

STATE BOARD OF TECHNICAL EDUCATION AND
TRAINING TELANGANA :: HYDERABAD.

**GUIDELINES FOR SPECIAL / GENERAL OBSERVERS OF TYPEWRITING & SHORTHAND
EXAMINATIONS OF MARCH,2020.**

(A) PRE-EXAMINATION DUTIES:

1. The Special Observers/General Observers are requested to go through the instructions issued to the Chief Superintendents for conduct of Typewriting and Shorthand Examinations and be conversant with all the procedures.
2. The Chief Superintendents and Observers are jointly responsible for the safety and confidentiality of the material from the time they receive.
3. The confidential question papers are proposed to be sent through EDEP Provision, so all the necessary equipments needed for taking the printouts are to be arranged and kept ready. Question papers must be drawn through EDEP Provision in the presence of Chief Superintendent and observers only. The EDEP passwords will be communicated before the concerned examination i.e., day wise, batch wise and time wise. You are requested to note the exact time of downloading the question papers from EDEP Provision and record the Time, Date, Grade, Language, Paper Number & No. of Prints outs of the question paper in a register.
4. You are also responsible for the joint custody of answer scripts till they are dispatched to the Board and much care is to be taken to dispatch the answer script bundles immediately after the examination is over.
5. To assist the Chief Superintendent in observing the rules and regulations of the examinations for smooth conduct of the examinations.

(B) DUTIES - DURING THE EXAMINATION:

The Special Observers/General Observers are requested to go through the following instructions of new QR Coded Answer Sheets with the (1+ Papers / 1+7 papers of the QR Answer sheets) for Typewriting and (1+8 papers of the QR Coded Answer Booklet for Shorthand Examination along with A4 Size, 2 paper (04 ruled pages) for taking Shorthand Dictation Writing Sheets on which the same QR code of the candidate is printed and provided well before conducting the examination and the Chief Superintendents of the Examination centers are also given the same instructions to follow the same procedure.

The General/Special Observers of Typewriting Examinations are informed to note the following changes:

1. "EXAMINATION IN PAPER-II (MANUSCRIPT) OF TYPEWRITING OF ALL GRADES SHALL BE CONDUCTED FIRST AND THE PAPER-I (SPEED) SHALL BE CONDUCTED AFTER COMPLETION OF THE PAPER-II (MANUSCRIPT) EXAMINATION."
2. Therefore, the General/Special Observers of Typewriting Examination Centres are requested to follow the changed Time Table and ensure that correct Batch Number, Date of Examination, Language and the Paper Number is written on the sealed packet is opened. Further, the staff concerned should be strictly instructed to follow the changed time table in conducting the Typewriting Examinations as per scheduled enclosed.
3. One Invigilator may be appointed for a maximum of 10 candidates.
4. It is the responsibility of the General/Special Observer of the Typewriting Examination Centre to conduct a meeting with the Chief Superintendent, Invigilators and the staff to be appointed for technical examinations a day before the commencement of the Technical Examinations, discuss the New QR answer sheets, instructions of the booklet and changed time table along with general instructions issued by the Board and ensure that the examinations are conducted smoothly.
5. The General/Special Observers of the Examination Centres shall also give instructions to the Invigilators of the Examination Centre to collect Four (1+3) answer sheets for Paper-I (Speed) and Eight (1+7) answer sheets for Paper-II (Manuscript) of Typewriting Examinations from the candidate before leaving the Examination Centre otherwise they shall be held responsible for this.
6. QR Coded Answer Sheets supplied to the examination center should be issued only to those candidates whose names are there in the Nominal Rolls. If a candidate's name is not there in

Nominal Roll but his QR Coded Answer Sheet is there he should not be allowed into the examination hall. Such QR Coded Answer Sheet will be packed with absentee OMRs and returned to SBTET.

7. Using different Type Machine other than the mentioned one on the Answer Sheets in the examination Hall without the prior permission of the Chief Superintendent / Joint Superintendent leads to cancellation of examination results.

1. **NEW QR CODED ANSWER SHEETS:** The SBTET has introduced new model of QR Coded Answer Sheets along with the (1+3 papers / 1+7 papers of the QR Answer Sheets) for Typewriting and (1+8 papers of the QR Coded Answer Booklet for Shorthand Examination along with A4 Size, 2 papers (04 ruled pages) for taking Shorthand Dictation writing sheets) on which the same QR Code of the candidate is printed and provided. The other instructions are as follows:

(TYPEWRITING)

