed Forces personnel who have lost their lives fighting LWE. 2. 5 % i.e 3 seats out of 60 are reserved for Differently abled children. These seats shall be carved out @2 seats from ST and 1 seat from others.			
(v)	Children of Staff of EMRSs/ EMDBSs/ CES/ Doctors/ Paramedical staff of Government Hospital serving in the same block.	Over and above the sanctioned strength of 30 students per section per class with the restriction of maximum 40 students in one section.	

**Note:-** The children of Staff of EMRSs/ EMDBSs/ CES/ Doctors/ Paramedical staff of Government Hospital serving in the same block shall be given admission over and above the prescribed strength of 30 students per section per class.

This facility shall be extended to only eldest two surviving children.

The Principal is authorised to admit the children of staff in the respective EMRSs/ EMDBSs/ CES where the parent is working and Doctors/ Paramedical Staff of Government Hospital working in the same block.

**Further, no additional financial implications are to be borne by EMRSs/ NESTS/ MoTA as these children shall not be a part of EMRS Scheme. Since, no fee is prescribed in EMRS Scheme, hence the same shall not be charged from these students.**

II. The number of seats for boys and girls will be equal. However, the EMRSs which are running as only Boys or Girls schools shall have to go for smooth progressive transition into co-educational schools starting with class VI in the next academic year considering the local circumstantial context.

III. Transgender category students shall not be denied admission subject to fulfilment of eligibility conditions. Transgender category to be considered under boys' category.

IV. For point no. iv of Reservation Table 2.4 (I), the proposed consolidated quota of reservation is 10% and no individual quota is allocated to any category mentioned therein. The State EMRS Societies are allowed to decide upon the percentage and priority of individual quota of the categories mentioned therein depending upon local situation & circumstances.

V. If a child belongs to more than one reservation category then he/she shall be allowed to avail the benefit of only one reservation category with the highest reservation percentage.

VI. The merit list for each category shall be prepared separately on the basis of the Selection Test. The cut off marks shall be different for different reservation categories and for boy's & girls'.

VII. Children of staff of EMRSs/ EMDBSs/ CES/ Doctors/ Paramedical staff of Government Hospital serving in the same block shall be granted admission directly in any class. It is clarified that the children of staff of EMRSs/ EMDBSs/ CES/ Doctors/ Paramedical staff of Government Hospital serving in the same block shall not be a part of EMRS scheme and no financial implications in respect of these children shall be borne out of the fund released by NESTS/ MoTA.



## Part-3 Admission Selection Procedure

### Admission for Class VI

Admission to class VI shall be made strictly on the basis of an entrance test called **Eklavya Model Residential School Selection Test (EMRSST)**. The candidates desirous to get admission in EMRSs have to appear and qualify EMRSST.

#### 3.1 Admission announcement

State EMRS Societies shall notify students about admission to the new session through wide publicity by means of Doordarshan/ State EMRS Society website/ web portal, EMRS website, local newspapers, pamphlets etc.

#### 3.2 Procedure to register for EMRS Selection Test (EMRSST)

- i. The candidates belonging to the reservation categories mentioned at Reservation Table 2.4 (I) of a State are eligible to apply for EMRSST.
- ii. Registration forms can be filled through the offline mode.
- iii. For offline registration, State EMRS Societies shall have to make the format of Registration Form available at their websites/ web portal and also at the websites of EMRSs running in their State along with the information of collection centers of Registration Forms. Special measures to be taken to ensure the registration of eligible students.
- iv. The list of Exam centers for EMRSST are also to be displayed at the designated websites/ web-portal.
- v. In all EMRSs, a help desk shall be made available to assist the candidates/ parents to fill offline registration form free of cost.
- vi. Verification of proofs for residence, age, eligibility etc. shall be done for selected candidates by the EMRS where the child shall be admitted after the declaration of results & provisional list of selected candidates by the Chair Person of the concerned EMRS.

#### 3.3 Issue of Admit Cards

The Principal of the concerned EMRS shall issue Admit Cards to the candidates applied for EMRSST well in advance of the date of the Test.

#### 3.4 Result of the EMRSST

The result of EMRSST shall be announced on State EMRS Society's website/ web portal. The result shall also be displayed on the website of-

- i. Ministry of Tribal Affairs
- ii. National Education Society for Tribal students (NESTS)
- iii. EMRSs Running in the state.
- iv. Nodal Principal/ Officer of the State.

Also, the Principal, EMRS concerned, shall inform the selected candidates about the result through SMS on the registered mobile number followed by intimation through speed post.

