

National Testing Agency (NTA) welcomes you to the Briefing for NEET-UG (MAY, 2019)

03-May-2019



NEET (UG) - 2019

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The Target Audience

- State Coordinators
- City Coordinators
- Centre Superintendents
- NTA Observers
- NTA Representatives

The Purpose

Successful conduct of NEET (UG) 2019 in
smooth and fair manner

03-May-2019



NEET (UG) - 2019

Guidelines for the conduct of National Eligibility Cum Entrance Test NEET (UG) - 2019

State Coordinators
 NTA Representatives
 Observers
 City Coordinators
 Centre Superintendents
 Invigilators

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The *Ministry of Human Resource Development (MHRD)*, Government of India (GOI), has established *National Testing Agency (NTA)* as an independent, autonomous and self-sustained organisation to conduct efficient, transparent and international standard tests in order to assess the competency of candidates.

Some of the key objectives of NTA are:

- To conduct efficient, transparent and international standard tests in order to assess the competency of candidates for admission.*
- To undertake research on educational, professional and testing system to identify gaps in the knowledge systems and take steps for bridging them.*
- To produce and disseminate information and research on education and professional development standards....*

The Department of Higher Education, Ministry of Human Resource Development, GOI has mandated the NTA to conduct the NEET (UG) - 2019. Besides this NTA is conducting other High Stakes entrance and Fellowship Examinations in Higher Education, including

- **JEE- Main**
- **UGC-NET**
- **JNUEE-CEEB**
- **NCHMJEE**
- **ICAR AIEEA (UG/PG/JRF-SRF)**
- **AYUSH AIAPGET**
- **CMAT**
- **GPAT**

As per regulations framed under the Indian Medical Council Act -1956 and the Dentists Act-1948 and as amended from time to time, **National Eligibility Cum Entrance Test (UG) 2019 [NEET (UG) – 2019]** will be conducted by National Testing Agency (NTA) for admission to MBBS/BDS Courses in Indian Medical/Dental Colleges run with the approval of MCI/DCI under the Union Ministry of Health and Family Welfare, GOI, except for the institutions established through an Act of Parliament i.e. AIIMS and JIPMER.

NEET (UG) - 2019 will be conducted on 5 May, 2019 (Sunday) at 02:00 pm - 05:00 pm in offline mode (pen and paper test) at 2500 centres across the country

The duration of test will be three (03) hours.

Each question carries 4 marks.
 For each correct response the candidate will get 4 marks.
 For each incorrect response one mark will be deducted for the total score.

Subject	Pattern	Duration	Number of Questions	Marks
Physics	180 objective type questions * (four options with single correct answer) from Physics, Chemistry and Biology (Botany & Zoology) to be answered on the specially designed machine-gradable sheet using Ball Point Pen provided at examination centre only.	02:00 p.m. to 05:00 p.m.	45	180
Chemistry			45	180
Biology (Botany & Zoology)			90	360
Total			180	720

NEET-UG (2019)- Medium of the Test

Candidates opt for Question Paper in anyone of these languages, based on the state/region in which their exam Centre is located.

Candidates opting English will get QP in English Only; whereas candidates who have opted Hindi or Regional languages would be provided Bilingual Test Booklet in selected language and English.

In case of any ambiguity in translation of any of the questions, its English version shall be treated as final.

Sr. No.	Medium of Question Papers	Examination Centres
1.	English and Hindi	All Examination Centre Cities
2.	English and Assamese	Examination Centre Cities in Assam
3.	English and Bengali	Examination Centre Cities in West Bengal and Tripura
4.	English and Gujarati	Examination Centre Cities in Gujarat, Daman and Diu, Dadra and Nagar Haveli
5.	English and Kannada	Examination Centre Cities in Karnataka
6.	English and Marathi	Examination Centre Cities in Maharashtra
7.	English and Odia	Examination Centre Cities in Odisha
8.	English and Tamil	Examination Centre Cities in Tamil Nadu
9.	English and Telugu	Examination Centre Cities in Andhra Pradesh and Telangana
10.	English and Urdu	All Examination Centre Cities



NEET-UG (2019)- Medium of the Test

Sr. No.	Medium of Question Papers	Examination Centres
1.	English and Hindi	All Examination Centre Cities
2.	English and Assamese	Examination Centre Cities in Assam
3.	English and Bengali	Examination Centre Cities in West Bengal and Tripura
4.	English and Gujarati	Examination Centre Cities in Gujarat, Daman and Diu, Dadra and Nagar Haveli
5.	English and Kannada	Examination Centre Cities in Karnataka
6.	English and Marathi	Examination Centre Cities in Maharashtra
7.	English and Odia	Examination Centre Cities in Odisha
8.	English and Tamil	Examination Centre Cities in Tamil Nadu
9.	English and Telugu	Examination Centre Cities in Andhra Pradesh and Telangana
10.	English and Urdu	All Examination Centre Cities

CAUTION : INCASE OF LANGUAGES >>>DOUBLE CHECK WHILE OPENING THE TBP/ LOC, ADMIT CARD




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NEET-UG (2019)- Test Schedule

S. No.	Activity	Timings
1	Entry of candidate to the Examination Centre	12:00 Noon to 01:30 PM
	Last Entry of Candidate into the Examination Centre	01:30 PM
	Gate Closing time of Centre	01:30 PM
2	Strict and compulsory frisking of the Candidates	12:00 Noon to 01:30 PM
3	Entry of the Candidates in the Examination Room	01:00 PM
	Last Entry of the Candidates in the Examination Room	01:40 PM
4	Distribution of Test Booklet by the Invigilator to the candidates	01:50 PM
5	Test Commences	02:00 PM
6	Test Concludes	05:00 PM

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NEET-UG (2019)- Detailed Test Schedule

S. No.	Activity	Timings
1.	Distribution of Test Booklet by the Invigilator to the candidates	01:50 PM
2.	Writing of particulars on Cover Page of the Test Booklet by the Candidate	01:50PM to 01:55 PM
3.	(a) Opening of the seal of the Test Booklet by the candidates to take out the OMR Answer Sheet (b) Instruction by the invigilators that ➤ Candidates to tally and ensure that Number and Code of the Test Booklet and OMR Answer Sheet are same ➤ Candidates to fill up correct information in the OMR Answer Sheet ➤ All rough work is to be done in the Test Booklet only. The candidate should not do any rough work or put stray mark on the OMR Answer Sheet.	01:55 PM
4.	Test Commences	02:00 PM

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NEET-UG (2019)- Detailed Test Schedule

S. No.	Activity	Timings
5.	All the unused Test Booklets , Seating Plan (Appendix-I) and Roll Numbers of Absent Candidates are collected by the Invigilators and counted, tallied with the Absentee List and handed over with seal intact to the Centre Superintendent.	02:05 PM
6.	Certificate of packing of Unused Test Booklets (Appendix-VII) is prepared by the Centre Superintendent and verified by the NTA Representative. Consolidated Absentee Proforma (Appendix-V) is also prepared by the Centre Superintendent	Immediately after the commencement of examination
7.	Closing of Examination Room/Hall doors	04:45 PM
8.	Test Concludes	05:00 PM

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NEET-UG (2019)- Bell timings

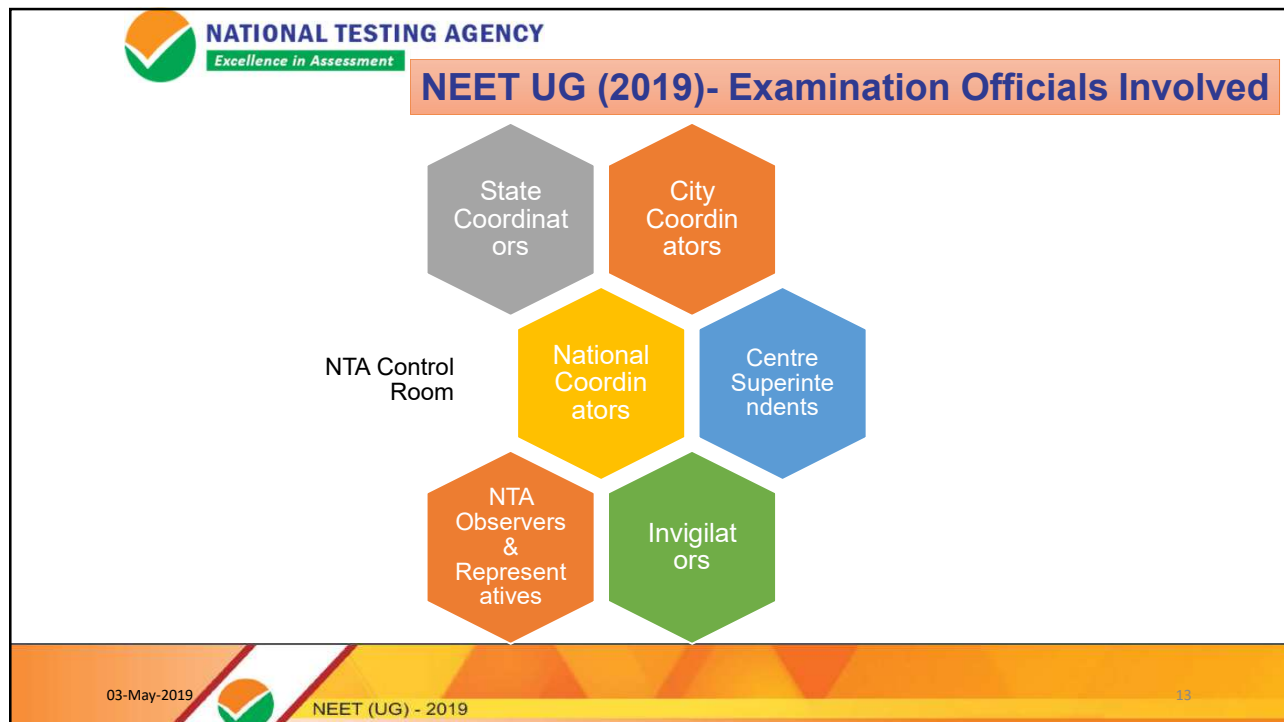
S. No.	Particulars	Time	Type/No of Bell
1	Last Entry in the Examination Centre/ Centre's Gate closing time.	01:30 PM	Long Bell
2	Distribution of Test Booklet to the candidates	01:50 PM	Single Bell
3	Seal of the Test Booklet to be broken/opened by the candidates to take out the OMR Answer Sheet	01:55 PM	Double Bell
4	Commencement of Examination	02:00 PM	Long Bell
5	After One Hour	03:00 PM	Single Bell
6	After Two Hour	04:00 PM	Single Bell
7	After Two and Half an Hour	04:30 PM	Single Bell
8	Closing the Room/Hall doors	04:45 PM	Single Bell
9	Test Concludes	05:00 PM	Long Bell

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NEET Statistics

Application Form Submitted	1537339
Application Form Submitted With Fee	1519229
Category wise Fee Submitted (No. of Candidates)	
General	534617
SC	211169
ST	96405
OBC	677038
Gender wise Fee Submitted (No. of Candidates)	
Male	680403
Female	838818
TransGender	8
Nationality wise Fee Submitted (No. of Candidates)	
Indian	1515923
OCI/NRI/PIO	675/1883/63
Foreigners	685

- Examination Cities-154
- Examination Centres- Approx. 2800
- Examination City with Maximum Candidates: NEW DELHI (56738 candidates)
- Examination City with Minimum No of Candidates: KAVARATTI (166 candidates)

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Medium of QP vs total no. of candidates

Medium of QP	Total Count (Application Submitted)	Total Count (Fee Submitted)
ENGLISH	1217683	1204965
HINDI	182867	179856
TAMIL	31706	31238
TELUGU	1852	1796
MARATHI	2521	2305
GUJARATI	60204	59395
ASSAMESE	4875	4751
BENGALI	31901	31491
KANNADA	1086	1016
ORIYA	733	700
URDU	1911	1858
TOTAL	1537339	1519371



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Appendix-1

Seating Plan (Separate for each Room)

Centre No.	City	Centre Name with Address

Date of Examination: 05.05.2019

Row 1			Row 2			Row 3			Row 4		
Candidate's Roll No.	Test Booklet		Candidates Roll No.	Test Booklet		Candidate's Roll No.	Test Booklet		Candidate's Roll No.	Test Booklet	
	No.	Code *		No.	Code *		No.	Code*		No.	Code
1		A	7		C	13		A	19		C
2		B	8		D	14		B	20		D
3		C	9		A	15		C	21		A
4		D	10		B	16		D	22		B
5		A	11		C	17		A	23		C
6		B	12		D	18		B	24		D


*Code is representative only.


