

BOARD OF SECONDARY EDUCATION, ODISHA,
KATAKA - 753001

INSTRUCTION TO CENTRE SUPERINTENDENT

D.El.Ed. Examination - 2026
(1st Year, 1st Year Back, 2nd Year & 2nd Year Back)

1. RECEIPT OF QUESTION-CUM ANSWER BOOKLETS

- (a) Question-cum answer booklets for the ensuing D.El.Ed. Examination, 2026 (1st Year, 1st Year Back 2nd Year & 2nd Year Back) will be sent through special messenger to Examination Centres.
- (b) The Centre Superintendent / the Dy. Centre Superintendent / the Head of the Institution of the Centre School (in absence of the Centre Superintendent) or any senior teacher of the school authorised by the Head of the Institution will receive the question-cum answer booklets.
- (c) Question-cum answer booklets for different subjects have been kept in different sealed packets with indication of subject and number of question papers over the packet. The number of question papers printed on the sealed packets with the question shall be verified by the centre superintendent.
- (d) Centre Supdt. shall calculate the number of question papers required at his / her centre from the roll sheet of the centre, sent earlier and assess if question papers supplied are sufficient for different subjects or not. On such assessment if shortage in supply of question papers in respect of one or more subjects is found, the same should be intimated to Sri Sudip Roul. Asst. Secretary (Secret), Board of Secondary Education, Odisha, Kataka over telephone. Telephone no. 9437223045.

2. ARRANGING QUESTION-CUM ANSWER BOOKLET PACKETS AS PER PROGRAMME OF EXAMINATION:

Programmes of D.El.Ed. Exam. (1st Year, 1st Year Back 2nd Year & 2nd Year Back) have been sent to Centre Supdt. Accordingly the Centre Supdt. should attach a date slip containing the appropriate sitting and date of exam to each of polythene cover and arrange the polythene covers examination wise as well as date wise. The question paper packets should be kept under lock and key in a steel almirah under the custody of the Supdt. and the almirah should be sealed with the seals of both Supdt. and Observer.

3. OPENING OF QUESTION-CUM ANSWER BOOKLET PACKETS:

- (a) The polythene covers as well as the clothlined Question paper packets are to be opened by the Centre Supdt. in his/her office room only in the presence of the Observer, Dy. Supdt (s) and invigilators, 15 minutes before the commencement of respective examinations for distribution. Before opening any question paper packet, the Centre Supdt., the Dy. Supdt. and observer should tally the subject, date of examination and code printed on the packet with the subject, date of examination and the code printed in the programme and must be satisfied that the packet they are going to open is meant for that particular sitting.
- (b) The seals on packet should be broken and the packets should be opened cutting along with the line marked for the purpose. Before opening the question paper packets, the seals on packets should be checked to ensure that those are intact.
- (c) At times, one or more sealed packets containing question papers on any subject are sent along with statement showing the number of packets sent in each subject.
- (d) Before opening the sealed packets, the Centre Supdt. should declare in the presence of all the invigilators, the number of packets sent by the Board for that sitting and should show each sealed packet and the statement received from the Board to all the invigilators who should be ensured that the packets are intact. The Centre Supdt. and all the invigilators should record a certificate to that effect on each packet.
- (e) In case the opened packet contains any matter other than the question papers required for that particular sitting, the packet should immediately be sealed and signed by the Centre Supdt. Dy. Centre Supdt, Observer and invigilators and kept under safe personal custody of the Centre Supdt. The matter should immediately be reported confidentially to Dy. Secretary (Secret), B. S. E., Odisha, Kataka.
- (f) After opening the question paper packet in the manner indicated above, the Centre Supdt. should distribute the required number of question papers to the invigilators at different halls with the help of Dy. Centre Superintendents, Relievers. The invigilators should be asked to have a look at the code No. and subject printed on the question paper immediately to confirm that the question papers given to them for distribution among the candidates are actually meant for that sitting. In case any invigilator finds that he/she has been given question papers not meant for that particular sitting, the same should be reported to the Centre Superintendent. The Centre Supdt. should immediately verify the code No. and subject

of the question paper with the code No. and subject printed on the packet. In case he/she finds that he/she has opened a wrong packet which is not meant for that sitting, all the question papers given to the invigilators, should be collected back and sealed in that packet with signature of the Supdt., Dy. Supdt., Invigilators and Observer. Thereafter the question paper actually required should be given to the invigilators. Such wrong opening of packets should be reported forthwith in a most confidential manner to Deputy Secretary (Secret), B. S. E., Odisha, Kataka.