3.5 A provisional admission list (and waiting list (s), if required), based on EMRSST shall be released by the State EMRS Societies. The admission in EMRS, however, shall be granted to provisionally selected candidates on production & verification of required documents by the concerned EMRS. Candidates are advised to apply for TC/ SLC from parent school only after the verification of documents and confirmation of admission by the respective EMRS.

3.6 In case of any dispute, the decision of the Secretary/ Principal Secretary, Tribal Welfare Department/ Chairman, State EMRS Society shall be final and binding on the candidates.

3.7 The candidates and their parents/ guardians may note that the children will be admitted strictly as per the Merit list prepared on the basis of EMRSST and in the allotted EMRS only.

3.8 It is expected that the seats should be open to all ST children of the state with no specific reservation quota for the ST resident of block/ taluka/ tehsil/ district in which EMRS is situated.

It is clarified that the candidates belonging to the reservation categories as mentioned in the table 2.4 (I) (i to iv) across the State to apply for admission in any of EMRS irrespective of the fact that whether an EMRS is running in their block/ taluka/ tehsil/ district of residence or not.

3.9 Incomplete application forms shall normally be rejected. In case vacancies remain, State EMRS Societies may allow completion of the form later at their discretion.

3.10 Admission secured on the basis of any wrong certificates shall be cancelled by the Principal forthwith and no appeal against such action of the Principal shall be considered.



### **Part 4- Composition of the Test**

The EMRSST, conducted in offline mode, of two-hour duration with 100 objective type questions from 3 sections for a total of 100 marks. The medium of instruction for the Examination shall be bilingual.

Type of Test	Number of Questions	Mark
Mental ability Test	50	50
Arithmetic Test	25	25
Language ( English) Test	25	25
Total	100	100

A single test booklet comprising of all the three sections will be given to each candidate. There shall be no syllabus for EMRSST.

The Question Paper of EMRSST will be based on Competencies in accordance with the Level prescribed for Class V students by NCERT/ SCERT/ CBSE.

Additional time of 30 minutes will be allowed for “Divyang students” (differently-abled students)

## Part-5 De-Reservation

In case of insufficient registration / non-registration/ insufficient selection in (EMRSST), the seats reserved for a particular reservation category shall be de-reserved into other reservation categories as mentioned below :

Sl No.	Reservation Category	De-reserved into
1.	ST Children	PVTGs
	If vacancy still exists	DNT / NT/ SNT
	If vacancy still exists	Reservation Category at point No. iv
2.	PVTGs	ST children
	If vacancy still exists	DNT/NT/SNT
	If vacancy still exists	Reservation Category at point No. iv
3.	DNT /NT/ SNT	ST children
	If vacancy still exists	PVTGs
	If vacancy still exists	Reservation Category at point No. iv
4.	Reservation category at point No. iv	ST children
	If vacancy still exists	PVTGs
	If vacancy still exists	DNT/NT/SNT
5.	PWD	Candidates on merit from the respective category.

However, it is expected that dedicated concerted efforts are put in wide publicity, information of the EMRS Scheme & Admission process and necessary support have been extended to the desirous students.

- Special drives, if required, for filling up of vacant seats in existing EMRSs needs to be conducted.

## Part 6 – Documentation

The candidates who are provisionally selected for admission will have to submit the requisite documents, as demanded by the EMRS, at the time of admission for verification. The State EMRS Societies shall have to inform the candidates at the time of Registration & display of list of provisionally selected Candidates about the documents required for Admission.

However, a list of documents is mentioned as below :-

- i. Date of birth certificate issued by the authority competent to register births. This will include certificates from Notified Area Council / Municipality / Municipal Corporation extract about the date of birth from records of Village Panchayat, Military Hospital and service records of Defence personnel of Affidavit. The original certificate of date of birth should be returned to the parent after verification.
- ii. Aadhar Number / Card  
(It is pertinent to mention here that none of the child is to be denied admission on non-submission of Aadhar number. For the students with no Aadhar number, the concerned EMRS where the child shall seek admission shall facilitate him/ her in procurement of Aadhar number.
- iii. Domicile / Reservation Category certificate.
- iv. Service Certificate of the parent in case of Children of staff of EMRS / EMDBS / CES/ Doctors/ Paramedical staff of Government Hospital serving in the same block.
- v. Disability certificate, if applicable.
- vi. Report card of the preceding class / an Affidavit in case of the children who have not attended any school but studied at home.
- vii. Report of Medical check-up of the Provisionally Selected Students is to be carried out by the EMRS.
- viii. Transfer Certificate / School Leaving Certificate from the previous School. But, at the time of registration the child is required to submit Bonafide Certificate from the school currently attending or self-declaration in case of not attending any school but studying at home / NIOS Registration or Passing Certificate.