- a. For Typewriting Examinations instead of Answer Booklets, New stapled QR Coded Answer Sheets containing (1+3 Papers for First Paper and 1+7 Papers for Second Paper) shall be supplied. The candidates have to remove the stapled pin and use the required answer sheets one by one serially for typing. The unused answer sheets shall be attached with QR Coded Answer sheets else will be booked under Malpractice.
- b. Each candidate will get a printed QR Coded Sheets containing (1+3 papers / 1+7 papers) for paper I and Paper II respectively with details of Hall-Ticket numbers, name of the candidate and details of examination appearing printed along with photograph imprint on the first sheet. The QR Sheets are to be distributed to the candidates present, according to the paper wise examination. The candidates are not expected to write Hall-Ticket number anywhere on the answer sheets.
- c. The QR coded answer sheets for Typewriting contains QR Code, Barcode, Page No. Name of the Candidate, Hall Ticket No, Grade, Batch No, Paper No and Centre code & Name on all (1+3 Sheets) of First Paper for all grades and on (1+7) sheets of Second paper for all grades.
- d. All first papers for all grades are in one color and all second papers for all grades are in another color.
- e. For Typewriting Lower Grade Paper-I Examination (Speed), all candidates have to use only one answer sheet from the QR Coded Answer sheets provided and one white paper (separately) will be supplied by the Invigilator for supporting of main answer sheet, to be loaded on to type machine. The additional sheets can be used only if need arises. After completion of the examination, the candidates have to return the white sheet to the Invigilator.
- f. In respect of Typewriting Higher Grade Paper-I Examination (Speed), candidates are allowed to use two (2) answer papers from the answer sheets for typing and support vice versa, and shall be enclosed to the same QR Coded Answer Sheets in the correct serial orders whether used/unused. The additional sheets can be used only if need arises.
- g. In respect of Typewriting Paper-II Examinations for all grades, last answer sheet of the booklet, printed "ROUGH" may be used for rough calculations etc., of paper-II.
- h. The candidate has to enter with pen all the particulars on the answer sheets such as Grade, Language, Batch No., Paper No. and Make of the Typewriter on the used answer sheets and to put his signature on the QR Coded Answer sheet before the invigilator.
- i. The candidate has to separate answer sheets in serial order from 1st page one by one carefully and after typing put the papers in serial order along with the papers unused, then pinned/stapled the entire answer sheets put together and affix the stickers properly in the place provided to it.
- j. It is the responsibility of the candidate to see that the papers together with his/her QR Code Answer sheets are pinned and stickers are pasted on the correct marked place on the Q.R. Answer Sheet with due certification and counter signature of the candidate and Invigilator.
- k. No additional paper will be issued.

- l.** The candidate may continue in the same sheet, even though one or two lines are typed wrongly. Only the correct answer will be valued and he will not be penalized for continuing in the same sheet.
- m.** Unused Answer sheets shall be maintained intact with Q.R. Answer Sheets else booked under malpractice.
- n.** Un-authorized exchange, replacement, insertion of papers, removal of unused answer sheets will be viewed seriously and rendered ineligible for valuation.
- o.** After completion of the examination, if a candidate does not hand over/insert Four (4) answer sheets of Typewriting Paper-I (Speed) Examination and Eight (8) answer sheets of Typewriting Paper-II (Manuscript) Examination along with the QR Coded Sheets, the examination will be cancelled without any intimation.

(SHORTHAND)

- p.** New QR coded answer booklet in respect of Shorthand Paper-I and Paper-II examination for all grades, containing 1+8 papers (16 pages) will be provided and instead of providing Shorthand Note Book for taking dictation, A4 size, 2 papers (4 ruled pages) with QR Code will be given for taking Shorthand Dictation. The QR coded answer booklets and Shorthand Dictation Writing Sheets are to be distributed to the candidates present, according to the paper wise examination carefully.
 - q.** After completion of the examination, the shorthand dictation writing sheets must be pinned and stickers are pasted on the correct marked place on the QR Coded Answer Booklet without fail.
 - r.** Shorthand Dictation Writing Sheets are to be arranged and pinned on the backside of the QR Coded Answer Booklet and stickers are pasted on the correct marked place on the QR Coded Answer Booklet with due certification and counter signature of the candidate and the invigilators.
 - s.** In respect of Shorthand Examination, the candidates are not allowed to tear any pages from the Answer Booklet at any cost, it is found the candidate will be booked under malpractice.
 - t.** No candidate will be allowed into the examination hall, once the Paper-II Examination is commenced.
 - u.** Don't tear QR Coded Answer sheet / Answer Booklet at any cost.
 - v.** The QR Coded Cover sheet and all Answer sheets shall be maintained intact from fold, scramble, scratch, pierce, tearing etc., which renders unreadable while scanning.
 - w.** No candidate is allowed to tear or take away any used or unused answer sheet from the examination hall, if it is found, the candidate will be booked under malpractice.
- 2.** Maintaining the time of examinations as per schedule.
 - 3.** To make the seating arrangement plan of the candidates as per N.R.
 - 4.** The candidates whose Hall Tickets are downloaded through online and attested by the Principal of Typewriting Institute or Gazetted Officer in case of private candidates, are only admitted into the examination hall. Some Hall-tickets might have detained for want of certain information or might have been cancelled. Hence though the candidate's name is available in the Nominal Roll as well as QR Coded Answer Sheets, they shall not be admitted without Hall Ticket.
 - 5.** The QR Coded Answer Sheets are to be handled carefully, it should not be torn, spoiled as the date while scanning will become a difficult process. The facsimile of the Chief Superintendent need to be put on those QR Coded Answer sheets.
 - 6.** Checking Hall Tickets with N.R. downloaded/sent by the SBTET and identify the candidates.

