

Government of West Bengal
Technical Education & Training Department
B/7, Action Area-III, New Town, Rajarhat, Kolkata – 700 160

No: 2145-TET(Estt.)/191-S/TET/2015

Date: 01.07.2015

ORDER

Common Entrance Examination (CEE), 2015 for admission to ITI's in the State is scheduled to be held on 05.07.2015 from 12.00 noon to 01.00 pm. Confidential papers for each centre will be sealed in a trunk under double lock and dispatched to different Treasuries by bus. As such route chart for six routes for buses carrying confidential material have been drawn up and annexed (Annexure – I) with the order. Each trunk will have a label pasted on it displaying the Exam Centre Code.

For transportation of confidential material in six buses tagging of officials has already been issued by the DIT which is annexed hereto (Annexure-II).

After the buses reached the destination treasury, the officers deployed as Observers shall collect the trunk bearing exam. Centre code No. mentioning against their names after checking the sealed condition of the trunk along with a separate sealed envelope containing keys of the trunk and deposit the same to the respective treasuries mentioned in the route chart with proper receipt.

After getting the receipt from the treasury he shall inform the control room over phone the time of such receipt. The control room in turn will keep a log of the timings. In case of Kolkata, Howrah, 24-pgs(North) and 24-Pgs(South) Observers shall collect the sealed trunks from the Directorate of Industrial Training at Newtown.

On the date of examination, the Observers shall collect the same Trunk with question papers along with the packet containing keys from the Treasury or HQ between 7.30 am and 9.00 am as per the distance of the examination centre from the treasury. Then he will proceed to the exam centre being escorted by an authorized representative of the Centre –in-Charge immediately after receipt of the sealed trunk from the treasury and hand over the same to the exam. Centre under proper receipt and inform the control room over phone. All receipts mentioned above should have the signature of the concerned persons with date and time.

The observers will also ensure that sealed trunk is not open before 11.15 am on the date of examination in presence of centre-in-charge of the Examination Centre and observe strict vigilance during the exam.

After completion of examination the OMR answer sheet should be packed and sealed, kept in the trunk and the trunk should be locked and sealed and the respective keys be sealed in a separate cover with the Examination Centre Code written on the cover.

The Observers shall ensure that the sealed trunk containing OMR answer scripts are deposited to the respective Nodal Centre under proper receipt and inform the same to the Control Room over phone.

In case of Kolkata, Howrah and 24-pgs(North) and 24-Pgs(South) he shall deposit the sealed trunks containing OMR answer script to the Directorate of Industrial Training at Newtown, Rajarhat.

Before reporting to the Treasury Officer, the Observers shall hire a small vehicle for the purpose and place requisition to the Police Station where the Examination Centre is located and take two police escorts for movement of sealed question papers and answer scripts. The Nodal Officers shall make liaison with Police Stations and arrange for escorts for accompanying the Observers.


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Copy forwarded for information and necessary action to :-

1. The Director of Industrial Training, WB
2. Nodal Officers _____ (All)
3. Observers _____ (All)
4. Centre-in Charge _____ (All)
5. The Treasury Officers _____


Joint Secretary


Joint Secretary