## Part 7 : Timeline for Admission in EMRSs.

SI No.	CONTENTS	SCHEDULED DATED
1	Advertisement / Notification for EMRSST by State EMRS Society	15.02.2023
2	Last date for submission of application	10.03.2023
3	Date of reporting to OMTES Hqs. about number of applications received	11.03.2023
4	Date and time of EMRSST	26.03.2023 (10.00 A.M to 12 Noon)
5	Declaration and display of provisionally selected and waitlisted candidates	27.03.2023
6	Date of publication of result in website <a href="http://www.stsc.odisha.gov.in">www.stsc.odisha.gov.in</a> <a href="http://www.omtes.org">www.omtes.org</a>	29.03.2023
7	Date of dispatch of selection letters by concerned Principals	31.03.2023
8	Admission of eligible candidates after due verification of documents	04.04.2023 to 15.04.2023

Note:-

1. List of children registered, Question Paper & Answer Key after conduct of test, Result of EMRSST, list of provisionally selected children, waiting list and subsequent lists to be compulsorily displayed on the websites of the State EMRS Societies and concerned EMRSs, in addition to display on School's Notice Board.
2. If any of the dates happens to be a public holiday the next working day shall be treated as opening / closing dates.



## Part 8: Forms

### 8.1 Transfer Certificate

Kindly type the below mentioned text on the letter Head of School, if the school does not have their own Transfer/ School Leaving Certificate.

1. TC/ SLC No.: \_\_\_\_\_
2. Name of the Students: \_\_\_\_\_
3. Mother's Name : \_\_\_\_\_
4. Father's Name /; \_\_\_\_\_
5. Nationality : \_\_\_\_\_
6. Date of Birth ( in Figures): \_\_\_\_\_  
  
(In words):
7. Aadhar Number of the Student ( not mandatory): \_\_\_\_\_
8. Blood Group of the Student: \_\_\_\_\_
9. Category of the Student : \_\_\_\_\_ ( General/ SC/ ST etc.)  
  
Sub-Category of the Student : \_\_\_\_\_
10. Whether the student belongs to Divyang Category: \_\_\_\_\_ (Yes/ No)  
  
Type & Percentage of Disability : \_\_\_\_\_
11. Class to which the student was first admitted: \_\_\_\_\_ year : \_\_\_\_\_
12. Class in which the student is presently studying: \_\_\_\_\_
13. Date of enrolment in the present class: \_\_\_\_\_
14. Result through which the student has been enrolled in the Present Class:
  - (a) Passed and Promoted to Class : \_\_\_\_\_ Year: \_\_\_\_\_
  - (b) Detained in the Class : \_\_\_\_\_ Year: \_\_\_\_\_

15. Date of last attendance in the school

16. % of attendance of the Student till the issuance of TC/ SLC in the present class:

\_\_\_\_\_

17. Date of Application for TC/ SLC: \_\_\_\_\_

18. Date of issue of TC/ SLC: \_\_\_\_\_

19. Has the student ever been rusticated from the School: \_\_\_\_\_

If Yes, Reasons of rustication: \_\_\_\_\_

Reasons for re-admission of the student in the School: \_\_\_\_\_

20. General Conduct of the Student: \_\_\_\_\_

TC/ SLSC issued by:

Signature:

Name & Designation:

TC/ SLC checked & verified by:

Signature:

Name & Designation:

Signature of the Principal/ Head Master:

Name of the Principal/ Head Master:

Seal/ Stamp of the School:

Countersigned by Education Officer/ any other Govt./ CBSE Authority:

Signature:

Name & Designation:

Seal/ Stamp of the School:

## 8.2 Application Form

**Odisha Model Tribal Education Society(OMTES), Odisha**

Self Attested  
Passport Size  
Coloured  
Photograph

1.	Name of the Child	
2.	Date of Birth (dd/mm/yyyy)	
3.	Age as on 31.03.2023	.....Yrs.....months..... days
4.	Gender (Boy/ Girl/ Transgender)	
5.	Aadhar Number/ Residence Proof	
6.	Blood Group (If available)	
7.	Reservation Category ( as per Admission Guidelines)	
8.	Name of the tribe, if applicable	
9.	Disability Status (Yes/ No)	
10.	Type of Disability and its Percentage	
11.	Residence of Block, Taluka, Tehsil & District	
12.	Father's Name	
13.	Mother's Name	
14.	Name of Guardian	
15.	<b>Occupation</b>	
	Father	
	Mother	
	Guardian	
16.	Native Language/ Mother Tongue	
17.	Class in which currently studying	
18.	Medium of Instruction	
19.	Name of the school attending	
20.	Address for correspondence along with PIN	
21.	Contact Number	
	Father	
	Mother	
	Guardian	
22.	Achievements, if any , in	
	Co-curricular Activities	
	Games & Sports	
	Scouts & Guide, NCC, NSS, Adventure Activities	
	Other Activities	
23.	Medium of Instruction for EMRSST	
24.	Have you ever been rusticated from any School ? If Yes, furnish details:	Yes/ No



