

Index of Forms

S.N.	Form No.	Subject of Form
01	CLCO	Checklist for the Centre Observer
02	CLCS	Checklist for the Centre Superintendent
03	CLI	Checklist for the Invigilator
04	4A	Declaration Form (Observer/Invigilator/Assistant Centre Superintendent)
05	4B	Declaration Form (Compilation of Form 4A)
06	6A	Receipt Slip of Office Box
07	6B	Receipt Slip of Press Box
08	07	Certificate of Opening of Sealed Box/Boxes.
09	08	Certificate regarding opening of sealed packets of Test Booklet-cum-OMR Answer Sheets
10	09	Test Booklet-cum-OMR Answer Sheets Account
11	10	Admit Card & Attendance Sheet Account
12	11	Absentee Report
13	12	Visit Sheet
14	13	Unfair means report
15	14	Centre Expenses
16	15A	Challan for each phases other than last phase
17	15B	Challan for last phase
18	16	Report of the Centre Superintendent
19	17	Report of the Observer
20	18	Packing Slip
21	19	Details of Seating Arrangement

Checklist for the Centre Observer

Examination Centre:

Examination Date & Sitting:

S. N.	<u>Work as per Guidelines for the Centre Observer</u>	<u>Completed as per Guidelines for the Centre Observer?</u>
1.	Seating Arrangements for the candidates.	[Yes / No]
2.	Opening of the Sealed Boxes at the Exam Centre [Para 4]	[Yes / No]
3.	Verification of the identity of candidates and entries on	
	(i) The cover page of Question Booklet	[Yes / No]
	(ii) Part 1 of the OMR Sheet	[Yes / No]
	(iii) The Centre Copy of Admit card and	[Yes / No]
	(iv) Attendance Sheet	[Yes / No]
4.	Procedures inside the Examination Room/ Hall [Para 6,7,8,9 & 10]	[Yes / No]
5.	Packing of the Examination materials after conclusion of the Examination (Para 14)	[Yes / No]
6.	Handing over the sealed Boxes said to contain Examination materials to the Patrolling Magistrates by the Centre Superintendent {Para 15A and 15(B)}	[Yes / No]
7.	Filling up of the Forms :-	
	i. Form No. 4A	[Yes / No]
	ii. Form No. 4B	[Yes / No]
	iii. Form No. 7	[Yes / No]
	iv. Form No. 8	[Yes / No]
	v. Form No. 9	[Yes / No]
	vi. Form No.10	[Yes / No]
	vii. Form No. 11	[Yes / No]
	viii. Form No. 13	[Yes / No]
	ix. Form No. 14	[Yes / No]
	x. Form No. 15A	[Yes / No]
	xi. Form No. 15B	[Yes / No]
	xii. Form No. 16	[Yes / No]
	xiii. Form No. 17	[Yes / No]
	xiv. Form No. 18	[Yes / No]
	xv. Form No. 19	[Yes / No]
8.	Provision of required facilities and Law & Order Arrangements:	
	i. Lights / Fans in Examination Room/ Halls:	
	(a) No. of Rooms in which proper lighting are Installed
	(b) No. of Rooms in which adequate lighting made available to the candidates
	ii. Generator:	
	(a) No. of Generators available
	(b) No. of Generator used
	iii. Proper arrangement for drinking water is made available or not	[Yes / No]
	iv. Proper arrangement for Refreshment of Personnel engaged in conducting the Examination is done or not	[Yes / No]

- v. Static Force [Yes / No]
vi. Patrolling in the premises of the Examination Centre [Yes / No]

9. Final reports (Para 16):

- Note :** (1) The compliance of the above is mandatory.
(2) If any of the forms mentioned above is not filled, the matter should be reported to the Controller of Examination, BSSC, Patna before sealing the boxes.

Signature of the Centre Observer(s): 1.2.

Date: 3.4.