7. The candidates are asked to check the particulars printed on the upper portion of the QR Coded Answer Sheets (Hall Ticket in particular).
8. Before opening the sealed cover, to make sure that the Script Number, Batch Number, Date of Examination, Language and paper number written on the sealed cover.
9. The answer papers and the QR Coded Answer Sheets containing the security features meant for the specific examinations should be used and the old stationery should not be utilized at any cost.
10. The sticker account should be maintained by the Chief Superintendent and unused stickers and QR Coded Answer Sheets of the absentee candidates along with marked copy of Nominal Rolls etc., shall be sent to the Deputy Secretary (TE-Section), Sankethika Vidya Bhavan, Masabtank, Hyderabad-500 028 immediately without any delay.
11. To keep watch on the issue of answer sheets to the candidates.
12. To make sure that the invigilators are obtaining the signatures of the candidates on the N.R.Sheet and QR Coded Answer Cover Sheet provided by the Board. During the time of Typewriting Examination Paper – I (Speed), a candidate shall not be disturbed for signatures or otherwise, Signature of the candidate of the Paper – I examination, shall be obtained before commencement of the speed paper or soon after completion of the speed paper.
13. To keep watch unauthorized exchange, replacement, insertion of papers in the examination centres.
14. Batch change will not be permitted under any circumstances.

(C) **POST EXAMINATION DUTIES:**

1. A check in respect of the following has to be made immediately after the examination:
 - a) Scripts number written on the covers.
 - b) Batch Number.
 - c) Date of Examination.
 - d) Language.
 - e) Paper Number.
 - f) Absentees Hall-Ticket Number.
2. You are advised to sign the sealed covers containing answer scripts after full satisfaction that the relevant scripts of the language and grade are in the cover and the count is tallying with the Hall Ticket numbers mentioned duly verifying the correctness of the Hall Ticket number.
3. The unused/absent answer booklets along with the used booklets must be packed as soon as the examination for the batch is concluded and there should be three packets, one for Paper-I, one for Paper-II and the third for Unused/absentee booklets. The Observers are requested to note down the same procedure and advise the Chief Superintendent to follow the same.
4. You are requested to check this practice and advise the Chief Superintendent to use the correct stationery available during the examinations.
5. The packing of the answer scripts should be done immediately after each paper and batch in the presence of the Observer and the Chief Superintendent and kept in the joint custody of the Observer and the Chief Superintendent till it is dispatched.
6. Sending the Observer's report to the SBTET for each batch of examination is mandatory and compulsory.

SPECIAL INSTRUCTIONS TO THE SPECIAL / GENERAL OBSERVERS OF TYPEWRITING EXAMINATION CENTRES IN DISPATCHING THE CONFIDENTIAL MATERIAL.

1. The confidential bundles consisting of Typewriting Examination answer scripts shall be handed over to the Logistic Postal Services Vehicles allocated for the routes.
2. Only after the dispatch is effected, make a note of the receipts Nos. in the Observer's Report and then get relieved from the Chief Superintendent.
3. In case of delay in sending the sealed bundles of Typewriting Examination answer scripts for any avoidable reasons shall be viewed seriously.

4. In case of missing the sealed bundles of Typewriting Examination answer scripts in sending by other than BNPL Service, the Chief Superintendent/Observer will be held responsible.
5. All the confidential material (answer scripts) should be sent in the name of **Sri. P. Sankaraiah, Deputy Secretary (Post Exams), Sanketika Vidya Bhavan, Masab Tank, Hyderabad-500 028** through the above mentioned BNPL Service.

1. **T.A. and D.A.** :- You are requested to submit your T.A. Bill after getting it signed by the Chief Superintendent of the examination center and send the same to the Dy. Secretary (Post Exams) SBTET, S.V.Bhavan, Masabtank, Hyderabad-500028 for further processing. Under no circumstances you should draw any amount towards T.A. i.e. only II class sleeper or High tech bus fare (Volvo bus fare or I-class is not allowed) or DA. from the chief superintendent of the examination center where you are posted as observer. The Officers are eligible to claim only T.A. D.A. as per rules. Lodging bill shall invariably be submitted along with T.A. Bill. Risk allowance should not be claimed under any circumstances. If claimed the same will be disallowed. However, the Officers can claim remuneration from the Chief Superintendents of the days of examination only.

Signature valid

Digitally signed by S. V. MURTHY
UVSN
Date: 2020.03.17 06:51:31 IST
Reason: Approved
SECRETARY

Note: Totally blind candidates are allowed for the Typewriting Examinations to be held from August/September, 2009 onwards. Separate Typewriting Question Papers will be given in Braille language. The candidate is required to type I paper (speed) in 20 minutes time and II paper in 1 ½ Hrs. time in respect of Lower Grade while for I paper (speed) in 20 minutes time and II paper 2 Hrs time in respect of Higher Grade. No scribe is allowed in the examination hall to assist the totally blind candidate. The answer scripts of the totally blind candidates are to be packed separately duly superscribing on the cover "Scripts of totally blind candidates".