	Name of School from where you were rusticated Year of Rustication Reason of Rustication	
25.	I..... Father/ Mother / Guardian of ..... hereby declare the information provided by me in the application form in respect of my child/ ward is true to the best of my knowledge, belief and information.	
26.	Signature (s)/ Thumb impression	
	Father/ Mother/ Guardian	
	Child	

### Acknowledgement Receipt:

1.	Registration Number	
2.	Date	
3.	Class in which admission is sought	
4.	Name of child	
5.	Father's / Mother's/ Guardian Name	

### For Office Use:

1.	Registration Number Allotted	
2.	Date	
3.	Class in which admission is sought	
4.	Name of Child	
5.	Father's / Mother's/ Guardian Name	
6.	Eligibility in terms of Age	Eligible/ Not Eligible
7.	Documents found attached in respect of	Tick ( ) Mark
	Date of Birth Certificate	
	Aadhar Card/ Residence proof	
	Blood Group	
	Domicile Certificate	
	Reservation Category	
	Disability Certificate	
	Bonafide Certificate from the school currently attending or self-declaration in case of not attending any school but studying at home/ NIOS Registration or Passing Certificate.	
	Achievement in Sports for the students to be admitted under Sports quota.	
	8.	Is the child drop out of any of the EMRSs
9.	Has the child ever been rusticated	
10.	Eligible for Admission or Not. In case of non-eligibility, mention reason	
11.	Signature of Dealing hand	



### 8.3 Self declaration of Father/ Mother/ Guardian

I, Sh./ Smt./ Ms..... Father/ Mother/ Guardian of Master/ Miss  
..... submit that my child/ ward is ..... yrs old and his/her  
Date of Birth is ..... as per the date of birth certificate.

I hereby declare that my child / ward ..... (name) has not received formal  
education in any recognised school but have received informal education and attained  
required competencies appropriate to his age in accordance with the syllabus prescribed by  
the concerned Authorities of State/ Central Government and is eligible for Selection Test to  
Class .....

Signature: .....

Name: .....

Relation with the Child : .....

Date : .....

## SUPPLEMENTRAY INSTRUCTION OF OMTES

### A. LOCATION OF SCHOOLS:

The Govt. of India have sanctioned for establishment of 32 Ekalavya Model Residential Schools (EMRS) for Odisha in different phases under Article-275(I) of the Constitution which are functional for imparting quality education to tribal students from Class-VI onwards as per the CBSE pattern. These schools are managed by the Odisha Model Tribal Education Society (OMTES) under the administrative control of ST & SC Development Department, Govt. of Odisha.

Sl. No.	Name of the District & No. of EMRSs	Name of the EMRS
1	Balasore (1)	Saladahara
2	Bolangir (1)	Dumberbahal
3	Deogarh (1)	Kalamati
4	Gajapati (2)	Chandragiri
5		Gumma (Functioning in KMRS Mahendragarh)
6	Jajpur (1)	Rampilo
7	Jharsuguda (1)	Kirmira
8	Kalahandi (1)	Dhanarbhatta
9	Kandhamal (2)	Mahasingi
10		Phiringia
11	Keonjhar (2)	Ranki
12		Gidhibasa
13	Koraput (3)	Pungar
14		Konga
15		Kotpad (Functioning in EMRS Konga)
16	Malkangiri (2)	Malkangiri
17		Mathili (Functioning in EMRS Malkangiri)
18	Mayurbhanj (4)	Dhanghera
19		Bangiriposhi
20		Karanjia
21		Bahalda
22	Nabarangpur (1)	Hirli
23	Nuapada (1)	Nuapada
24	Rayagada (3)	Siriguda
25		Bikrampur
26		Chandrapur (Functioning in EMRS Bikrampur)
27	Sambalpur (1)	Kuchinda
28	Sundargarh (5)	Bhawanipur
29		Laing
30		Lahunipara
31		Kuarmunda
32		Lathikata (Functioning in EMRS Laing)

## **B. APPLICATION PROCEDURE:**

An advertisement in Odia inviting applications for the Entrance Examination, date & centre of Examination, application form etc. are issued centrally by the Secretary, OMTES for publication in leading Odia dailies.