Checklist for the Centre Superintendent

Examination Centre:

Examination Date & Sitting:

S.N.	<u>Work as per Guidelines for the Centre Superintendent</u>	<u>Completed as per guidelines for the Centre Superintendent</u>
1.	Seating Arrangements for the candidates. [Para 3(a) to 3(e)]	[Yes / No]
2.	Receiving Examination Materials from the Patrolling Magistrates [Para 4(a) & 4(b)]	[Yes / No]
3.	Conduct of Examination [Para 5(a) to 5(p) & 9]	[Yes / No]
4.	Attendance of candidates [Para 6(a) to 6(d)]	[Yes / No]
5.	Post Examination Operations [Para 7(a) to 7(g)]	[Yes / No]
6.	Filling up of the Forms:-	
	i. Form No. 4A	[Yes / No]
	ii. Form No. 4B	[Yes / No]
	iii. Form No. 7	[Yes / No]
	iv. Form No. 8	[Yes / No]
	v. Form No. 9	[Yes / No]
	vi. Form No.10	[Yes / No]
	vii. Form No. 11	[Yes / No]
	viii. Form No. 13	[Yes / No]
	ix. Form No. 14	[Yes / No]
	x. Form No. 15A	[Yes / No]
	xi. Form No. 15B	[Yes / No]
	xii. Form No. 16	[Yes / No]
	xiii. Form No. 17	[Yes / No]
	xiv. Form No. 18	[Yes/ No]
	xv. Form No. 19	[Yes / No]
7.	Handing Over the Exam Materials to Patrolling Magistrates at the End of the Examination [Para 9]	

Note : (1) **The compliance of the above is mandatory.**

(2) **If any of the forms mentioned above is not filled, the matter should be reported to the Controller of Examination, BSSC before sealing the boxes.**

Date :

Signature of the Centre Superintendent

Checklist for the Invigilator

Examination Centre:

Examination Date & Sitting:

S. N.	Work as per Guidelines for the Invigilator	Completed as per Guidelines for the Invigilator?
1.	Reporting at the Examination Centre [Para 2].	[Yes / No]
2.	Collecting the Examination Materials from Control Room.[Para 3(i)]	[Yes / No]
3.	Seating arrangement of the candidates [Para 3(ii) &(iii)]	[Yes / No]
4.	Instruction to the candidates in Examination Room/Hall.[Para 5]	[Yes / No]
5.	Opening of sealed packets of Examination Materials in the Examination Room/Hall. [Para 4].	[Yes / No]

- | | | | |
|----|------|--|--------------|
| 6. | (i) | Verification of identity of the Candidates are done.[para-7] | [Yes / No] |
| | (ii) | ENTRIES ON : | |
| | (a) | The Cover page of Test Booklet | [Yes / No] |
| | (b) | Part 1 of the OMR Sheet | [Yes / No] |
| | (c) | The Centre Copy of Admit card-cum-attendance sheet | [Yes / No] |
| 7. | | Procedure inside the Examination room/Hall is maintained. [Para 9 to 12 (e)] | [Yes / No] |
| 8. | | Collection of Test Booklets &OMR Answer sheet [Para 12(f)] | [Yes / No] |

Signature of the Invigilator: 1..... 2.....
 3..... 4.....

Date:

BIHAR STAFF SELECTION COMMISSION

Veterinary College Campus, Patna – 14

DECLARATION FORM

I declare that none of my wards/ direct relations is / are appearing at the **1st Inter Level Combined (PT) Competitive Examination-2014** and I am not engaged in coaching of candidates for any examination.

Centre:

Date :

**Signature of Invigilators/Assistant
Centre Superintendent**

BIHAR STAFF SELECTION COMMISSION
Veterinary College Campus, Patna – 14

DECLARATION FORM

I declare that none of my wards/ direct relations is / are appearing at the **1st Inter Level Combined (P.T) Competitive Examination-2014** and I am not engaged in coaching of candidates for any examination. I further declare that similar declarations have been obtained from the following Invigilators including Assistant Centre Superintendent.

Sl.No.	Name and Designation of the persons engaged in the Examination work
-	
-	
-	
-	
-	
-	
-	
-	
-	
-	
-	
-	

Centre:

Date :

**Signature of
Centre Superintendent**

BIHAR STAFF SELECTION COMMISSION
Veterinary College Campus, Patna – 14

RECEIPT SLIP

Received the following materials **1st Inter Level Combined (PT) Competitive Examination-2014** from Controller / Controller's Representative / Patrolling Magistrate / Centre Superintendent.
(Name of the person)
 Examination Centre.....(Name of the Centre)

bearing Code No..... on (date)..... at AM/PM (Time).