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Total No. of Candidates in this Room			
Allocated:	<input type="text"/>	Present:	<input type="text"/>
		Absent:	<input type="text"/>
	Invigilator-1	Invigilator-2	
Signature with Date			
Name in Capital letters			
Designation in the School/College			
Mobile No./Telephone No.			
	Name in Capital letters	Mobile No./Telephone No.	Signature with Date
NTA Representative			
NTA Observer			
Centre Superintendent			
Dated: 05.05.2019			
Seal of Centre Superintendent			
 NEET (UG) - 2019			

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Note:			
1. The Seating Plan for each Room should be prepared as given above such that number of Candidates in each Row is not divisible by 4 i.e. should have provision for seating 6, 10, 14, 18, candidates. This setup is required because there will be four sets of Test Booklets. An example of the seating plan for 24 candidates with Test Booklet Code A, B, C, D along with the method of distribution of Test Booklets is given above.			
2. Invigilator should distribute the Test Booklet to the candidates as per the Seating Plan given above. If a candidate is absent, the Test Booklet of that candidate should be put on the seat allotted to the candidate and collected immediately after the commencement of the examination.			
3. Original copy of Appendix-1 is to be sent to the NTA office through NTA Representative along with the material and one copy to be retained by the Centre (to be packed inside Packet-3).			
 NEET (UG) - 2019			

Centre No.		City		Centre Name with Address			
Roll No.: Candidate's Name: Father's Name:		Mother's Name			Candidate's Photograph to be pasted here	Candidate's Left Hand Thumb Impression	
		Text Booklet	No.	Code		*	
		OMR Answer Sheet	No.	Code		**	
		Candidate's Signature					
Application No.		Inspector's Signature	1.	2.			
Roll No.: Candidate's Name: Father's Name:		Mother's Name			Candidate's Photograph to be pasted here	Candidate's Left Hand Thumb Impression	
		Text Booklet	No.	Code		*	
		OMR Answer Sheet	No.	Code		**	
		Candidate's Signature					
Application No.		Inspector's Signature	1.	2.			
Roll No.: Candidate's Name: Father's Name:		Mother's Name			Candidate's Photograph to be pasted here	Candidate's Left Hand Thumb Impression	
		Text Booklet	No.	Code		*	
		OMR Answer Sheet	No.	Code		**	
		Candidate's Signature					
Application No.		Inspector's Signature	1.	2.			

Signature & Seal of Centre Supt. Date: 05.05.2019

Mark 'ABSENT' with RED PEN at the space provided for the Candidate's Signature for those ABSENT.
* For receipt of Test Booklet by the candidate ** For handing over of OMR ANSWER SHEET TO THE INVIGILATOR

Centre No.		City		Centre Name with Address			
Roll No.: Candidate's Name: Father's Name:		Mother's Name			Candidate's Photograph to be pasted here	Candidate's Left Hand Thumb Impression	
		Text Booklet	No.	Code		*	
		OMR Answer Sheet	No.	Code		**	
		Candidate's Signature					
Application No.		Inspector's Signature	1.	2.			
Roll No.: Candidate's Name: Father's Name:		Mother's Name			Candidate's Photograph to be pasted here	Candidate's Left Hand Thumb Impression	
		Text Booklet	No.	Code		*	
		OMR Answer Sheet	No.	Code		**	
		Candidate's Signature					
Application No.		Inspector's Signature	1.	2.			
Roll No.: Candidate's Name: Father's Name:		Mother's Name			Candidate's Photograph to be pasted here	Candidate's Left Hand Thumb Impression	
		Text Booklet	No.	Code		*	
		OMR Answer Sheet	No.	Code		**	
		Candidate's Signature					
Application No.		Inspector's Signature	1.	2.			

Note:

- This is merely a Replica of the actual Attendance Sheet. The original Attendance Sheets are being sent as part of Centre Material.**
- This Sheet is to be used ONLY if you do not receive the Original Attendance Sheets.**
- Original Attendance Sheet to be placed inside Packet -2 while packing.**
- Original copy of Appendix -2 to be sent to NTA Office through **NTA Representative** and a copy to be retained by the Centre.**



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Appendix-4A

**Receipt of Sealed Iron Box(es) and Test Booklet Parcels by
Centre Superintendent**

Centre No.	City	Centre Name with Address

Received sealed Iron Box(es)/ Parcel(s) of Test Booklets pertaining to NEET (UG)-2019 from Sh./Ms..... on Sunday, 5 May, 2019 .

	Name in Capital letters	Mobile No./ Telephone No.	Time of Receiving	Signature with Date
NTA Representative				
NTA Observer				
Centre Superintendent				

Dated: 05.05.2019



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Appendix-4B

Receipt of Envelopes of Keys by NTA Representative and NTA Observer

Received.....envelopes of keys of the Centre meant for the NTA Representative and Observer on Sunday, 05 May, 2019.

	Name in Capital letters	Mobile No./Telephone No.	Time of Receiving	Signature with Date
NTA Representative				
NTA Observer				
Centre Superintendent				

Space for affixing
photograph of the
NTA Representative

Space for affixing
photograph of the
NTA Observer

Space for affixing
photograph of the
Centre
Superintendent

Dated: 05.05.2019

Note:

1. Receipts of Appendix – 4A & 4B to be packed inside Packet-3.
2. One envelope containing keys will be received by NTA Representative & and the other envelope by Observer in the presence of the Centre Superintendent from the City Coordinator.
1. Original copy of Appendix – 4A & 4B to be deposited at NTA office by the NTA Representative along with the material and one copy to be retained by the NTA Representative.



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Certificate for Opening of Sealed Iron Box(es) and Test Booklet Parcels and Uploading of QR Code Images on 'NTA Exam App'

Centre No.	City	Centre Name with Address

(The seal of the Iron Box(es) (Examination Material) should not be opened before 01:15 P.M. on 05 May, 2019)

This is certified that the _____ sealed Iron Box(es) Test Booklet Parcel(s) containing OMR Test Booklets pertaining to NEET (UG)-2019 have been examined by us and found in proper condition with all seals intact. The seal of the Iron Box(es)/ Test Booklet Parcel(s) was/were opened on **05 May, 2019 at ____ P.M.** in our presence.

• Total numbers of Test Booklets found inside the Iron Box(es)/ Test Booklet Parcel(s) were _____.

• These **images of the Test Booklet Parcels and QR Code on each Parcel have been uploaded on the NTA Exam App.**

We certify that the photograph of the QR Code of Parcels has been uploaded on the 'NTA Exam App' by us.



	Name in Capital letters	Mobile No./ Telephone No.	Time of uploading photographs	Signature with Date
NTA Representative				
NTA Observer				
Centre Superintendent				
Deputy Centre Superintendent				
Invigilator-I				
Invigilator-2				


Dated: 05.05.2019

Note:


Appendix – 5 to be packed inside Packet-3.

Original copy of Appendix – 5 to be sent to the NTA office through NTA Representative along with the material and one copy to be retained by the Centre.





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NEET-UG-2019

FOR PACKING AND BRINGING BACK UNUSED TEST BOOKLET (S) FROM EXAMINATION ROOM/HALL TO THE CONTROL ROOM

CENTRE NO.	CENTRE CITY	CENTRE NAME WITH ADDRESS

Hall/Room No.: _____


1. Serial No. of Test Booklet received :- From _____ to _____
(Start and last number to be mentioned)
2. No. of Test Booklets :- Issued(A) _____ Unused(B) _____ Received (A+B) _____
3. Serial No. of unused Test Booklets :- _____
(Individual Serial No. if gap in Serial No. or Serial from, to if gap in Serial No.)
4. No. of Test Booklets exchanged (C) :- _____
(Self Number of the candidate(s), if any Old _____ New _____)

It is certified that no unused test booklets were opened and also no unused test booklet has been kept by the invigilator(s) deputied in the room/hall for any purpose.

	Name in Capital letters	Time of Packing	Signature with Date
Invigilator-1			
Invigilator-2			
NTA Representative			
NTA Observer			
Centre Superintendent			


Seal of Centre Superintendent/Dated :- 05.05.2019

Note: The sealed packet of Unused Test Booklets and empty envelopes/ other parcels of used Test Booklets are kept in Iron Boxes. Iron Boxes are locked, sealed and keys handed over to the Centre Superintendent. The unused Iron Boxes and keys are retained in safe custody by the Centre Superintendent.



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Unique features of the Lock

<p>Digital e-Lock is a intelligent tracking lock device for the main feature</p> <ul style="list-style-type: none"> Designed to unlock not by key, but by RFID/remote password Battery with a long life Long working time Built-in wireless module Real time online monitoring Built-in GPS module Global locating Safety control Illegal unlock alarm and so on. 	<p>Following Alarms are generated: (Each Alarm contains the geo-location along with date & time when the trigger occurred)</p> <ul style="list-style-type: none"> Steel string cut Swipe unauthorized ID Unlocking Wrong password Enter geo-fence Exit geo-fence Low battery 	<p>Wake up conditions</p> <ul style="list-style-type: none"> receiving SMS command/calling swipe card Locking/unlocking (Application Portal), RTC(every 30 minutes/configurable)
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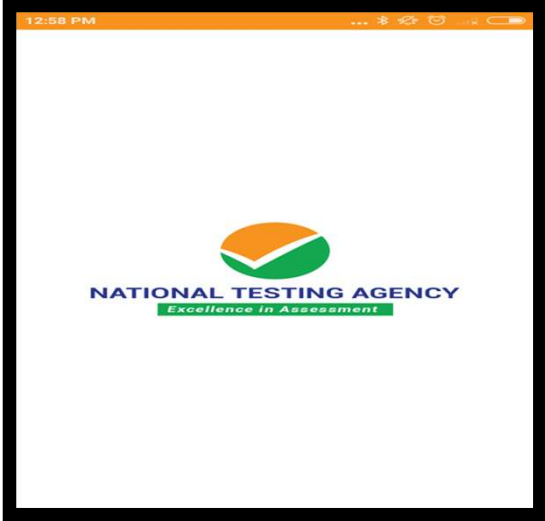



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Welcome Screen





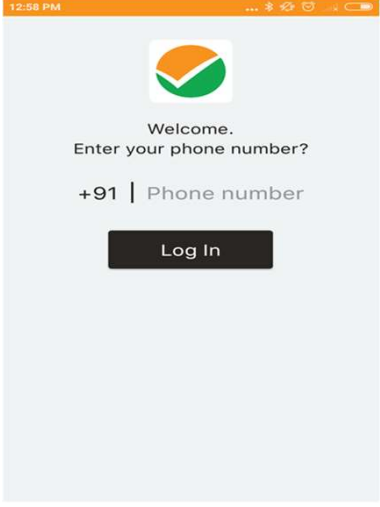
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Phone Number Verification

In this, the user needs to enter its registered contact number for verification and then needs to click on LogIn button.





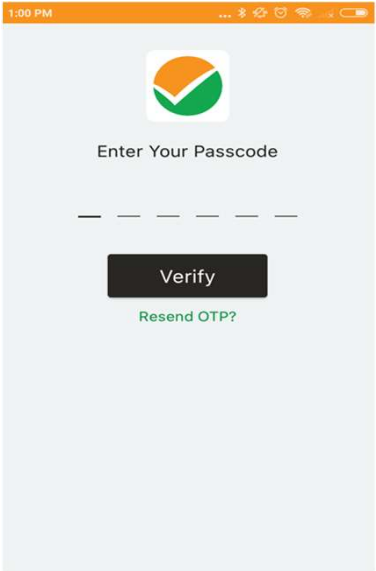
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OTP verification

After entering the registered number user will be redirected on OTP screen for valid authentication.
Also ,if in case the OPT does not generated then Resend OTP link is to be clicked again for generating the OTP again.





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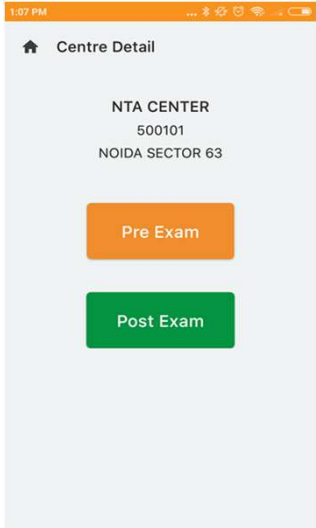



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Centre Details


After verifying the details ,user will be redirected to Centre Detail screen where he can see Centre Name, Center Code and its corresponding address.

Also ,there are two buttons i.e Pre Exam and Post Exam ,and after clicking on those buttons user will be redirected on to that particular screen.





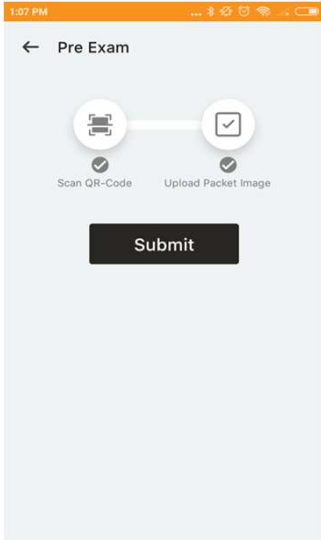
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Pre Exam/Post Exam

On this particular screen ,the user needs to scan the QR code by clicking on that image and also needs to upload the Packet image by clicking on the Upload Packet Image icon.





