



4. Please check that you have the following before examination-
  - 2 passport size photographs
  - I-card from NTA (The NTA I-card will be made available by the City Coordinator during briefing on 04 May, 2019)
5. It is mandatory for Observers/NTA Representatives to attend briefing convened by NTA and /or City Coordinator, as and when communicated to do so.
6. Kindly reach the City allocated to you in the morning of 03 May, and inform City Coordinator about your arrival. You are requested to carry your duty letter, id proof, and photographs. **Please note that it is mandatory to inform City Coordinator about your arrival, else they will consider you absent and will allocate duty to Observers from the Reserve-list.**
7. **Some of the responsibilities of the Observers are as follows:**
  - (i) Read the complete Guidelines carefully before leaving for the assignment.
  - (ii) Coordinate with the City Coordinator regarding briefing.
  - (iii) Attend the Briefing Session to be conducted on 04 May 2019 at 11:00 am (or as decided), at the venue finalised by the City Coordinator.
  - (iv) After meeting, stay connected with your City Coordinator telephonically so that you are informed about the Custodian Bank during the Briefing Meeting.
  - (v) Reach Custodian bank on agreed time, as per the schedule decided in CC's briefing.
  - (vi) Receive keys of confidential material and carry the material to the Centre, along with the Centre Superintendent (and Observer/NTA Representative).
8. **Be attentive and alert during-**
  - Meeting/briefing session.
  - Receiving the Confidential Material from Custodian.
  - Opening of the Confidential Material.
  - Collection of Unused Test Booklets and their packing.
  - Collection and packing of used OMR Answer Sheets.
  - Frisking of the candidates to ensure that it is strictly as per guidelines.
9. **Take regular rounds during Examination and keep a watch, if any candidate-**
  - is making any attempt to use unfair means using any mode.
  - is sitting idle and not writing the answers for unusually long periods.
  - has long hair which seems suspicious.
  - is whispering.
  - is using washroom too frequently.
  - is wearing high heels or thick shoes.
10. Ensure availability of wall clocks in each room and at main entrance of the examination centre, and check that time of the clock/watch of Centre is set as per the time displayed in digital watch available at [www.ntaneet@nic.in](http://www.ntaneet@nic.in). Observe and ensure adherence to detailed examination schedule as well as bell ringing schedule.
11. Ensure –
  - Proper documentation, packing and sealing of the material.



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- Handing over the material after examination as per the standard NTA procedure.
  - Filling in Report online on [www.ntamis.in](http://www.ntamis.in).
  - Functioning of Jammers in all rooms of the Centre.
12. Validate that CCTV installed in the Control Room and in all other rooms is functional (if applicable), or videography is being done as per the guidelines.
13. Keep vigilance and ensure that no mobile phone or communication devices are used by anyone including candidates, staff of the centre etc.
14. Details of remuneration/ honorarium and other expenses payable are as under:
- Honorarium - Rs 4000/- per day for 3 days (3 May to 5 May, 2019)
  - Fixed Local Conveyance (for travel through road) - Rs 3500/- per day for 3 days (3 May -5 May, 2019)
  - Air Travel (if applicable)- Economy class
  - Rail Travel (if applicable)- 2-Tier AC
  - Hotel Expenses (Inclusive of Boarding and Food) – upto Rs 3500/- per day (maximum for 3 days)

**\*Note- All expenses to be reimbursed on producing original bills/receipt. All bills to be sent to concerned State Coordinator, on details given in Guidelines document.**

15. You are required to send following reports to the NTA-NEET unit.

1	Absentee report by Observer/NTA Representative	You can submit the report online as per details given above on the day of examination and keep a printout with you. This report can also be emailed to <a href="mailto:neetug-nta@nic.in">neetug-nta@nic.in</a>
2	Certificate of packing of unused test booklets (on the proforma given at <b>Appendix-6</b> of Guidelines)	This certificate should be sent by the Observer to NTA. One copy to be handed over to the Centre Superintendent

16. In case, your ward/near relative is appearing in NEET (UG) 2019 or you are involved in the coaching of Medical Entrance or you have written any help book for Medical Entrance Examination, you should not accept this assignment and the same must be informed to NTA within 24 hours of receiving the duty letter.
17. Since past few years, the testing organisations are facing a rough time because of the highly organised and technological methods of using unfair means in the examination giving advantage to a non-eligible candidate over the eligible candidate. These unscrupulous activities make the NEET(UG) as one of the highest stakes examination and thus all of us associated with the conduct of this examination carry a big responsibility to be extra vigilant.
18. Due to any unavoidable circumstances, if you are not willing to accept this assignment, please inform the same on [2019.confirmation@gmail.com](mailto:2019.confirmation@gmail.com) within 24 hours of receiving this mail so that alternative arrangements can be made.

The NTA has reposed its faith in you for the conduct of National Eligibility cum Entrance Test (UG), one of the most prestigious and high stake examinations. We expect that you would be very alert and careful throughout the conduct of the examination. I am sure that together we can change the society by ensuring fair conduct of examinations.

Regards

(Vineet Joshi, IAS)



**KEY POINTS AND DUTIES ASSIGNED TO THE OBSERVERS/ NTA REPRESENTATIVES AT THE EXAMINATION  
CENTRE FOR CONDUCT OF NEET (UG)-2019 ON 05 MAY, 2019 (SUNDAY)**

**Duties of the Observers/NTA Representatives**

Read and understand the Guidelines carefully and be registered on [www.ntamis.in](http://www.ntamis.in).