1. Sealed Box / Boxes, said to contain the following :
 - (a) Examination Centre copy of Admit Cards – cum – Attendance Sheet of candidates, for all the phases of the Exam.

3. Sealed envelope containing duplicate keys of above boxes.

3. Sealed envelope containing specimen seal.

Handed over

Signature :
 Name :
 Designation :
 Place :
 Date :

Taken over

Signature :
 Name :
 Designation :
 Place :
 Date :

BIHAR STAFF SELECTION COMMISSION

Veterinary College Campus, Patna – 14

RECEIPT SLIP

Received the following materials of **1st Inter Level Combined (PT) Competitive Examination-2014**
from Controller / Controller's Representative / Patrolling Magistrate / Centre
Supdt.....(*Name of the person*)

Examination Centre.....(*Name of the Centre*)

bearing Code No. on(date) at (Time)

1. Sealed Box/ Boxes Nos. said to contain the Sealed packets of Test Booklet cum O.M.R. Answer Sheets
2. Sealed Envelop containing duplicate keys of above boxes
3. Sealed envelop containing specimen seal

Handed over

Signature :
Name :
Designation :
Place :
Date :

Taken over

Signature :
Name :
Designation :
Place :
Date :

BIHAR STAFF SELECTION COMMISSION
Veterinary College Campus, Patna – 14

CERTIFICATE OF OPENING OF SEALED BOX/ BOXES

1. Name of the Centre:
2. Centre Code :
3. Total No. of sealed Box/ Boxes as per Form 6B:
 (.....)
 (*in words*)
4. Date of Examination & sitting:
5. Subject..... We certify that the above sealed box/ boxes of **1st Inter Level Combined (P.T) Competitive Examination-2014** has/have been opened in our presence at (Time) on (Date).

The SEALS on the box/ boxes were intact as verified from the specimen seal sent by the Controller of Examinations, BSSC for **1st Inter Level Combined (P.T) Competitive Examination-2014**.

Signature of Centre Superintendent Office Seal	Signature of Centre Observer	Signature of Invigilator (1)	Signature of Invigilator (2)
Date :

**BIHAR STAFF SELECTION COMMISSION
Veterinary College Campus, Patna – 14**

**CERTIFICATE REGARDING OPENING OF SEALED PACKETS OF
TEST BOOKLET-CUM-OMR ANSWER SHEET**

Subject.....

1. Name of the Centre:
 2. Centre Code :
 3. Room No. :
 4. Total No. of packets of Test Booklet-cum-OMR Answer Sheets received :
 5. Total No. of Test Booklet-cum-OMR Answer Sheets in the packet(s) :
- (.....) (*in words*)
6. Date of Examination & sitting:
 7. Time of Commencement

We Certify that the above sealed packet(s) of **1st Inter Level Combined (P.T) Competitive Examination-2014** has/ have been opened in our presence at (Time) on(Date). The original seals were verified from the sample seal and were found to be intact.

We also verify that the above packet(s) contain(s) Test Booklet cum OMR Answer Sheets for the sitting in his the subject has been scheduled for the examination centre.

Signature of Centre Superintendent Office Seal	Signature of Centre Observer	Signature of Invigilator (1)	Signature of Invigilator (2)
Date :

BIHAR STAFF SELECTION COMMISSION
Veterinary College Campus, Patna – 14

Examination Date & Sitting:

TEST BOOKLET-CUM-OMR ANSWER SHEET ACCOUNT

1. Name of the Centre :
2. Centre Code :
3. Subject:
4. Room No. :

5.Sl.No.

Particulars

(i) No. of packets received.....

(ii) No. of Test Booklet-cum-OMR Answer Sheet distributed to candidates.....

(iii) No. of used OMR Answer Sheets collected after Examination.....

(iv) No. of Test Booklet-cum-OMR Answer Sheet Returned :
 (a) Unused.....
 (b) Damaged.....