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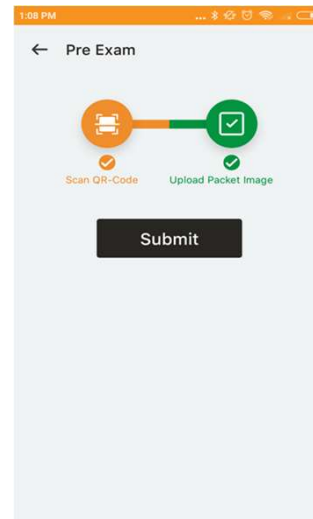
QR Scan


This is the screen where the user can scan its barcode and after scanning he can click on the ok button for proceeding further .




Verified QR/Packet Image

This will be reflected once the user has completed the QR scanning and moreover uploaded its packet image ,and after doing this user can click on the submit button for successfully inserting the data.



 NATIONAL TESTING AGENCY <i>Excellence in Assessment</i>		IMPORTANT		Appendix-6 Cont..
4. Total No. of Unused Test Booklets		<input type="text"/>		
5. Total no. of envelopes/ parcels containing (Unused Test Booklets and empty envelopes/cloth parcels of Used Test Booklets)		<input type="text"/>		
<p>It is certified that no unused Test Booklet was opened by the staff deputed at the centre and also no unused test booklet has been kept with the Centre for any purpose.</p>				
	Name in Capital letters	Mobile No./ Telephone No.	Time of Packing	Signature with Date
NTA Representative				
NTA Observer				
Centre Superintendent				
Deputy Centre Superintendent				
Invigilator-1				
Invigilator-2				

 NATIONAL TESTING AGENCY <i>Excellence in Assessment</i>		Appendix-6 Cont..	
<p>Note: Pink Envelopes for carrying unused booklets by invigilators from their rooms to control room.</p>			
<p>1. It should be ensured that the</p> <ul style="list-style-type: none"> ➤ No. of Test Booklets received = No. of Test Booklets Used + No. of Test Booklets Unused ➤ Serial. Nos. of Test Booklets unused should tally with the total number of unused Test Booklets. 			
<p>2. The sealed packet of Unused Test Booklets and empty envelopes/ cloth parcels of used Test Booklets are kept in Iron Box (es). Iron Box (es) be locked, sealed and keys handed over to the Centre Superintendent. The sealed Iron Box (es) and keys be retained in safe custody by the Centre Superintendent till 31.07.2019.</p>			
<p>3. Unused Test Booklets and empty Tamper Evident Plastic Envelopes/Cloth Parcels of used Test Booklets be packed and sealed immediately</p>			
<p>4. Original copy of Appendix – 6 to be sent to the NTA office through NTA Representative along with the material and one copy to be retained by the Centre (to be packed inside Packet-3).</p>			

Sl. No.	Room No.	No. of Candidates			No of Answer Sheets received
		Allotted	Absent	Present	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
Total					

For more than 20 rooms in the Centre, this page may be photocopied as per requirement.
Roll Nos. of Impersonation/Unfair means (UFM) case(s), if any:

	Name in Capital letters	Mobile No./Telephone No.	Signature with Date
NTA Representative			
NTA Observer			
Centre Superintendent			

Note:

- Answer Sheets should not to be tagged/ stapled. Answer Sheets should be put in small Tamper Evident Plastic Envelopes supplied by the NTA room wise, then 10 of these small envelopes need to be placed inside the big Tamper Evident Plastic Envelope.
- It should be ensured that the
 - No. of candidates Registered = No. of candidates Present + No. of candidates Absent
 - No. of candidates Present = No. of Answer Sheets received.
- Original copy of Appendix – 7A to be sent to the NTA office through NTA Representative along with the material and one copy to be retained by the Centre (to be packed inside Packet-3).

Centre No.	City	Centre Name with Address

Examination: National Eligibility cum Entrance Examination (UG)-2019 held on 05.05.2019

Room No.: _____

(a) No of Candidates: Allocated : _____ Absent : _____ Present : _____

(b) No of Test Booklets: Received : _____ Used: _____ Unused: _____

Note: It should be ensured that the

- No. of candidates Allocated = No. of candidates Absent + No. of candidates Present
- No. of Test Booklets received = No. of Test Booklets Used + No. of Test Booklets Unused
- No of Answer Sheets packed = No. of candidates Present

It is certified that we have also personally counted the OMR answer sheets brought by the invigilator from above room in the presence of concerned invigilator. The OMR answer sheets tallies with the number of candidates present in the room. These answer sheets have been packed and sealed in the Tamper Evident Envelopes in our presence. The details of the answer sheets packed for the above room in this centre are as follows:

(a) No of Candidate Present : _____ (b) No of Answer Sheets Packed : _____

	Signature with Date	Name in Capital letters	Time of Packing	Mobile No./ Telephone No.
NTA Representative				
NTA Observer				
Centre Superintendent				
Invigilator-1				
Invigilator-2				

Dated: 05.05.2019 Seal of Centre Superintendent

Note: OMR Answer Sheet should be packed room wise in the Tamper Evident Envelopes of small size (10x12) supplied by the NTA for the purpose.


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Appendix-7C
NEET (UG)- 2019

Certificate of Packing of Room Wise Envelopes into Big Tamper Evident Envelopes (12x14)
(Printed on Big Size Plastic Tamper Evident Bags)

CENTRE No.	CENTRE CITY	CENTRE NAME WITH ADDRESS

Note: It should be ensured that in each Room

- **No. of candidates Allotted = No. of candidates Present + No. of candidates Absent**
- **No. of candidates Present = No. of Answer Sheets received and Packed.**

It is certified that we (NTA Observer and NTA Representative) have personally counted the OMR answer sheets brought by the invigilator from room in the presence of concerned Invigilator and packed and sealed in the Tamper Evident Envelopes of size 10x12 by us. These Tamper Evident Envelopes of size 10x12 have been further packed by us in the Tamper Evident Envelope of size 12x14. The details of the OMR answer sheets packed in the Tamper Evident Envelope of size 12x14 of this Centre are as follows:

- (a) **Total No. of Tamper Evident Envelope of size 12x14** : _____
- (b) **Serial No of this Tamper Evident Envelope of size 12x14:** _____

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NATIONAL TESTING AGENCY
Excellence in Assessment
Appendix-7C Cont.

Sl. No. of envelope of size 10X12 (Small)	Room No.	Room wise No. of Candidates			No of OMR Answer Sheets received/Packed
		Allotted	Absent	Present	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Total					

	Signature with Date	Name in Capital letters	Time of Packing	Mobile No./ Telephone No.
NTA Representative				
NTA Observer				
Centre Superintendent				
Deputy Centre Superintendent				

Dated: 05.05.2019

Seal of Centre Superintendent

Note: Ten (10) Tamper Evident Envelopes of OMR Answer Sheets of size 10x12 (small size) be packed in a Tamper Evident Envelope of size 12x14 (Big). Use another Tamper Evident Envelope of size 12x14 for packing another Ten (10) Tamper Evident Envelopes of OMR Answer Sheets of size 10x12 and so on. Finally all the big envelopes to be placed in a cloth bag provided for the purpose. 46

Packing Instructions

Appendix-7C Cont..

- Room Wise Envelopes Plastic Small to be given to Invigilators
- Small Plastic Tamper Evident Envelopes will be used by Invigilators to place OMR Answer Sheets
- 10 Small Plastic Tamper Evident Envelopes to be placed in a big six Tamper Evident Envelope
- Invigilators will not seal the Envelopes
- In Control Room, Each Envelope from Room containing OMR Answer Sheets will be personally counted by NTA Representative, Observer and CS
- All Big Size Tamper Evident Envelopes to be placed together between Cardboards, tied with a Sutli and place in a Cloth Bag.
- Packets 1, 2, 3 to be placed inside this cloth bag and sealed.



NEET (UG) - 2019

Envelopes

NATIONAL TESTING AGENCY
Excellence in Assessment

NEET-UG-2019
अनुचित साधनों के प्रकरणों (UFM CASES) हेतु
(Details of Impersonation/ unfairmeans Cases, if any)
(एनटीए के प्रतिनिधि को हस्तगत करें)

(To be handed over to the Representative of NTA)

CENTRE NO.	CENTRE CITY	CENTRE NAME WITH ADDRESS

Examination: National Eligibility cum Entrance Test (UG)-2019 held on 05.05.2019

This is to certify that upon being reported by the invigilator(s) signed herein below, the following candidates whose Names and Roll Numbers are mentioned below were found to be impersonating/using unfairmeans at the National Eligibility cum Entrance Test (UG)-2019 held on 05.05.2019 at the above said Centre in the City.

Sl. No.	Name of the Candidates	Roll No.	Type of Offence (Impersonation/ unfairmeans)	Hall/Room No.	Signature of the Invigilator
1					
2					
3					
4					
5					
6					
7					
8					
9					

The OMR Answer Sheet (s) and the Examination materials confiscated from these candidates have been packed and sealed in this envelope supplied by the NTA for the purpose.

	Name in Capital letters	Time of Packing	Mobile No./ Telephone No.	Signature with Date
NTA Representative				
NTA Observer				
Centre Superintendent				



NEET (UG) - 2019



NATIONAL TESTING AGENCY
Excellence in Assessment



NATIONAL TESTING AGENCY
Excellence in Assessment


NEET-UG-2019
Packet-3 FOR PACKING OF APPENDICES

CENTRE No.	CENTRE CITY	CENTRE NAME WITH ADDRESS


Sr. No.	Description	No of Sheets
(a)	Appendix-1 Seating Plan (Separate for each Room)	No of Sheets
(b)	A. Receipt of Sealed Iron Box(es) and Question Paper Parcels by Centre Superintendent	No of Sheets
	B. Receipt of Envelopes of Keys by NTA Representative and NTA Observer	No of Sheets
(c)	Appendix-4 Certificate for Opening of Sealed Iron Boxes and Test Booklet Parcels and Uploading of QR Code Images on 'NTA Exam App'	Yes/No
(d)	Appendix-5 Certificate of Packing of Unused Test Booklets	Yes/No
(e)	A. Certificate of Room Wise Receipt of OMR Answer Sheets	Yes/No
	B. Certificate of Room Wise Packing of OMR Answer Sheets 2019	Yes/No
	C. Certificate of Packing of Room Wise Envelopes into Tamper Evident Envelope of Size 12x14 (small)	Yes/No
(f)	Appendix-6 Certificate of Packing of OMR Answer Sheets	Yes/No
(g)	Appendix-7 No Relation Certificate	Yes/No
(h)	Appendix-8 Certificate of Material Packed after completion of Examination	Yes/No
(i)	Appendix-9 Certificate about cases of Improvements Using Utensils	Yes/No
(j)	Appendix-10 Certificate of conduct of successful Examination, Procedure of Live CCTV Display and Installation & Effectiveness of Jammers	Yes/No
(k)	A. Format of Report by the Centre Superintendent to be filed online on www.nta.nic.in	Yes/No
	B. Format of Report by the NTA Observer to be filed online on www.nta.nic.in	Yes/No
	C. Format of Report by the NTA Representative to be filed online on www.nta.nic.in	Yes/No
(l)	Appendix-11 Certificate about Gender Sensitivity / Frising	Yes/No
(m)	Appendix-12 Final Bill of NEET (UG)-2019	Yes/No
	Sample Impression of Seal Used in packing	Yes/No
	No of Locks Number used by City Coordinator used by the Centre Superintendent	No of Locks
	No of Iron Boxes kept by the Centre Superintendent	No of boxes

	Signature with Date	Name in Capital letters	Time of Packing	Mobile No./ Telephone No.
NTA Representative				
NTA Observer				
Centre Superintendent				

Dated: 05.05.2019



NATIONAL TESTING AGENCY
Excellence in Assessment



NATIONAL TESTING AGENCY
Excellence in Assessment

NEET-UG-2019

CERTIFICATE OF ROOM/HALL WISE PACKING OF OMR ANSWER SHEETS 2019

Examination: National Eligibility cum Entrance Examination (UG)-2019 held on 05.05.2019

CENTRE No.	CENTRE CITY	CENTRE NAME WITH ADDRESS

Room/Hall No.: _____

(a) No of Candidates : Allocated _____ Absent _____ Present _____
(b) No of Test Booklets : Received _____ Used _____ Unused _____

Note: It should be ensured that the
 > No. of candidates Absent = No. of candidates Present
 > No. of Test Booklets received = No. of Test Booklets Used + No. of Test Booklets Unused
 > No. of Answer Sheets packed = No. of candidates Present


It is certified that we have also personally counted the OMR answer sheets brought by the invigilator from above room/hall in the presence of concerned invigilator. The OMR answer sheets taken with the number of candidates present in the room/hall. These answer sheets have been packed and sealed in the Tamper Evident Envelopes in our presence. The details of the answer sheets packed for the above room/hall in this centre are as follows:

(a) No of Candidates Present:	(b) No of Answer Sheets Packed:			
NTA Representative	Signature with Date	Name in Capital letters	Time of Packing	Mobile No./ Telephone No.
NTA Observer				
Centre Superintendent				
Invigilator-1				
Invigilator-2				

Dated: 05.05.2019

Seal of Centre Superintendent

Note:
 1. OMR Answer Sheets should be packed room/hall wise in the Tamper Evident Envelopes of size 12x14 supplied by the NTA for the purpose.
 2. Ten (10) Tamper Evident Envelopes of OMR Answer Sheets of size 12x14 to be packed in a Tamper Evident Envelope of size 12x14. Use another Tamper Evident Envelope of size 12x14 for packing another Ten (10) Tamper Evident Envelopes of OMR Answer Sheets of size 12x14 and so on.