1. 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/ NTA Representatives will not be able to perform their duties judiciously. **In case, meeting is not attended, they will not be allowed to act as Observers/NTA Representatives in the Examination and their claim will not be processed for payment.**
2. 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/NTA Representative.
3. They should reach the place of Custodian at the time as fixed by the City Coordinator and Observer/NTA Representative on the day of examination from where the question paper packets will be delivered to the examination Centre. **They will accompany the Observer, Centre Superintendent/or the authorized 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.
4. In no case, Observer will refuse to go to the Custodian place at the time communicated by City Coordinator for collection of confidential material. These instructions are to be followed strictly by all the Observers/NTA Representatives in all the cities including Delhi.
5. At the place of Custodian, one key of the Iron Box meant for Observer/ NTA Representative will be handed over to the Observer/ NTA Representative. 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.
6. 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/NTA Representatives are requested to check the seals on the Iron Box(es) and Test Booklets parcels. They are also requested to ensure that Test Booklet parcels are opened only **40 minutes** before the commencement of the examination. 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.

7. Observers/NTA Representatives will ensure that the photo-copier, fax machine, computer, mobile phones or 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/Centre Superintendent/Observer. The Centre Superintendent / Observer / NTA Representative will 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.
8. Observers/NTA Representatives will ensure that the candidates enter in the Exam Centre after screening and frisking by the guards at the entry point.
9. Observers/NTA Representatives will ensure that candidates are not in possession of the following while entering in the Centre: -

- 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, Hair-pin, Hair-band, 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, blue tooth device etc.
- h) All ornaments like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, Brooch etc. should be carefully checked.

10. The Observer/NTA Representative will ensure that candidates entering inside the examination centre are dressed as per the following dress code:
  - (a) Candidates dressed in light clothes which cannot be used for hiding any instruments or communication devices.
  - (b) Candidates have been advised to wear half sleeves but not with big buttons or any badge, brooches etc. which could be used to hide the communication device, blue tooth, camera, etc.
  - (c) Candidates are wearing slippers, sandals with low heel and not shoes.

**11. While frisking, Observer/NTA Representative will ensure that:-**

- (a) Frisking personnel are checking inside both the ears for any Bluetooth, earphone or microphones.
- (b) The collar, cuff, cufflinks, placket, shirt, kurta, etc. are free of any wire which may be used to produce the magnetic field to convert the same into sounds through the microphone placed inside the ears. The same way the garments of girls may also be checked by the females only.
- (c) Collar, cuff, yoke, front pocket, ply front of the shirt be checked strictly for any hidden communication device, wire, etc. The same way the girls may also be checked by female personnel only.



12. Observer/NTA Representative will ensure that:-
- no candidates in their room are in possession of any article.
  - no candidate is making any attempt to use any unfair means by using any mode.
  - In case, any candidate is sitting idle and not writing answers for unusually long period, may be watched carefully.
  - If any candidate sports untied hair, she may be kept under watch.
  - If any candidate is found whispering, he may also be put under strict watch as he might be using Bluetooth device to communicate with outside people.
  - If any candidate is wearing slippers and sandals of high heels, he/she must be kept under close security.
13. Observers/NTA Representatives will ensure that unused Test Booklets with the seal intact are collected from the room as per **schedule given in point 8.4** of the Guidelines (with their seals intact). The unused Test Booklets should be sealed as per the Guidelines. **It may be ensured that unused Test Booklet is not taken away by anybody outside the premises.** Seals of unused Test Booklets should not be broken by any person at the Centre.
14. During the course of examination, Observer(s)/NTA Representative(s) will take rounds of the examination rooms to ensure fair conduct of the examination and verify the number of candidates present in each room as per the Attendance Sheet and also ensure that the seats allotted to the Absentee(s) are not given to any other candidate(s). They should also verify the genuineness of the candidate writing the examination by matching the photograph given on the Admit Card and Attendance Sheet.
15. Observers/NTA Representatives must be present at the time of packing of Answer Sheets and ensure that the whole process of packing of the Answer Sheets as detailed in Chapter-9 of the Guidelines is strictly adhered to by the Centre Superintendent. Before certifying that the packing has been done in their presence, they will also ensure that:-
- a) **All the Answer Sheets, brought by the Invigilators are from the examination rooms to the collection/Centre Superintendent's room after the examination is over, are in small Tamper Evident Plastic Bags. But, the small tamper evident plastic bags will be sealed only after counting and verification of answer sheets in the collection centre.**
  - b) The number of OMR Answer Sheets packed in each envelope tally with the details given on the envelope. For the same a certificate is also to be given by the Observer/NTA Representative as per the guidelines
  - c) **The total number of Answer sheets received plus number of Absentees tally with the number of candidates registered.**
  - d) Proper counting, packing and sealing of the Answer Sheets has been done. This will also be ensured that parcel of OMR has been sealed properly with the help of cardboard, sutli, small and big Tamper Evident Plastic bag and finally cloth bag supplied by the NTA.
  - e) Ensure that packing is done strictly as per instructions given in Chapter – 9 of Guidelines.
16. Observers/NTA Representatives will see that the proforma of Absentee Statement which is provided at the Centre is filled in properly and handed over in separate envelope marked '**Absentee Proforma**' along with the Packet of **Attendance Sheets** to the NTA Representative/NTA Representative, immediately after the examination is over.



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17. All material would be handed over by the Centre Superintendent or his authorized representative to the Representative of the NTA at the Examination Centre or the Collection Centre as the case may be in the company of the Observer only/NTA Representative.
18. S(he) will observe that the rules with regard to the conduct of this examination as given in this booklet are fully followed by the Centre Superintendent.
19. **Observers/NTA Representatives will invariably submit the report of conduct of examination in online mode through MIS.**