Remarks :

**Signature of
Centre Superintendent
Office Seal**

**Signature of
Centre Observer**

**Signature of
Invigilator (1)**

**Signature of
Invigilator (2)**

Date :

BIHAR STAFF SELECTION COMMISSION
Veterinary College Campus, Patna – 14

Examination Date & Sitting:

ROOMWISE ADMIT CARD & ATTENDANCE SHEET ACCOUNT

1. Name of the Centre :
2. Centre Code No. :
3. Room No. :
4. Office copy of the Admit Card account:
 - (a) Examination Centre Copy of the Admit Card sent as per Form 6(A)
 - (b) Examination Centre Copy of the Admit Card received–
 - (c) Examination Centre Copy of the Admit Card returned –
 - (d) Special Cases if any – **Roll No.** **Details**
5. Attendance Sheet Account :
 - (a) No. of Pages received for attendance of candidates as per Roll Sheet.....
 - (b) Total No. of Candidates as per attendance sheet
 - (c) No. of candidates present
 - (d) No. of candidates absent
 - (b) No. of pages of attendance sheet returned after examination

6. **Remarks :**

Signature of Centre Superintendent	Signature of Invigilator (1)	Signature of Invigilator (2)	Signature of
Centre Observer Office Seal			

Date :

BIHAR STAFF SELECTION COMMISSION
Veterinary College Campus, Patna – 14

Examination Date & Sitting:

ADMIT CARD & ATTENDANCE SHEET ACCOUNT

1. Name of the Centre :

2. Centre Code No. :

3. Office copy of the Admit Card account:

(a) Examination Centre Copy of the Admit Card sent
as per Form 6(A)

(b) Examination Centre Copy of the Admit Card received–
.....

(c) Examination Centre Copy of the Admit Card returned –
.....

(d) Special Cases if any – **Roll No.** **Details**

4. Attendance Sheet Account:

(a) No. of Pages received for attendance of candidates as per Roll Sheet.....

(b) Total No. of Candidates as per attendance sheet

(c) No. of candidates present

(d) No. of candidates absent

(b) No. of pages of attendance sheet returned after examination
.....

5. **Remarks :**

Signature of Seniormost
Centre Observer

Signature and seal of
Centre Superintendent

Date :

Date :

BIHAR STAFF SELECTION COMMISSION
Veterinary College Campus, Patna – 14

Examination Date & Sitting:

ABSENTEE REPORT

1. Name of the Centre :
2. Code of the Centre :
3. Date of Examination :
4. Sitting:.....
5. Room/Holl No:.....

6.

Subject & Sub. Code	Roll Nos. of Examinees	Total Absent	Total Present	Total Allotted as per roll list

**Signature of
Invigilator**

BIHAR STAFF SELECTION COMMISSION
Veterinary College Campus, Patna – 14

Examination Date & Sitting:

ABSENTEE REPORT

1. Name of the Centre :
2. Code of the Centre :
3. Date of Examination :
4. Sitting:.....
- 5.

Subject & Sub. Code	Roll Nos. of Examinees	Total Absent	Total Present	Total Allotted as per roll list

**Signature of
Centre Superintendent
(Seal)**

Form - 12

बिहार कर्मचारी चयन आयोग, पटना
वि०सं० – 06060114, प्रथम इंटर स्तरीय संयुक्त (प्रारंभिक) प्रतियोगिता परीक्षा –2014
निरीक्षण प्रपत्र (Visit Sheet)

रूम / हॉल न० –

परीक्षा केन्द्र का नाम –

क्र०सं०	पदाधिकारी का नाम एवं पदनाम	तिथि एवं पाली	समय	अभ्युक्ति	हस्ताक्षर
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Note- DM/SP/ADM/Observer/CS/Flying Squad/Static magistrate /Commission officer or any person duly authorised by the District magistrate must enter their visit in this sheet.)

वीक्षक का हस्ताक्षर

केन्द्राधीक्षक का हस्ताक्षर एवं मुहर

BIHAR STAFF SELECTION COMMISSION
Veterinary College Campus, Patna - 14

UNFAIR MEANS REPORT

1. Name of the Centre :
2. Code of the Centre :
3. Date of examination & sitting:
- 4.

SL. No.	Roll No. Of Examinees using Unfair means	Name of the Examinees using Unfair means	Materials (if any) found with the Candidate adopting Unfair means	Subject	Remarks if any

*Signature of Centre
Observer*

*Signature of
Centre Superintendent & Seal*

BIHAR STAFF SELECTION COMMISSION
Veterinary College Campus, Patna – 14

CENTRE EXPENSES

1. Name of the Centre :
2. Code of the Centre :
3. Name of the Centre
Superintendent :
4. Date of Examination & Sitting :
5. No. of candidates allotted:
6. Amount per candidates : Rs.
7. Total Amount received : Rs.