NATIONAL TESTING AGENCY
Excellence in Assessment

NEET-UG-2019

CERTIFICATE OF PACKING OF ROOM/HALL WISE ENVELOPES INTO TAMPER EVIDENT ENVELOPE OF SIZE 12X14

CENTRE No.	CENTRE CITY	CENTRE NAME WITH ADDRESS

Note: It should be ensured that in each Room/Hall
 > No. of candidates Absent = No. of candidates Present + No. of candidates Absent
 > No. of candidates Present = No. of answer sheets received and packed.

It is certified that we (NTA Observer and NTA Representative) have PERSONALLY COUNTED THE OMR ANSWER SHEETS brought by the invigilator from room/hall in the presence of concerned invigilator and packed and sealed in the Tamper Evident Envelopes of size 12x14 by us. These Tamper Evident Envelopes of size 12x14 have been further packed by us in the Tamper Evident Envelope of size 12x14. The details of the OMR answer sheets packed in this Tamper Evident Envelope of size 12x14 of this centre are as follows:

Sr. No. of envelope of size 12x14	Room/Hall No.	Room/Hall wise No. of Candidates	No of OMR Answer Sheets received & Packed
		Absent	Present
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Total			


(a) Total No. of Tamper Evident Envelope of size 12x14 : _____
 (b) Serial No of this Tamper Evident Envelope of size 12x14: _____

	Signature with Date	Name in Capital letters	Time of Packing	Mobile No./ Telephone No.
NTA Representative				
NTA Observer				
Centre Superintendent				
Supervising Centre Superintendent				


Dated: 05.05.2019

Note:
 1. Ten (10) Tamper Evident Envelopes of size 12x14 each containing OMR Answer Sheets to be packed in a Tamper Evident Envelope of size 12x14. Use another Tamper Evident Envelope of size 12x14 for packing another Ten (10) Tamper Evident Envelopes of size 12x14 containing OMR Answer sheets, and so on.

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NATIONAL TESTING AGENCY
Excellence in Assessment



NATIONAL TESTING AGENCY
Excellence in Assessment

भारत सरकार सेवार्थ / O.I.G.S.
CONFIDENTIAL

प्रेम: सचिव निदेश (सीओ/से.डिरेक्टर (NEET)) राष्ट्रीय परीक्षा एजेंसी एन-टी-ए/एन.टी.ए. कॉम्प्लेक्स आउटरीच सेंटर सैक्टर-62, गीता उड गार्ड, कोंडा राजू (पी)-201309 National Testing Agency C-20/1A/B, IITK Outreach Centre Sector-62, Ghitam Road Nagpur, INDIA (UP)-201309



NATIONAL TESTING AGENCY
Excellence in Assessment

NEET-UG-2019
Packing of ATTENDANCE SHEET and ABSENTEE PROFORMA
(एनटीए के प्रतिनिधि को सुपुर्ण करें)
(To be handed over to the Representative of NTA)

CONFIDENTIAL


CENTRE NO.	CENTRE CITY	CENTRE NAME WITH ADDRESS

(a) Attendance Sheet : Page (b) Absentee Proforma : Page
(Attendance Sheet/ Absentee Proforma should not to be tagged/clipped. Absentee Proforma should be put in Plastic Polythene with interlocking supplied by the NTA)


Verified by:

	Name in Capital letters	Mobile No./ Telephone No	Time of Packing	Signature with Date
NTA Representative				
NTA Observer				
Centre Superintendent				

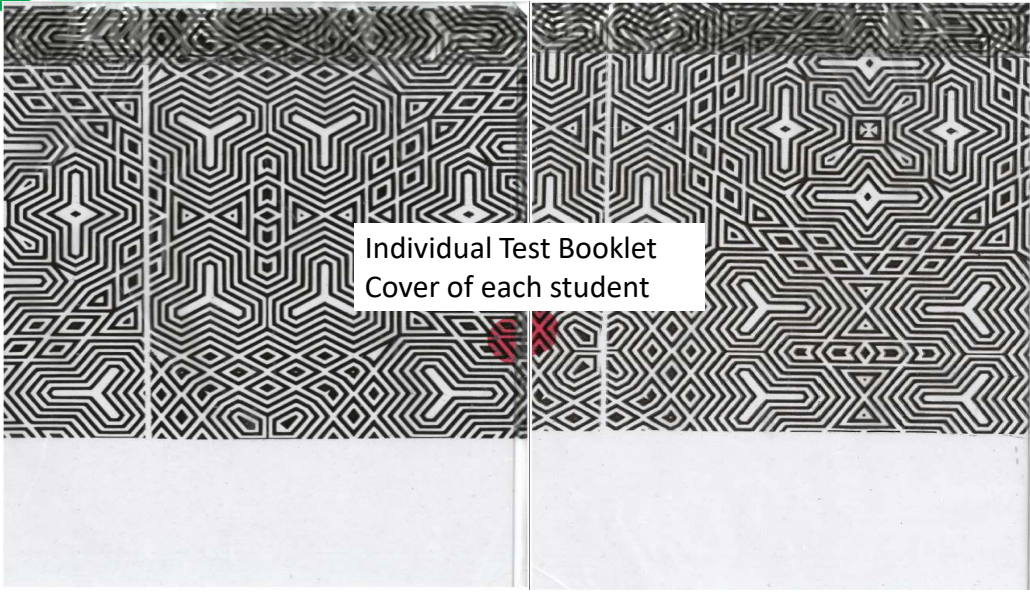
Seal of Centre Superintendent /Dated: 05.05.2019




NEET (UG) - 2019



NATIONAL TESTING AGENCY
Excellence in Assessment



Individual Test Booklet
Cover of each student



NEET (UG) - 2019

Roles and Duties of Invigilators

Instructions to be given by the Invigilators to the Candidates about filling particulars and taking the test

- Use only **Black Ball Point Pen** provided at the Centre for writing and filling up the particulars on the Test-Booklet, Side-1 and Side-2 of the Answer Sheet and Attendance Sheet.
- Tear open the transparent plastic cover to get the sealed Test Booklet.**
- Go through **Instructions for Marking on Side-2** given on **Side-1** of the Answer Sheet.
- Open the seal, only after the instruction on hearing double bell.**
- After opening check carefully that the Test Booklet Code printed on the OMR Answer Sheet is the same as printed on Test Booklet. In case of any discrepancy, immediately report the matter to the Invigilator for replacement of both the Test Booklet and the Answer Sheet.**
- Check immediately that the Test Booklet contains as many numbers of pages as are written on top of the first page. The facsimile stamp of the Centre Superintendent will be put by the Invigilators during the examination.
- Don't remove any page(s) of the Test-Booklet. If a candidate is found removing any page from the Test Booklet, he/she shall be prosecuted against and will be liable for criminal action.
- Don't fold the Answer Sheet nor make any stray marks on it.
- Candidates are required to sign twice in the Attendance Sheet firstly at the time of receipt of Test Booklet and secondly, handing over the Answer Sheet to the Invigilator before leaving the examination room.
- The candidates are required to put their **Left Hand Thumb Impression** by using inkless pads provided to the center **02(two)** times each on the space provided on the Attendance sheet against their names and also write their **Mother's name**.
- On completion of the test, candidates must hand over the **OMR Answer Sheet** to the Invigilator and take away only the Test Booklet with them.



ANSWER SHEET (SIDE-1)

L. IN THE FOLLOWING ENTRIES WITH BLUE/BLACK BALL POINT PEN ONLY (AS PER ADMIT CARD)

LL NUMBER (IN NUMERALS)

LL NUMBER IN WORDS (In running hand)

INDIGATE'S NAME (IN CAPITAL LETTERS)

FATHER'S NAME (IN CAPITAL LETTERS)

MOTHER'S NAME (IN CAPITAL LETTERS)

NTRE NUMBER

NAME OF THE CENTRE OF EXAMINATION (In running hand)

Write the certification statement below in running handwriting.

I certify that I have filled in the above entries correctly.

EXAMPLES - HOW TO FILL AND MARK ON SIDE-2 (WITH BLUE/BLACK BALL POINT PEN ONLY)

If your Centre No. is 145033, Roll No. is 42231692, Test Booklet No. is 2327034, and your Response to Question No. 021 is (D).

IMPORTANT: The candidate should mark carefully that the Test Booklet Code printed on Side-1 of the Answer Sheet is the same as printed on Test Booklet. In case of discrepancy, the candidate should immediately report the matter to the Invigilator for replacement of both the Test Booklet and the OMR Answer Sheet.

OMR Answer Sheet

ANSWER SHEET (SIDE-2)

Active Reading: Scan the Answer Sheet by the invigilator. The Candidate should check that Centre No., Roll No. and Test Booklet No. has been observed against Answer Booklet. The Test Booklet should check with Centre No., Roll No. and Test Booklet No.

Centre No., Roll No., Test Booklet No., Test Booklet Code, Answer Sheet No.

C1

Q. No.	Response	Q. No.	Response	Q. No.	Response	Q. No.	Response	Q. No.	Response
001		037		073		109		145	
002		038		074		110		146	
003		039		075		111		147	
004		040		076		112		148	
005		041		077		113		149	
006		042		078		114		150	
007		043		079		115		151	
008		044		080		116		152	
009		045		081		117		153	
010		046		082		118		154	
011		047		083		119		155	
012		048		084		120		156	
013		049		085		121		157	
014		050		086		122		158	
015		051		087		123		159	
016		052		088		124		160	
017		053		089		125		161	
018		054		090		126		162	
019		055		091		127		163	
020		056		092		128		164	
021		057		093		129		165	
022		058		094		130		166	
023		059		095		131		167	
024		060		096		132		168	
025		061		097		133		169	
026		062		098		134		170	
027		063		099		135		171	
028		064		100		136		172	
029		065		101		137		173	
030		066		102		138		174	
031		067		103		139		175	
032		068		104		140		176	
033		069		105		141		177	
034		070		106		142		178	
035		071		107		143		179	
036		072		108		144		180	

CANDIDATE'S LEFT HAND THUMB IMPRESSION, CANDIDATE'S NAME AND SIGNATURE, SIGNATURE OF INVIGILATOR

SPECIMEN COPY



Roles and Duties of Invigilators

The Invigilator must check and verify that the candidate has written and filled in following particulars neatly and correctly on the Test Booklet and Answer Sheet with Black Ball Point Pen only: -

Answer Sheet

Side-1

Roll Number
 Candidate's Name
 Father's Name
 Centre Number
 Name of the Examination Centre

Side-2

Roll No.
 Centre No.
 Test Booklet No.
 Left Hand Thumb Impression
 on candidate's Name
 Signature of the candidate(in
 running hand)



- i) Any stationery item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Pen, Scale, Writing Pad, Pen Drives, Eraser, Calculator, Log Table, Electronic Pen/Scanner etc.
- ii) Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band Etc.
- iii) Other items like Wallet, Goggles, Handbags, Belt, Cap, ATM/Credit/Debit Card, Plastic Identity Card, any remote key, etc.
- iv) All ornaments like Rings, Bracelets, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, Brooch etc. be carefully checked.
- v) Any Watch/Wrist Watch, Camera, etc.
- vi) Any metallic item
- vii) Any eatable item opened or packed, water bottle etc.
- viii) Any other item which could be used for unfair means for hiding communication devices like camera, Bluetooth device etc.




NATIONAL TESTING AGENCY
Excellence in Assessment
NEET (UG) – 2019
Appendix-9
No Relation Certificate

Centre No.	City	Centre Name with Address

I do hereby declare that none of my dependents or near relative(s)* is/are appearing in the **NEET (UG)-2019** for admission to MBBS/BDS Degree Course being conducted by NTA on the **05 May, 2019**. I am not involved in the coaching of Medical Entrance Examination in anyway whatsoever.

Sl. No.	Name and address of Centre Superintendent/ Deputy Centre Superintendent/ Invigilator/ Other Staff	Duty Room No.	Designation in the School/College	Signature	Mobile No./ Telephone No.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					



NEET (UG) - 2019

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NATIONAL TESTING AGENCY
Excellence in Assessment
Appendix-9 Cont..
IMPORTANT: FOR ALL STAFF

For more Invigilators/Staff at the Centre, this page may be photocopied as per requirement.