Notices about the Entrance Examination are also displayed at different Schools and Govt. offices for wide publicity. Students have to submit their application forms in the prescribed format to the concerned Principal of EMRS.

## **C. FEE STRUCTURE:**

No fee is to be paid by the students for appearing the examination.

## **D. EXAMINATION:**

The entrance examination would be of two hours duration i.e., from 10.00 AM to 12.00 Noon. 100 questions carrying one mark each will be there in total. Answers will be ticked on the question booklet itself.

## **E. SCHEDULE OF EXAMINATION:**

**The Entrance examination for 2023-24 will be conducted on 26.03.2022 (Sunday) from 10 A.M. to 12.00 Noon**

## **F. SUBMISSION OF APPLICATION FORMS:**

The filled in applications duly signed by the Headmaster / Headmistress where the candidate is studying Class-V, is to be submitted to the Principal of the Eklavya Model Residential School where the applicant wants to be admitted / concerned DWO office within the **last date fixed as 10.03.2023.**

## **G. CONTROL AND SUPERVISION:**

The Entrance Examination of 2023-24 will be conducted under the overall control and supervision of OMTES.

## **H. INVIGILATION:**

Keeping in view the number of applications and the availability of rooms at the examination centre, the invigilators shall be appointed from among teachers or local officers @ 1 Invigilator for 30 students. Instructions to be followed by the invigilators are given at **Annexure-A.**

## **I. CO-ORDINATION:**

Concerned DWO will coordinate the conduct of entrance test.



**J. EVALUATION:**

The evaluation of Answer sheets shall be done by the Examination Committee constituted at the School level under the Chairmanship of PA, ITDA/DWO concerned. Answer sheets will be collected from centre by an authorised person who will deposit the same in the control room at respective EMRSs. **The result will be published on 29.03.2023** in OMTES website – [www.omtes.org](http://www.omtes.org)

**K. PAYMENT OF HONORARIUM:**

Invigilator- Rs. 200/-

Centre Superintendent/ Observer- Rs.1500/-

Examiners shall be paid remuneration for the examination duty performed by them at the rate as prescribed by School & Mass Education Department for the similar nature of work. Contingency money for this purpose shall be released from OMTES fund.

**L. ADMISSION DATES:**

The admission dates shall be from **10.04.2023 to 20.04.2023**

**M. MISCELLANEOUS:**

In case of any doubt or in any other matter not provided in the preceding paragraphs, the Centre Superintendent is empowered to take necessary decisions. Other general instructions to be followed by all concerned have been outlined in **Annexure-B**



INSTRUCTION FOR THE INVIGILATORS

1. Please see that the examinees feel comfortable and are not much apprehensive of the test-taking situation.
2. Do not allow parents/outsideers to go into the examination hall.
3. Verify the number of students with reference to the Question papers/answer sheets supplied to them.
4. Do not allow any examinee to receive any help from or assist another in any manner.
5. If an examinee has any problem in following the instructions of the test, explain to him/her the instructions clearly using, if possible, the examinees' dialect.
6. If an examinee has any problem with his/her writing instruments, he/she should be provided with a pen, pencil or eraser as the case may be.
7. Fill in the Attendance sheet and take the full signature of the examinees, which should be verified with their signatures on the original application forms as well as Admit Cards.
8. Please ensure that no examinee leaves the examination hall without handing over the Answer sheet.

## ANNEXURE-B

### GENERAL INSTRUCTIONS

1. The examination halls/rooms shall be kept open for the students half an hour before commencement of the examination.
2. Late comers may be allowed to appear. But the time limit for the examination need not be extended for them. No student can be permitted after 30 minutes of conduct of the examination.
3. All necessary instructions should be given to the examinees as politely as possible both inside & outside the examination halls/ rooms.
4. If any examinee has not received the Admit Card or has not brought the same even though received, he may be allowed to appear the examination after being satisfied about his identity either by means of verification of his signature on the original Application Form or by obtaining one undertaking for the purpose or otherwise.
5. No student without special permission of Centre Superintendent or Invigilator concerned , be allowed to leave his/ her seat or Examination room until the full duration of the paper is over.
6. Additional time of 30 minutes will be allowed for “Divyang students” (differently-abled students).

### DUTIES AND RESPONSIBILITIES

- Centre Superintendent and overall responsibility-  
**PA, ITDA/DWOs in Non-TSP districts**
- Coordinating with the state and EMRS-DWO  
Observers- **Head Quarter Officers/ DWO/Principal  
KV/JNV/PA,ITDA**
- Control Room-**Respective EMRS**
- Any Query related to Entrance Test-OMTES