(Vide Bank Draft No. Dated
of name of the issuing Bank).

EXPENSES :

Certified that the amount of Rs. (.....)
(in words)

only received as Centre expenses has been spent for conducting the **1st Inter Level Combined (P.T) Competitive Examination-2014.**

*Signature of the Centre
Superintendent &
Seal*

BIHAR STAFF SELECTION COMMISSION

Veterinary College Campus, Patna – 14

1st Inter level Combined (PT) Examination-2014**CHALLAN PER PHASE**

Name of the Centre Code No.
Received the following materials from Sri
Centre Superintendent/Patrolling Magistrate/Representative
 of Controller of Examination BSSC.

1. **Sealed Used OMR Sheet Box/Boxes containing**
 - I. Used OMR Answer Sheet
 - II. Admit Card – cum – Attendance Sheet
 - III. Test Booklet – cum – OMR AnswerSheet Account in Form – 9
 - IV. Admit Card and Attendance Sheet Account in Form – 10A & 10 B
2. **Sealed Press Box/Boxes containing**
 - I. Used Test-Booklet
 - II. Sealed Unused Test Booklets with envelopes
 - III. Broken seals of boxes, test booklet cum OMR sheet envelopes
 - IV. Pen
3. **Separate envelops (Not in Box)/Unsealed, No. 1 containing**
 - (a) Unfair means report in Form No. 13
 - (b) Centre Superintendent's report in Form No. 16
 - (c) Centre Observer's report in Form No. 17
4. **Sealed packet/envelop, No.2 containing keys of the sealed boxes.**
5. Sealed envelope no.3 containing Pen drive with video clips, if available.

*Signature of the
Handing over Officer*

*Signature of the
Receiving Officer*

Name :
 Designation :
 Place :
 Date :

Name :
 Designation :
 Place :
 Date :

BIHAR STAFF SELECTION COMMISSION

Veterinary College Campus, Patna – 14

1st Inter level Combined (PT) Examination-2014**CHALLAN FOR LAST PHASE**

Name of the Centre Code No.
Received the following materials from Sri
Centre Superintendent/Patrolling Magistrate/Representative
 of Controller of Examination BSSC.

1. **Sealed Used OMR Sheet Box/Boxes containing**
 - V. Used OMR Answer Sheet
 - VI. Admit Card – cum – Attendance Sheet
 - VII. Test Booklet – cum – OMR Answer Sheet Account in Form – 9
 - VIII. Admit Card and Attendance Sheet Account in Form – 10A & 10 B
2. **Sealed Press Box/Boxes containing**
 - V. Used Test-Booklet
 - VI. Sealed Unused Test Booklets with envelopes
 - VII. Broken seals of boxes, test booklet cum OMR sheet envelopes
 - VIII. Pen
3. **Office box containing different forms packed phase wise**
 - (a) Form No – 12 (Visit Sheet)
 - (b) Sealed Envelop of Declaration in Form No. 4B
 - (c) Sealed Envelop of Certificate regarding opening of sealed boxes in Form No.-7
 - (d) Certificate regarding opening of sealed packets of Test Booklet-cum-OMR Answer Sheets in Form No.-8 as well as envelopes which contained Test Booklets-cum-OMR Answer Sheets and were opened in the Examination Halls
 - (e) Sealed Envelop of Sealed Envelops of Absentee report of the candidates in Form No.11
 - (f) Stamped receipt of Centre expenses in Form No.-14
 - (g) Two Separate Sealed packets each containing sample seal of the sealed box/boxes
 - (h) Seat plan in Form No. 19
 - (i) All other materials, if any, like used Pen
4. **Separate envelops (Not in Box)/Unsealed, No. 1 containing**
 - (a) Unfair means report in Form No. 13
 - (b) Centre Superintendent's report in Form No. 16
 - (c) Centre Observer's report in Form No. 17
5. **Sealed packet/envelop, No.2 containing keys of the sealed boxes.**
6. Sealed envelope no.3 containing Pen drive with video clips, if available.