	Name in Capital letters	Mobile No./Telephone No.	Signature with Date
NTA Representative			
NTA Observer			
Centre Superintendent			

Dated: 05.05.2019

Note: Original copy of Appendix – 9 to be sent to the NTA office through NTA Representative along with the material and one copy to be retained by the Centre (to be packed inside Packet-3).

* Father, mother, wife, son, daughter, grandson, granddaughter, brother, sister, daughter in law, son in law, brother in law, sister in law, nephew and niece.



NEET (UG) - 2019



Certificate of Material Packed after Completion of the Examination

Centre No.	City	Centre Name with Address		
1. Number of Candidates Allocated:				
Roll Nos. Allocated: (First and last Roll Number to be mentioned)		From	to	
No of Candidates :		Present(A)	Absent(B)	Total(A+B)
2. No of Test Booklets received:				
Serial No of Test Booklet received: (First and last Number of Test Booklets to be mentioned)		From	to	
3. No of Test Booklets:		Used(A)	Unused(B)	Total(A+B)
4. No of Impersonation/ Unfairmeans:		Impersonation(A)	Unfairmeans(B)	Total(A+B)


Material packed as per details given below:


Sl. No.	Enclosures	
Packet-1 (OMR Answer Sheets should not to be tagged/stapled)	Cloth Parcel containing :	No of Envelope(s)
	(a) All Tamper Evident Plastic Envelope of big size of OMR Answer Sheets (b) Envelope of OMR Answer Sheet(s) along with confiscated material of Impersonation/ Unfairmeans case(s), if any	No of Envelope(s)
Packet-2 (Attendance Sheets/ Absentee Proforma not to be tagged/stapled)	Envelope containing (a) Attendance Sheets(Appendix-2) and (a) Absentee Proforma (Appendix-3)	No of Sheets
		No of Sheets
Packet-3	Envelope containing following :	



 NATIONAL TESTING AGENCY <i>Excellence in Assessment</i>		Appendix- 10 Cont.		
(a)	Appendix-1	Seating Plan (Separate for each Room)	No of Sheets	
(b)	Appendix-4	A. Receipt of Sealed Iron Box(es) and Question Paper Parcels by Centre Superintendent	No of Sheets	
		B. Receipt of Envelopes of Keys by NTA Representative and NTA Observer	No of Sheets	
(c)	Appendix-5	Certificate for Opening of Sealed Iron Box(es) and Test Booklet Parcels and Uploading of QR Code Images on 'NTA Exam App'	Yes/No	
(d)	Appendix-6	Certificate of Packing of Unused Test Booklets	Yes/No	
(e)	Appendix-7	A. Certificate of Room Wise Receipt of OMR Answer Sheets	Yes/No	
		B. Certificate of Room Wise Packing of OMR Answer-Sheets 2019'	Yes/No	
		C. Certificate of Packing of Room Wise Envelopes into Tamper Evident Envelope of Size 12X14 (small)	Yes/No	
(f)	Appendix-8	Certificate of Packing of OMR Answer Sheets	Yes/No	
(g)	Appendix-9	No Relation Certificate	Yes/No	
(h)	Appendix-10	Certificate of Material Packed after completion of Examination	Yes/No	
(i)	Appendix-11	Certificate about cases of Impersonation/ Using Unfair means	Yes/No	
(j)	Appendix-12	Certificate of conduct of successful Examination, Procedure of Live CCTV display and Installation & Effectiveness of Jammers	Yes/No	
(k)	Appendix-13	A. Format of Report by the Centre Superintendent to be filled online on www.ntamis.in	Yes/No	
		B. Format of Report by the NTA Observer to be filled online on www.ntamis.in	Yes/No	
		C. Format of Report by the NTA Representative to be filled online on www.ntamis.in	Yes/No	
(l)	Appendix-14	Certificate about Gender Sensitivity / Frisking	Yes/No	
(m)	Appendix-15	Final Bill of NEET (UG)-2019	Yes/No	
		Sample Impression of Seal Used in packing	Yes/No	
		No of Locks handed over to City Coordinator kept by the Centre Superintendent	No of Locks	
		No of Iron Box(es) kept by the Centre Superintendent	No of box (es)	

03-May-20

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 NATIONAL TESTING AGENCY <i>Excellence in Assessment</i>		Appendix- 10 Cont.	
Note:			
1.	It should be ensured that the		
	<ul style="list-style-type: none"> ➤ No. of Candidates Allocated= No. of candidates Absent + No. of candidates Present ➤ No. of Test Booklets Used = No. of Candidates Present = No. of Answer Sheets packed. 		
2.	Name and Roll No. of the candidates reported to be impersonating/using unfair means etc. have been mentioned in separate sheets as per Appendix-11 duly authenticated by the concerned Invigilator, Centre Superintendent, Deputy Centre Superintendent, NTA Representative and NTA Observer. The OMR Answer Sheet(s) and the Examination materials confiscated from these candidates have been packed and sealed in separate envelope supplied by the NTA for the purpose.		
3.	<p>Certified that all the Attendance Sheets have been signed by the candidates (in running hand) twice –</p> <ul style="list-style-type: none"> i. While receiving Test Booklet and ii. While handing over the Answer Sheet iii. Left Hand Thumb Impression (two times) have been taken by the Invigilators in their presence after establishing their identity. iv. The Invigilators have also signed the Attendance Sheet twice. v. The Absentee Proforma has been checked with the number of candidates present/absent and duly authenticated. vi. Left Hand Thumb Impression on OMR Answer Sheet has also been taken. 		



4. (a) **On conduct of Examination :**

This is certified that the above-mentioned Examination has been conducted at this Centre in a fair, smooth and peaceful manner and no untoward event has taken place during the Examination.

However, _____ numbers of cases of impersonation/ using Unfair means etc. detected have been duly recorded in the separate sheets as per Appendix-11.

The sealed packet of Unused Test Booklets and empty envelopes/ cloth parcels of used Test Booklets have been kept in Iron Box(es). Iron Box(es) has been locked, sealed and keys handed over to the Centre Superintendent. The sealed Iron Box(es) and keys have been retained in safe custody by the Centre Superintendent and shall be disposed after 31 July, 2019.

If any untoward incident has taken place at the Centre, it may be stated in this report

(b) **Procedure of Videography: (As applicable)**

It is also certified that the videography has been done as per the specified procedure, for all the Candidates at this Examination Centre. The data so captured has been sealed in presence of undersigned, Deputy Superintendent, NTA Representative/Observer and Videographer along with their signatures.

(c) **CCTV Cameras: Functioning and Effectiveness (if applicable)**

It is also certified that the CCTV live streaming has been done as per the specified procedure, at this examination centre. The data so captured has been recorded.

(d) **Installation & Effectiveness of Jammers (if applicable):**

This is further certified that Jammers for Jamming the Mobile Signals were installed at the examination centre by the firm identified by the NTA. The Jammers were installed in and around rooms where the examination was conducted. During the conduct of examination, all the installed Jammers were found functional and operational and no case of cheating through electronic mode were found/ reported. The services of the installed Jammers for Jamming the Mobile Signals were found effective and satisfactorily.



5. Attendance Sheets (Appendix-2) and Absentee Proforma (Appendix-3) have not been placed in the bundle of OMR Answer Sheets, but packed separately in the envelope(s) provided for this purpose (Packet-2).

6. The OMR Answer Sheets along with confiscated material of Impersonation/UnfairMeans (UFM) case(s), if any should be put in a separate envelope supplied by the NTA for the purpose (Packet-1).

7. **All the 3 Packets have been placed inside the Cloth bag supplied by the NTA for this purpose.**

Original copy to be sent to the NTA office through NTA Representative along with the material and one copy to be retained by the Centre.

8. On each packet, Packet No, Centre Number and Centre Name with Address must be indicated.

9. All documents must be signed by the Centre Superintendent.

10. All packets must be sealed by the Centre Superintendent,

	Name in Capital letters	Mobile No./ Telephone No.	Time of Packing	Signature with Date
NTA Observer				
NTA Representative				
Centre Superintendent				
Deputy Centre Superintendent				

Seal of Centre Superintendent




NATIONAL TESTING AGENCY
Excellence in Assessment

NEET (UG) – 2019

Appendix-11
(Details of Impersonation/ Unfairmeans Cases, if any)

Centre No.	City	Centre Name with Address

Sl. No.	Name of the Candidates	Roll No.	Type of Offence (Impersonation/ unfairmeans)	Room No.	Signature of the Invigilator
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					



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Appendix- 11 Cont.

	Name in Capital letters	Mobile No./ Telephone No.	Time of Packing	Signature with Date
NTA Observer				
NTA Representative				
Centre Superintendent				
Deputy Centre Superintendent				

Dated: 05.05.2019

Seal of Centre Superintendent

Note:

1. This is to certify that as reported by the Invigilator(s) signed above, the Candidates whose Names and Roll Numbers are mentioned above have been found to be impersonating/Using UnfairMeans at the NEET (UG)-2019 held on 05.05.2019 at the above said Centre in the City.
2. The OMR Answer Sheet(s) and the Examination materials confiscated from these candidates have been packed and sealed in a separate envelope supplied by the NTA for the purpose. (Packet 1)
3. Original copy to be sent to the NTA office through NTA Representative along with the material and one copy to be retained by the Centre (to be packed inside Packet-3).



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Appendix-12

(Certificate of conduct of successful Examination, Procedure of Live CCTV display and Installation & Effectiveness of Jammers)

Centre No.	City	Centre Name with Address

We certify that:

- NEET (UG)-2019 organized by the National Testing Agency was conducted in a satisfactory and fair manner at this Centre on 5 May, 2019 Sunday from 02:00 pm to 05:00 pm.
- During the conduct of examination all the installed jammers were found functional and successfully operationalized (if applicable).
(If due to any reason deficiency has been found during the examination please indicate in the space below, else cross the space).
- CCTV systems were functional and operational at the Centre during the examination and live streaming was being forwarded to the NTA Control Room in batches as per the norms (if applicable).

S. No.	Room Number	Time of switch off of Jammer	Time of Resumption	Total duration



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Appendix 12 Contd...

- Any other remarks in case of Jammers (if applicable) and CCTV Cameras (if applicable)

	Name in Capital letters	Mobile No./ Telephone No.	Signature with Date
Observer			
NTA Representative			
Centre Superintendent			

Note:

- Jammers and CCTV Live Streaming **may or may not be used** in each Centre and thus only in those cases where it is applicable, the above may be filled in.
- Any **exception handling** may be recorded as part of this Appendix -12.



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NATIONAL TESTING AGENCY
Excellence in Assessment
Appendix-13C

NEET (UG) – 2019

 (Format of Report by the NTA Representative to be filled online on www.ntamis.in)

Centre No.	City	Centre Name with Address

PART-A:

1. Number of candidates allocated

 Roll Nos. allocated: From to
 (First and last Number to be mentioned) |

 2. No of Candidates: Present(A) Absent(B) Total(A+B)

3.

	Date	Time
Receipt of sealed Iron Box(es) from Custodian	05.05.2019	
Handing Over of sealed Iron Box(es) to the Centre Superintendent	05.05.2019	
Opening of sealed Iron Box(es) by the Centre Superintendent	05.05.2019	

 4. No of Test Booklets received :

 Serial No of Test Booklet received: From to
 (First and last Number to be mentioned)

 No of Test Booklets: Used (A) Unused (B) Total (A+B)


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Appendix-13C Contd.

