

GOVERNMENT OF ASSAM
SECONDARY EDUCATION DEPARTMENT :: DISPUR

ORDERS BY THE GOVERNOR OF ASSAM

NOTIFICATION

Dated Dispur, the 28th November, 2017

No. ASE 16/2016/230 : With a view to ensure smooth conduct of the Higher Secondary Examination, High School Leaving Certificate Examination and Assam High Madrasa Examinations every year, without hindrance from anti-social elements in all examination centres in the district as well as smooth conduct evaluation works later on (after examination) the Governor of Assam is hereby pleased to constitute a District/Sub-Divisional Level Examination Supervision Committee with the following members :

- A. District Level Examination Supervision Committee
1. Deputy Commissioner : Chairman
 2. Superintendent of Police or his nominee not below the rank of a Additional Superintendent of Police : Member
 3. Inspector of Schools : Member-Secretary
 4. District Elementary Education Officer : Member
 5. Concerning Circle Officers of the district : Member
 6. Sub-Divisional Officer © of the outlying Sub-Division : Member
 7. Three reputed academicians retired Principal/ Headmaster of Government/ Provincialised College/ Junior College/Higher Secondary School/High School as nominated by the Chairman and Principal Govt. HS School and Principal DIET : Member
 8. Head of the institutions of all evaluation Zones/ Centres : Member
- B. Sub-Division Level Examination Supervision Committee (for outlying Sub-Division)
1. Sub-Divisional Officer (C) : Chairman
 2. Sub-Divisional Police Officer : Member
 3. One Officer from the Inspectorate of Schools as nominated by the Inspector of Schools. : Member-Secretary
 4. Concerning Circle Officers of the of Sub-Division (C) : Member
 5. Three academicians/renowned persons nominated by the Chairman : Member
 6. All Block Elementary Education Officers : Member
 7. Head of institution of all evaluation Zones/Centres : Member

For smooth conduct of the examination & evaluation, the following procedures are to be done at each examination and evaluation centre.

- 1) The question papers must be kept in police station/police out post. Treasury Offices can be used only in the selective cases. Under no circumstances the question papers are allowed to be kept at police patrol posts.
- 2) After arrival of question paper at the police station/out post the officer in-charge of the centre must examine the following :
 - i) Whether the seals are intact.
 - ii) Whether no. of question paper and subject required for his centre are in order or not.
 - iii) He will place the question papers in the Almirah datewise from last day of examination to 1st date of examination so that on the day examination he can take the correct question papers every day of examination. He must confirm that he gets correct question paper for the day.
- 3) The Officer-in-charge of examination should open the Almirah in which the materials are stored in presence of the Officer-in-charge of the police station/outpost or the authorized police officer of the police station/out post.

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