*Signature of the
Handing over Officer*

*Signature of the
Receiving Officer*

Name	:	Name	:
Designation	:	Designation	:
Place	:	Place	:
Date	:	Date	:

BIHAR STAFF SELECTION COMMISSION
Veterinary College Campus, Patna – 14

REPORT OF THE CENTRE SUPERINTENDENT

1. Name of the Centre :
2. Code of the Centre :
3. Name of the Centre
Superintendent :
4. Date of Examination & Sitting :
5. Total Number of Candidates allotted to the Centre :
6. Total number of candidates present at the Centre:
7. Total number of candidates absent at the Centre :
8. Total Number of candidates appeared at the
Centre (7) :
9. Total Number of candidates found using
Unfair means :

Certificate regarding peaceful conduct of
Examination according to the rule.

Remarks, if any

Signature of Centre Superintendent & Seal

Full Name:

Address:

BIHAR STAFF SELECTION COMMISSION
Veterinary College Campus, Patna - 14

REPORT OF THE OBSERVER

1. Name of the Centre :
2. Code of the Centre :
3. Date of Examination & Sitting:
4. Report of the Observer regarding conduct of Examination :

(iii) Observer	(ii) Observer	(i) Observer
Date : (iii)	(ii)	(i)
Name : (iii)	(ii)	(i)
Address: (iii)	(ii)	(i)

N.B.: This report should be forwarded to the Controller of Examinations, BSSC, **1st Inter Level Combined (P.T) Competitive Examination-2014.**

BIHAR STAFF SELECTION COMMISSION
Veterinary College Campus, Patna – 14

PACKING SLIP

(To be pasted on the sealed packets of used OMR Answer Sheets)

1. Name of the Centre :
2. Code of the Centre :
3. Date of Examination & Sitting :
4. Subject :
- 5.

Packet No.	Test Booklet No.		Total No. of used OMR Answer Sheets	Remarks, if any
	From	To		

6. Attendance Sheets for Candidates.

*Signature of
Centre Superintendent
& Seal*

BIHAR STAFF SELECTION COMMISSION

Veterinary College Campus, Patna – 14

Examination Date & Sitting:

DETAILS OF SEATING ARRANGEMENT

(Please fill up this Form in duplicate)

Name of the Centre :.....

Room No.	Test Booklet No.	Total	Name of the Invigilators	Specimen Signature of the Invigilators
	From : To :		1. 2. 3. 4.	1. 2. 3. 4.
	From : To :		1. 2. 3. 4.	1. 2. 3. 4.
	From : To :		1. 2. 3. 4.	1. 2. 3. 4.
	From : To :		1. 2. 3. 4.	1. 2. 3. 4.
	From : To :		1. 2. 3. 4.	1. 2. 3. 4.
	From : To :		1. 2. 3. 4.	1. 2. 3. 4.

Signature of Centre Observer

Signature of Centre Superintendent & Seal

GUIDELINE

Regarding Legal Action to be taken against Examinees adopting Unfair Means:

Bihar Conduct of Examination Act, 1981 is squarely applicable to all the examinees / applicants of all examinations conducted by Bihar Staff Selection Commission. The offence of impersonation, cheating and adoption of unfair means as defined u/s 3 of the Act would result in filing of FIR in u/s 10 of Bihar Examination Conduct Act 1981 as well as u/s 409, 419, 420, 457,468, 471 & 120 B of Indian Penal Code 1860. The cases are cognizable and non-bailable. However a summary trial by empowered Magistrate is allowed. Such cases had already been adjudicated in Hon'ble Patna High Court in following cases:-

1. Kumar Nilotpai Vrs. The State of Bihar on 18 February 2013.
2. Gautam Kumar Mahto Vrs. The State of Bihar on 11 June 2013.
3. Mohit Kumar Vrs. The State of Bihar on 8 July 2013.
4. Ranjan Prasad Yadav Vrs. The State of Bihar on 29 July 2013.