5. No of cases, if any: Impersonation(A) _____ Unfairmeans(B) _____ Total(A+B) _____
 Name and Roll No. of the candidates reported to be Impersonating/Using Unfairmeans etc. have been mentioned in separate sheets as per Appendix-11 duly authenticated by the concerned Invigilator, Centre Superintendent, NTA Representative and the Observer. The OMR Answer Sheet(s) and the Examination materials confiscated from these candidates have been packed and sealed in separate envelope supplied by the Council for the purpose.
6. (a) Total number of Invigilators engaged: _____
 (b) Whether the Invigilators were appointed as per norms of the NTA: _____
 (c) If not, the deviations may be mentioned: _____
7. Whether the Iron Box(es) had e-digital locks and they were opened at the right time: Yes/No
8. Whether the Videography was done at the Centre and if so what was captured: _____

9. Whether there was a functional CCTV camera installed in the Control Room: _____
10. Whether the 'NTA Examination App' was used for uploading the QR Code and Test Booklet Parcels after opening the Iron Box (es): Yes/No



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**PART-B:**

- General Instruction: Kindly indicate through Yes or No.
- The following are my observations about the NEET (UG) - 2019 Examination conducted on 05.05.2019:

	Yes/No
1. Whether the procedures for the following were clearly followed:	
a. Receiving Iron Box(es)	
b. Opening Iron Box(es)	
c. Distributing Room wise Parcels	
d. Receiving Absentee Statements and unused Booklets	
e. Receiving Room wise OMR Answer sheets	
2. Whether the GPS enabled Digital E-lock opened at the right time (wherever applicable).	
3.	
a. Whether Adequate security arrangements were available at the Centre	
b. Whether the Security/Police personnel deputed were available at the Centre during entry to the Centre.	
4. Whether the Frisking done at the Centre before Examination was meticulous and carefully done keeping the cultural and religious sentiments in mind	
5.	
a. Whether the drinking water facility was adequate and water bottles were provided to the candidates?	
b. Whether the toilets were clean and hygienic?	
6.	
a. Whether required numbers of Invigilators were engaged by the Centre as per NTA Guidelines?	
b. Whether the quality of Invigilation was upto the mark?	
7.	
a. Whether the photos of QR Code on each parcel was uploaded on the 'NTA Exam App'?	
b. Whether the OMR Answer Sheets were personally counted and packed Room wise	



8. Whether the arrangements at the Centre including seating and others were satisfactory and not more than 24, students were seated in a room.	
9. Whether necessary care was extended to the disabled as per guidelines.	
10. Whether necessary cooperation was extended by the Centre to the Candidates during entry and providing pens etc.	
11. Whether necessary cooperation was extended by the Centre Superintendent and his/her staff in terms of hospitality?	
12. Whether any shortcoming about the Test Booklets/Answer Sheets was reported	
13.	
a. Whether the Jammers (if available) for Jamming the Mobile Signals in every room were installed at the examination Centre.?	
b. Whether all the installed Jammers were found functional and successfully operational?	
c. Whether the services of the installed Jammers for Jamming the Mobile Signals were found effective and no case of cheating through electronic mode were found/ reported?	
14. Whether functional CCTV cameras were installed in each room and at the entrance (if applicable)?	
15. Whether the Centre Superintendent can be recommended for appointment for the Examination in future?	
16. Whether the Centre (School /College) can be recommended for holding the Examination in future?	
17. Whether the 'NTA Observer' can be nominated again by NTA?	

Remarks, if any:

In my opinion, the Examination at _____ (city) was fair, smooth and peaceful and the arrangements made were satisfactory.
 * Please specify giving complete details

NTA Representative Name	Mobile No.	Email Id	Signature

Note: This is a specimen copy only and the Report needs to be filled online on www.ntamis.in.


(Certificate about Frisking and Gender Sensitivity)

Centre No.	City	Centre Name with Address

This is to certify that:

- The authorized agency erected a separate enclosure for frisking female candidates.
- Staff deputed by the authorized agency has well trained, polite and supportive.
- Female and male staff were available in a ratio of 1:120 each
- There was/wasn't a frisking enclosure for female candidates at the Entrance of the Examination Centre.
- A female security personnel from the authorized agency was deputed for frisking exercise.
- A female Invigilator was deputed in the rooms, where female candidates were present.
- Persons on Examination duty were briefed and oriented on gender sensitivity issues, before the Examination.

This is further certified that female candidates were managed with sensitivity and care during frisking, identity verification and during Examination.

	Name in Capital letters	Mobile No./ Telephone No.	Signature with Date
Observer			
NTA Representative			
Centre Superintendent			

(*In case any untoward incident is reported during the conduct of Examination, this should be clearly mentioned in the space below):


Final Bill of NEET (UG)-2019

(This bill with supporting vouchers are required to be submitted by the Centre Superintendent to the City Coordinator all within a week of examination for final settlement of bill)

Centre No.	City	Centre Name with Address

Examination: NEET (UG)-2019 held on 05.05.2019

Sl. No.	Particulars	Amount (Rs.)
1	Hiring charges @ Rs 15/- per Candidate	
2	Honorarium to Centre Superintendent	
3	Honorarium to Deputy Centre Superintendent	
4	Honorarium to Invigilators	
5	Honorarium to Administrative Staff/Clerk	
6	Payment to Supporting Staff – Sweeper/Watchman/ Water Boy/ Peon	
7	Payment towards Videography (Pl enclose Original Bill)	
8	Payment towards Generator Hiring Charges including Electrician	
9	Payment towards Stationery Items	
10.	Payment towards Refreshment Charges @ Rs 50/- per staff engaged for the examination on 05.05.2019.	




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Appendix-15 Cont..

11	Any other Charges with details	
	(a)	
	(b)	
	(c)	
	(d)	
	(e)	
Total Expenditure		
Less: Amount received in advance from NTA		
Net Amount to be payable by NTA		
(Rs. _____)		

Encls. Vouchers & Receipts

	Name in Capital letters	Mobile No./ Telephone No.	Signature with Date
Centre Superintendent			

Dated: 05.05.2019

Seal of Centre Superintendent

Note: One copy to be sent to the city co-ordinator along with the material and one copy to be retained by the Centre.



NEET (UG) - 2019


NATIONAL TESTING AGENCY
Excellence in Assessment
Appointment and remuneration of Staff

Staff will be appointed as per the following norms and remuneration for conduct of examination:

•Engagement of Staff :

Category	Norms	Eligibility
Deputy Centre Superintendent(s)	Upto 300 Candidates - Nil 301 to 600 Candidates – One 601 to 900 Candidates – Two 901 and above - Three	Should be Senior Vice-Principal/ Senior Head Master/ Sr. PGTs of the School (Specific duties be assigned to Dy. Supdt.(s) if more than one)
Invigilator(s)	<ul style="list-style-type: none"> 02 for every 24 candidates in a room. For a hall with more than 24 candidates, 01 Invigilator for every 12 candidates. 	Should be non-science teaching staff of the School or from other recognized schools/ colleges.
Administrative Staff/ Clerk	01 for every 300 candidates	Should be amongst the Administrative/ Clerical staff of the school
Water Boy/ Class IV Employees	02 for every 120 candidates	Should be amongst the Class IV staff of the School.
Sweeper/ Cleaning Staff	01 for every 480 candidates	Should be from among the cleaning staff of the School.
Watchman/Guards	01 for every 240 candidates (Minimum Two – 01 Male and 01 Female)	Should be from among the Watchman/ Guards of the School.



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•Remuneration/Expenses Payable:

Category	Remuneration Payable
Centre Superintendent	Rs. 2500/- per day + Rs.1000/- Fixed Conveyance per day (Admissible Rs.7000/- for two days only)
Deputy Superintendent	Rs. 1500/- per day + Rs.1000/- Fixed Conveyance per day (Admissible Rs 5000/- for two days only)
Room Invigilator(s) for Invigilation	Rs. 800/- per day + Rs.500/- Fixed Conveyance per day (Admissible Rs. 2600/- for two days only)
Administrative Staff/ Clerk	Rs. 700/- per day +Rs.300/- Fixed Conveyance Admissible for a maximum of two days
Supporting Staff –Sweeper/Cleaning Staff/ Watchman/ Water Boy/ Peon	Rs. 500/- per day +Rs.200/- Fixed Conveyance for the day of examination



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No. of Candidates	Rs. 4000/- per Videographer		Above 720 candidates
	Upto 360 candidates	361-720 candidates	
No. of videographer	01	02	(a) Remuneration/Expenses Payable:
Category	Remuneration Payable		
Centre Superintendent	Rs. 2500/- per day + Rs.1000/- Fixed Conveyance per day (Admissible Rs.7000/- for two days only)		
Deputy Superintendent	Rs. 1500/- per day + Rs.1000/- Fixed Conveyance per day (Admissible Rs 5000/- for two days only)		



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Annexure-1

City/Centre wise Box to be prepared and following to be printed

 BNPL Code : 901-1083
 Insured for Rs 1000/- Only
 City Co-ordinator Address

 Total Boxes of the City :

 Box No:

Material packed for Centres : _____

S.No	Items	Quantity	Packet
01	Information Bulletin	1	Packet-01 Brown Envelope 16x12
02	Guidelines	1	
03	List of candidates	1	
04	Attendance Sheets	1	
05	Adhesive stickers of Roll No	1	
06	OMR based Absentee Proforma	1 (Plastic Polythene with interlocking)	
07	All Appendices	2	

S.No	Items	Quantity	Packet
01	Ball point pens	1 packet of 26 poly pack for every 24 candidates	Packet-02 Brown Envelope 16x12 or Plastic Polythene
02	Inkless Pads for taking finger prints of the candidates on Attendance Sheets and OMR Answer Sheets	1 stamp pad for every 120 candidates in poly pack	
03	Pink 16x12 Envelopes for Packing and bringing back UNUSED Test Booklets from examination ROOM/HALL to the CONTROL ROOM	1 for every 24 candidates	
04	Tamper Evidence Envelope – Small of size 10x12. For packing of Room wise OMR Answer Sheets	1 for every 24 candidates	
05	Tamper Evidence Envelope –Big of size 12x14. For packing of OMR Answer Sheets of 10 Rooms	1 for every 240 candidates	
06	Yellow Paper Envelopes- for (Details of Impersonation/ unfairmeans Cases, if any)	1 for every 600 candidates	
07	Green Jali Paper Envelopes- for packing of all Appendices	1 for every 600 candidates	
08	Brown 16x12 Envelopes for Packing of Attendance Sheets and Absentee Proforma	1 for every 600 candidates	
09	Pulp Board of size 11x14	2 for every 600 Candidates	
10	Cloth bag – for packing of OMR Answer Sheets Attendance Sheets etc	1 Cloth bag – for every 600 candidates	
11	Card – for staff at Centres	1 for every 09 candidates	

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NATIONAL TESTING AGENCY
Excellence in Assessment

NEET UG (2019)- Examination Officials Involved

All are Requested to Read The Guidelines and Any Other Communication Sent through Any Media by
NTA NEET Unit

to Ensure Conduct of NEET (UG)-2019 in
Smooth and Fair Manner

03-May-2019



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On the Day of examination

- To **coordinate with CS** regarding
 - last entry time in the examination Centre i.e. no candidate to be allowed to enter the Examination Centre after last reporting time i.e. 01.30 p.m.
 - no entry of restricted items (list is given in the Guidelines) inside the examination Centre during frisking at the entry and even in examination rooms, the ears of all candidates are to be checked carefully for hidden Bluetooth devices with the help of torch.
- Coordinating with Centre Superintendent, Observers, NTA Representative regarding handling of the confidential material that includes, receiving of Iron Box(es) from the Custodian, ensure safety and security during transportation, till it reaches the Centres.

Post Examination

- Packing Plan of OMR
- Place for collection of material from the custodian on the next day after examination (06-05-2019).



- To arrange a meeting with State Coordinator (if in the same city), Centre Superintendents, Observers and NTA Representatives in his/her office or at any other suitable venue on **4 May, 2019 (Saturday) preferably in the forenoon at 11.00 A.M.** to review and discuss the preparation and planning for the smooth conduct of NEET.
- Communicate meeting venue and schedule to the State Coordinator, NTA Representative, Centre Superintendents and Observers. **(Kindly ensure that meeting is attended by Centre Superintendent so that correct decision on any issue is taken by the Centre Superintendent during the conduct of examination. However, if they wish, Deputy Centre Superintendent may join the meeting along with Centre Superintendent.**
- Confirm the participation of Observers in the meeting and get consent for duty in examination so that Observers are deputed at each Centre.
- To make the arrangement against the absentee Observers from the NTA pool or at the local level.
- Before the meeting, a Centre wise final list of Observers will be prepared and displayed outside the meeting place so that on reaching the venue both Observers and Centre Superintendents meet each other. This list would be made available by the NTA.
- The number of Observers appointed at each Centre will depend on the number of candidates allotted at the Centre as per the following NTA

No. of Candidates	Upto 600 candidates	601-1200 candidates	1201 & above candidates
No. of Observers	01	02	03

- If any Observer does not respond /report, City Coordinators are authorized to depute Observers from the list of NTA Observers pool. They may also depute some local senior level officer of integrity and status from a government's education department or any faculty of local university or its affiliated colleges in lieu of the absentee Observer at the particular Centre and send their bill forms to the NTA NEET Unit duly certified by the Coordinator. They will submit their bills online along with the report. The City Coordinator will update the list of such locally appointed Observers online by going through the link provided by NTA.
- In all such cases, NTA must be informed immediately.
- The Observers must be directed to reach the city in the morning of **4 May, 2019 (Saturday)**, and inform City Coordinator about their arrival well in advance and also attend the briefing meeting on **4 May, 2019 (Saturday)**.
- City Coordinator needs to meet/establish proper communication with the local police and administrative authorities for deploying police forces at each examination Centre. NTA would send a communication in this regard that could be used by the City Coordinators.
- City Coordinators must prepare a route plan to visit **some** Centres on the day of examination. The NTA will depute **NTA Representative** in such a manner that at least one NTA Representative is assigned one Centre. While finalizing route plan, the same may be taken into consideration along with the time taken to visit **some** of the allotted Centres in the minimum possible time.



Meeting with NTA Representative(s) on their arrival:

Prior to the Briefing Meeting, City Coordinator and NTA Representatives may share information on the following issues so that correct and complete information is supplied to Centre Superintendents and Observers:

- Venue and schedule of the meeting.
- Confirmation from Observers reporting on duty.
- Examination related material to the Centres.
- Probable number of iron box(es) meant for each Centre. One iron box can contain maximum 600 English test booklets (10 packets of 60 test booklets) and 360 bilingual test booklets (06 packets of 60 test booklets). This will help the Centres in bringing covered vehicles along with Group-IV employees for carrying the Iron Box(es) from the Custodian to the Centre safely.
- Finalization of time for distribution of confidential material from the Custodian. The faraway Centre may be called early and nearest may be called later on to collect Question Papers to avoid rush at the Custodian Centre. If number of Centres is large, time slots may also be decided depending upon the distance of the Centres from the Custodian and communicated during meeting.
- No stoppage of vehicle carrying confidential material from Custodian to Centre.
- Police arrangement at the Centres.



Roles and Duties of Centre Superintendent

The Centre Superintendent is responsible for exam conduct related activities at the centre. Therefore, must ensure presence in City Coordinator's Briefing be held on **04.05.2019 (Saturday)**.

Preparations at the Centre before Examination

- A well protected room to act as **Control/Examination Room**
- A strong almirah with keys in duplicate to be used for the storage of examination material
- Facsimile Signature stamps of Centre Superintendent in adequate number to affix on each Test Booklet. Facsimiles be kept in the safe custody of the Centre Superintendent to avoid any misuse
- Cello Tape, Gum, Wax, Cloth, Needle, Thread, Bag, Luxor Pen/Permanent Marker, Scissor etc. in sufficient quantity for use in confidential room
- Sufficient and comfortable seating arrangement/furniture for the candidates
- Suitable arrangement of washroom/toilets separately for boys and girls;
- Ball point pens provided by the NTA for the candidates (No other pen is allowed to be carried)



Must have before exam

- 3 passport size photographs
- Copy of letter to DGP/DM/SSP regarding Security at Centre
- List of Observers
- Details of City Coordinator
- I-card from NTA
- Attend briefing and orientation as and when organized by NTA
- Attend briefing meeting in their city of duty organized by City Coordinator on 04 May, 2019
- List of NTA Representative



- Installation of wall clock at the main entry and for each room. The size of the wall clock should be such that the candidates sitting in the last row should be able to see the time clearly.
(Non-adherence to this norm is the contempt of the orders of Hon'ble Supreme Court of India order on smooth and fair conduct of examination).
- Since some candidates may come to the Examination Centre without photographs, it will be appropriate to make the arrangement of a **camera and a photographer** at the centre in advance to meet out such exigencies. Payment for photography may be claimed in the bill of the Centre based on approved rates.
- Hiring of 02 Guards at prescribed rates for managing students at the entrance of the Examination Centre for control duties during the conduct of examination and thereafter.
 - Guards will remain posted at the gates only and will not be allowed to enter the Centre of Examination.
 - The duties of the Guards will be till completion of all activities on the day of examination.





Roles and Duties of Centre Superintendent

- Ensure Jammers are installed in each Centre and Room one day before the date of Examination. These are through an Agency finalized by NTA. These Jammers will be switched on ½ hour before the start of Examination. These Jammers will be switched off after ½ hour of Examination or as per the instructions of Examination body. The switching 'on' is to be done in consultation with NTA.
- Ensure Frisking is done as per the directions of NTA by the **authorized Agency** appointed for the purpose
- Frisking plan



Frisking Norms

- Frisking Enclosure for Female Candidates will be provided by the NTA authorized service Provider. Only female staff will frisk the female candidates in the enclosure.
- Hand Held Metal detector for detection of prohibited Metallic Equipments / Mobiles / Electronics / Communication equipment or any small Electronic Bugs will also be provided by the authorized Agency.
- No candidate can be allowed to enter without frisking.
- The trained staff of the authorized Agency will check all Admit Cards and any valid Identity Card of the candidate.
- The trained manpower to be supplied by the Agency will include male frisking personnel (1 for every 120 candidates) and female frisking personnel (1 for every 120 candidates).





Roles and Duties of Centre Superintendent

Guidelines for Videography-1

No. of Candidates	Upto 360 candidates	361-720 candidates	Above 720 candidates
No. of videographer	01	02	03

Important - General videography of the searching/ frisking of girls is not to be done. Girls to be videographed only in case they are found to possess barred items

Videography to be done only at the Centres without CCTV facility



Roles and Duties of Centre Superintendent

Guidelines for Videography-2

1. First of all, main entrance of the Centre is to be videographed alongwith the seating plan and other information displayed outside the Centre. It may be ensured that the name of the Centre is videographed properly.
2. Start of entry of the candidates and their frisking to be videographed.
3. Thereafter, videograph the Centre Superintendent's Room/Control Room especially duty chart, and other information displayed inside the Centre.
4. **No videography** during the opening of the Iron Box(es), only the authorized officials to be present in the room (At the time of opening of the Iron Box(es) and distribution of the confidential material there should not be any mobile/camera in the control room with any of the official)
5. When examination commences videography from room no. 1 to last room
 - first of all the seating arrangement displayed at the entry of the room be videographed clearly.
 - in every room in ascending order of roll number sticker of roll number followed by the concerned candidate is to be photographed. It has to be done for each candidate.
 - During videography Invigilator may instruct candidates to sit with their face in upright position





Roles and Duties of Centre Superintendent

Precautions with Videographer

- Videographer(s) should be known to the school and must possess high integrity.
- Videographer/Photographer is not carrying any of the barred electronic communication devices including the mobile phone in the Examination Centre. Bluetooth enabled cameras should not be used by the cameraman for taking photographs and for videography.
- Identity proof of the photographer be taken.
- An identity card must be issued to the videographer/photographer.
- It must be ensured that none of the near relative of the photographer is appearing in the NEET. Hence, they would sign “No Relation Certificate” along with other duty officials.
- **In no case, videography will be allowed to leave the Centre before Examination is ver.**
- It would be appreciated if one official from the school who is aware about the videography plan be deputed alongwith videographer to guide him regarding videography and also the locations to be videographed.



Roles and Duties of Centre Superintendent

Pointer for Staff briefing meeting prior to Examination at Centre

- Walk through the presentation, with focus on the following:-
- Management of Centre -
- Management of candidates at the entrance and in the examination rooms
- A detailed plan for frisking alongwith authorized agency staff deputed for frisking & their duties (1 male and 1 female frisking staff @ 120 candidates each)
- Mandatory adherence to activity schedule and Bell timings
- Mode and procedure of receiving Test Booklet Packets by the Invigilators
- Circulation of Attendance Sheets (**Attendance Sheets should not be cut into pieces**),
- Seating arrangement of examination





Roles and Duties of Centre Superintendent

Pointer for Staff briefing meeting prior to Examination at Centre

- **return of unused Test Booklet envelopes** by Invigilators to Centre Superintendent
- **sealing of all the unused test booklets envelopes by Centre Superintendent** collection of Answer Sheets and Attendance Sheets at the end of the examination and
- location of a room for depositing materials,
- sealing of OMR parcel with special seals by Centre Superintendent, etc.

The seating plan of the examination rooms should be strictly as per **Appendix-1 of the Guideline document**. Objective of the seating plan is to help the candidates to find their seat without any difficulty as well as to avoid getting the Test Booklet of the same code to the candidates sitting close by.



The gates of the examination Centre should be opened **2 hours before** the specified time of commencement of the examination, i.e., 12:00 noon. **No candidates who reports after 01.30 pm be allowed to enter in the examination Centre.**





Information to be displayed inside the Centre Section 4.6

- 1) **A sticker indicating the Roll Number of each candidate be pasted on the table/desk. The stickers shall be supplied by the NTA.**
 - 2) **A Chart showing Roll Number of candidates allotted in each room be pasted on each room for identification of seats by the candidates.**
 - 3) **List of staff on Examination Duty, i.e., list of Deputy Superintendent(s)/Invigilators (For rooms & Frisking Staff of Agency)/Clerk(s)/Class IV Staff be displayed in the room of Centre Superintendent.**
 - 4) **Bell ringing schedule**
 - 5) **Detailed Schedule for examination activities**
- A wall clock to also be displayed at the main entry point of the Examination Centre. The time of all the wall clocks in the centre must be set as per the time displayed in the clock available on the NEET website.*



 <p>NATIONAL TESTING AGENCY Excellence in Assessment</p> <div style="border: 1px solid black; padding: 10px; margin: 20px auto; width: 80%;"> <p>Information to be displayed outside the Centre</p> <p>Section 4.7.1</p> </div> <p>03-May-2019  NEET (UG) - 2019</p>	<p style="text-align: center;">Instruction for Candidates</p> <ol style="list-style-type: none"> 1. Candidates would be allowed to carry only the following items inside the Centre:- <ol style="list-style-type: none"> (a) Admit Card along with passport size photograph affixed on it (b) One additional passport size photograph to be affixed on the attendance sheet. (c) Original and Valid Photo Identity Card as ID proof. (d) Certificate of PwD, if applicable. (Pen will be provided by the NTA in the examination room). 2. Candidates will not be allowed to carry the following items inside the Centre:- <ol style="list-style-type: none"> (a) Any stationery item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Pen, Scale, Writing Pad, Pen Drives, Eraser, Calculator, Log Table, Electronic Pen/Scanner etc. (b) Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band Etc. (c) Other items like Wallet, Goggles, Handbags, Belt, Cap, ATM/Credit/Debit Card, Plastic Identity Card, any remote key, etc. (d) Any Watch/Wrist Watch, Camera, etc. (e) Any metallic item (f) Any eatable item opened or packed, water bottle etc. (g) Any other item which could be used for unfair means for hiding communication devices like camera, Bluetooth device etc. <p>Non-adherence to above would be considered as cases of Unfairmeans. (Diabetic candidates may carry whole fruit, sugar tablet or water in transparent bottle. Any packed fruit of box containing cut fruits/eatables would not be allowed).</p> 3. Candidates should leave all barred articles mentioned above, that may be used as unfair means outside the premises of the Examination Centre and should be wearing clothes as per dress code. 4. Candidates are not allowed to use white correction fluid on the Answer Sheet and Attendance Sheet. 5. Candidates should sit on their allotted seats only. <p style="text-align: right;">99</p>
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 <p>NATIONAL TESTING AGENCY Excellence in Assessment</p> <div style="border: 1px solid black; padding: 10px; margin: 20px auto; width: 80%;"> <p>CCTV Surveillance</p> </div> <p>03-May-2019  NEET (UG) - 2019</p>	<ul style="list-style-type: none"> • CCTV surveillance is to be provided for selected Examination Centres spread all over India. The main aim for the live CCTV surveillance system in each of the exam rooms of these Examination Centre is to curb malpractices, Unfairmeans in the examinations so as to ensure smooth conduct of examination. • The authorized service provider of NTA will make arrangements for live viewing at remote locations and recording CCTV Systems of all examination centres at control room situated in the NTA. • During the period of examination, CCTV facility shall not be interrupted due to any technical fault, etc. and the authorised service provider shall take due care of functioning of CCTV with adequate backup of CCTV during the conduct of examination. • Power backup and other arrangements at every Centre would be ensured by the authorised service provider. • The hardware required for the job shall be provided and maintained by the service provider/agency and training/ sensitization of staff deployed at the examination Centres shall be imparted by the service provider. • Internet, Power backup and other arrangements at each examination Centre would need to be provided by the authorised agency. In case they are not able to provide the Services satisfactorily this must be reported in the Feedback/Report Proforma. • The authorised service provider will have to ensure that the CCTV Cameras provided work properly, during the entire duration of the examination in the Centres or as ordered. • The authorised service provider will have to install cameras of 2 megapixel or higher resolution IP based CCTV Camera in the Centre. • All Live Streaming must also be recorded on Service Provider's secured central server. • One Computer screen with one man power at every Examination Centre should be provided for Centre Incharge. • If Network of any Telecom service provider is not available then the authorised service provider will provide a certificate regarding this from all Network service providers 7 days before the examination date. • Authorised service provider has to arrange any additional quantity of Colour Cameras, if required. • The authorised service provider will have to ensure that the CCTV Cameras installed at the Centres are working properly during the entire duration of the examination. • Service provider will also install one CCTV Colour Camera at each Centre Incharge room of concerned examination centres. • The authorised service provider will ensure that the staff engaged are disciplined and maintain full decorum of the office.
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Roles and Duties of Deputy Superintendent

The Centre Superintendent shall appoint Deputy Superintendent(s) so that in the absence of Centre Superintendent, he/she can take over the responsibilities. In case, more than one Deputy Centre Superintendent is appointed at the Centre, specific duty to be assigned to each one. The appointment can be withdrawn at any time by the Centre Superintendent or the Authorized Representative of the NTA, if considered necessary in the interest of the examination.

Duties of Deputy Superintendent(S)

- To assist the Centre Superintendent in all matters pertaining to the arrangements for the efficient, timely, smooth and fair conduct of the examination.
- In the absence of the Centre Superintendent, the Deputy Superintendent will exercise all powers of Centre Superintendent and will be fully responsible for the fair and smooth conduct of examination.
- To prevent impersonation, the Deputy Superintendent (s) should visit every examination room/hall and check the genuineness of the candidates by comparing the identity of the candidate present with the scanned photograph given on the Attendance Sheet/Admit Card.

Roles and Duties of Invigilators

An examination room/hall with 24 candidates would have 2 Invigilators.

- 1. Proper administration and discipline inside the examination room/hall.**
- 2. Frisking of candidates in the examination room.**
- 3. Completion of all formalities to ensure proper documentation.**
- 4. Free and fair conduct of examination inside the examination room.**


Seating Plan (Separate for each Room)

Centre No.	City	Centre Name with Address

Date of Examination: 05.05.2019

Row 1			Row 2			Row 3			Row 4		
Candidate's Roll No.	Test Booklet		Candidate's Roll No.	Test Booklet		Candidate's Roll No.	Test Booklet		Candidate's Roll No.	Test Booklet	
	No.	Code*		No.	Code*		No.	Code*		No.	Code
1		A	7		C	13		A	19		C
2		B	8		D	14		B	20		D
3		C	9		A	15		C	21		A
4		D	10		B	16		D	22		B
5		A	11		C	17		A	23		C
6		B	12		D	18		B	24		D

***Code is representative only.**


- Invigilators shall be informed about the place (room number) of their duties on the day of examination just before its commencement.
- Invigilators must be **present and act as witness at the time of opening of the trunk.**
- They are not allowed to carry their mobile phones or any other communication devices to the examination room.
- Invigilators shall **receive the tamper evident envelopes containing the sealed Test Booklets** (in sets of 24) from the Centre Superintendent, at the allotted time.
- On reaching the allotted room, the **Invigilators shall once again check admit card and identity proof** of students.
- Invigilators must note that time for the last entry to the Examination Room is 1:40 PM. At 1:40 PM and **No candidate who reports after 01.30 PM shall be allowed to enter in the examination centre.**
- Announcement to be made at 1:40 ...**



Roles and Duties of Invigilators



- Check and ensure that you are sitting on allotted seats; and are not possession of any of the the barred/prohibited items
- If any of the candidate in the room has noticed any other student using any unfair means activity, the same may be objected and be reported immediately to the Invigilator(s) on duty.
- Candidate, if any, are in possession of any barred/prohibited items or UnFairMeans the Information Bulletin or Admit Card, be immediately handed over to the Invigilators.
- Candidates will use only BLACK BALL POINT PEN provided by NTA for writing and filling up the particulars on the Test-Booklet, Side-1 and Side-2 of the Answer Sheet and Attendance Sheet.



Roles and Duties of Invigilators

8. At **1:50 PM, on single bell, Invigilator shall open the packet containing 12 Test Booklets and distribute each Test Booklet covered in transparent plastic) among the students, with instruction to not open the seal.**
9. Invigilators need to ensure that the **Test Booklets are distributed as per seating plan** and Test Booklets of **the same code are not given** to the candidates sitting close by.
10. *While distributing the Test Booklet* to a candidate, it has to be ensured that the candidate has simultaneously signed the Attendance Sheet. **(The candidate will be signing the Attendance Sheet twice, firstly, at the time of the receipt of Test-Booklet and secondly, at the time of handing over the Answer-Sheet to the Invigilator).** The Test Booklet should be distributed only after verification of genuineness of candidate and obtaining signature and Pasting Photograph on Attendance Sheet
11. After Distributing test booklets, the **Invigilators should announce the following instructions to the candidates in the examination room before the commencement of the test:**





Test Booklets/Attendance Sheets/Answer Sheet

1. **Invigilator should distribute the Test Booklets to the candidates at 01.50 p.m. The Invigilator should also read the instructions supplied by the Centre Superintendent.**
2. Test Booklet should be given to the **candidates in serial order** with strict instructions that they should not open it until instructed by the Invigilator.
3. Invigilators will ensure that candidates have written the required particulars on the cover page of the Test Booklet before the commencement of the examination.
4. At 1.55 pm., Invigilators will direct the candidates to tear the paper seal to take out the Answer Sheet from the Test-Booklet.
5. The Invigilators will ensure that the candidates have filled in the required particulars on Side-1 and Side-2 of the Answer Sheet.
6. The examination will start exactly at the specified time i.e. at 02.00 pm.
7. Envelope of unused Test Booklets should be returned to the Centre Superintendent by the Invigilators by 02.00 p.m. following NTA guidelines.



Test Booklets/Attendance Sheets/Answer Sheet

8. If any misprint or other ambiguity is noticed in Test Booklet, it should be brought to the notice of the Sr. Director (NEET), National Testing Agency (NTA)

Invigilator will take the signature of the candidate on the prescribed Attendance Sheet while delivering the Test Booklet to the candidate before the commencement of the examination.

(In case the Computerized Attendance Sheets are not received by the Centre Superintendent in time, he/she will ensure that sufficient copies of the same as per Appendix-2 of the Guideline are kept ready to be used by the Invigilator(s) on duty)

9. After taking signature, Invigilator will also write the Roll Number(s) of Absentee(s). In the seating plan for each room, the Roll No. of a candidate who is absent be encircled with red ink indicating absent. A copy of the complete seating plan be sent to NTA office.
10. Invigilators would ensure that each Test Booklet bears **the facsimile stamp** of the Centre Superintendent.




Test Booklets/Attendance Sheets/Answer Sheet

12. Immediately after the announcement '**Stop Writing**' the Invigilators will collect the Answer Sheets from the candidates.
13. **Signatures of the candidates will be obtained for the second time** indicating that Answer Sheets have been delivered to Invigilator on duty. The Invigilators should count the Answer Sheets and tally with the number of candidates present and ensure that no candidate leaves the room without handing over the Answer Sheet and putting signature and Left Hand Thumb Impression on the Attendance Sheet.
14. Invigilator will serialize the Answer Sheets separately in the order of Roll Number and tally them with the Attendance Sheets. They will bring their Answer Sheets to the room of the Centre Superintendent by keeping them in **Tamper Evident Plastic Packet** to ensure that no answer sheet is missed in between examination room and Centre Superintendent room. T
15. The packing of OMR Answer Sheets will be **done room wise in small Tamper Evident Plastic** envelope and then 10 of these will be placed inside of **big Tamper Evident Plastic envelopes**. These will be deposited by the Invigilator with the In-charge person(s) designated by the Centre Superintendent for this purpose.



Observers and NTA Representatives are the public representatives deputed by NTA to witness and ensure that examination is conducted in a fair smooth and hassle free manner.

They will assist NTA, Centre Superintendent and other staff at the Centre in the smooth conduct of examination by performing their duties effectively.

These responsibilities can only be fulfilled if they are well aware of the various instructions issued by NTA for the conduct of examination. They are, therefore, requested to read and understand the guidelines carefully even if they have earlier acted as an Observer in the same examination.





Duties of Observers/NTA Representatives

They are expected to-

- reach the destination one day before the examination in such a manner that they should be able to attend the Briefing Meeting which is generally convened at 11.00 a.m. one day prior to the conduct of examination at the place of City Coordinator. However, they are requested to get the venue and schedule of the meeting confirmed from the Coordinator. Briefing meeting is very important and without attending it, Observers will not be able to perform their duties judiciously. **In case, meeting is not attended by Observers, they will not be allowed to perform duties of Observers in the Examination and their claim will not be processed for payment.**
- inform about their arrival to the City Coordinator. In cities where Coordinators have not been appointed by the NTA, the Observer should inform his/her arrival to the Centre Superintendent concerned. These details will be provided in the appointment letter of the Observer.



Duties of Observers/NTA Representatives

- They should reach the place of Custodian at the time as fixed by the City Coordinator and NTA Representative on the day of examination from where the question paper packets will be delivered to the examination Centre. **They will accompany the Centre Superintendent/or the authorised Representative of the Centre Superintendent to the Examination Centre** with the confidential materials. They will ensure that confidential material is directly taken to the Examination Centre from the place of Custodian without any delay and stoppage in between.
- In no case, Observer will refuse to go to the Custodian place at the time communicated by City Coordinator/NTA Representative for collection of confidential material. These instructions are to be followed strictly by all the Observers in all the cities including Delhi.
- At the place of Custodian, one key of the Iron Box meant for Observer will be handed over to the Observer.
- While taking the delivery of the confidential material, check the details mentioned on the Iron Box and key to ensure that the material is sealed and belongs to the Centre where you have been deputed.





Duties of Observers/NTA Representatives

- Sealed Test Booklet parcels will be opened **40 minutes** before the commencement of the examination by the Centre Superintendent in the presence of Observer, NTA Representative at least two Invigilators and two candidates as witnesses. The Observers are requested to check the seals on the Iron Box(es) and Test Booklets parcels.
- They will not leave the Centre Superintendents room till the time Test Booklets are not **handed over to the Invigilators and remaining Test Booklet/ Packet of Test Booklet are kept in safe custody. It is their duty to ensure that no photocopy/ photo of any Test Booklet is** being done. Also, no official will carry mobile/camera in the room, where Iron Box(es) of the confidential material are stored and opened.
- They will ensure that –
 - any electronic gadget is not used in the school during the course of the examination by any of the officials on duty except by the NTA Representative and Observer to upload **images of QR Code and Test Booklet Parcels**. All the mobile phones be collected and stored at one place in switched off mode under lock and key.
 - candidates enter to Exam Centre after screening and frisking by the guards at the entry point. And are not in possession of barred items.



Duties of Observers/NTA Representatives

Must have before exam

- **3 passport size photographs**
- **List and Contact Details of City Coordinators**
- **List and Contact Details of Centre Superintendent**
- **I-card from NTA**
- **Registration on the NEET link www.ntamis.in**
- **Attended briefing and orientation as and when organized by NTA**
- **Attend briefing meeting in their own city**





Conduct of Examination

Delivery/Distribution of Test Booklets

1. Sealed iron box(es) of confidential material are to be collected by the Centre Superintendent, NTA Representative and Observers in the presence of City Coordinator. The venue/custodian, from where sealed Iron Box(es) of confidential material will be distributed, will be informed by NTA Representative during briefing.
2. Only Centre Superintendent along with NTA Representative and Observer is authorized to collect the sealed Iron Box(es) from the authorized custodian. Only in exceptional cases, they may depute/nominate responsible staff for collecting sealed Iron Box(es) of question papers from the authorized custodian with proper authority letter.
3. At the time of receiving Examination Material by the Centre Superintendent or the authorized Representative, a receipt is to be given to the NTA Representative in the City.
4. At the time of receiving receiving Examination Material from the NTA Representative, Centre Superintendent and Observer will check the Iron Box's number, respective keys of the lock and the seal of the Iron Box(es).
5. Centre Superintendent and Observers will directly transport the confidential material to the Centre from the place of custodian without any stoppage in between the route.



Conduct of Examination

Opening of Iron Box(es) and Test Booklet Parcels in Control Room:

Iron Box(es)/Parcels containing Test Booklets Packets should be opened by the Centre Superintendent in the confidential room, 40 minutes before the time fixed for the examination, i.e., at 01.20 p.m. on the scheduled date. The Centre Superintendent shall open the sealed Iron Box(es) and thereafter the sealed parcels & test booklet packets in the presence of NTA Observer and two Invigilators as witnesses following standardized NTA procedure detailed in Guidelines.

Please ensure that

No mobile/camera be available in the control room, where confidential material will be stored and opened except of the NTA Representative or NTA Observer to upload images of QR Code and Test Booklet Parcels on 'NTA Exam App'





Action in respect of Candidates without a valid Admit Card

- Candidates are expected to download the Admit Card well within the time.
- Candidates are allowed to enter only after verification of the Admit Card.

In no case, any candidate be allowed to enter at the Centre without valid Admit Card and its verification.

The facility of downloading Admit Cards will be available till 01.30 p.m., i.e., the last entry time and thus, if any candidate is approaching to the Centre without Admit Card, he/she may be directed to download the same but in any case, no candidate will be allowed to enter in the examination Centre after 01.30 p.m.



Late start of the Examination for Unavoidable Reasons

If the commencement of examination is delayed due to some unforeseen circumstances, time lost should be compensated to the candidates. Any such decision must be duly recorded and signed by Centre Superintendent, Deputy Superintendent, two Invigilators, Observer(s) and four candidates (from different rooms) and be communicated in writing to the NTA immediately.

Unfairmeans, Practices and Breach of Examination Rules

Please read Guidelines carefully and strictly adhere to that

Barred Items and Dress Code

Please read Guidelines carefully and strictly adhere to that