- (g) All the covers of question paper packets sent by the Board should be preserved at the Centre till further intimation is received from this office.
- (h) The almirah in which the question papers are kept shall be sealed every day after distribution of questions with the seal of both the Supdt. and Observer and it should be opened next day for taking out the question papers required for each sitting and sealed thereafter. Unused question papers must be sealed & kept in almirah.

4. PRINTING MISTAKE IN ROLL SHEET / CHANGE OF SUBJECTS:

- (a) In case of misprint of the subject in the Roll sheet the candidates may be permitted to appear in the subject (s) or paper (s) he/she desires after obtaining an undertaking from him/her to the effect that he/she is appearing in the changed subject at his/her own risk. The Roll sheet should be corrected accordingly by the Centre Supdt. immediately.
- (b) A consolidated list of such candidates along with the undertakings should be sent in Cover No.-11.
- (c) If there is any discrepancy between the Roll numbers in the roll sheet and the Admit Card of a candidate, the roll number on the Admit card be corrected as per the Roll number of the roll sheet under attestation of the Centre Supdt. on the first day of the examination itself and the candidate should be instructed to write the correct roll number on his/her Answer Book. These cases should be immediately intimated to the Controller of Examinations, B. S. E., Odisha, Kataka-753001.

5. SEATING ARRANGEMENTS:

Each candidate should be allowed a reasonable floor space to make the best possible seating arrangement. Candidates from one institution should not be allotted consecutive seats as far as possible.

6. APPOINTMENT OF DY. SUPDT., INVIGILATOR & RELIEVERS:

- (a) The Centre Supdt. may appoint one Dy. Centre Supdt. for 250 candidates or less. For every additional 250 candidates or part thereof another Dy. Supdt. may be appointed.
- (b) Teachers who are considered worthy of trust and confidence and can discharge their duties most faithfully and efficiently should be appointed as invigilator. As per practice no person who teaches a particular subject shall be appointed as an invigilator for the examination of that subject. Not more than one invigilator should be allowed for every 25 candidates or less in a room and that not more than one Relieving invigilator should be appointed for every 100 candidates or part thereof and not more than one roving invigilator should be appointed for every 50 candidates or part thereof. An undertaking from each invigilator to the effect that none of his/her near relation is appearing at this examination centre will be collected by the centre superintendent prior to engaging them for the examination duty. Each Centre Supdt. shall engage at least one Reliever and one rover. For the self-examination centres, C.S. must request DEO concerned to depute requisite number of Invigilators, Relievers and Rovers. ***In no case the Teacher Educator will act as Invigilator in self centres.*** The Centre Supdt. should be satisfied that invigilators have been acquainted with their duties as noted in the instructions and on the cover page of the answer book.

No teacher should be given invigilation work in the room where the candidates of his/her school are appearing.

IMPORTANT:

If D.El.Ed. (1st Year, 2nd Year) examinations are conducted in one centre, those will be treated as two examinations for the purpose of appointment of Centre Supdt., Deputy Centre Superintendents, Invigilators, Relieving Invigilators, Roving Invigilators and observers, and expenditure towards clerk and menials and contingent materials.

(c) **Work of Relieving Invigilators:**

The duty of the Relieving Invigilators should be to carry on the invigilation work during the temporary absence of the invigilators originally appointed.

(d) **Work of Roving Invigilators:**

The duty of the Roving Invigilators is to check outside interference in the Examination Centre. Teachers of the subject(s) on which examination is conducted in a particular sitting may be engaged as Roving Invigilators and not as Invigilators or Relieving Invigilators for that sitting.

- (e) Observers shall be appointed by DEO concerned from among the Senior Officers of the District not less than the rank of BEO.

DISTRIBUTION OF QUESTION-CUM ANSWER BOOKLETS:

- While supplying question-cum answer booklets to the examinees during the examination, Invigilators should put their full signature with date on the main answer books.
- They should also check the correctness of Roll numbers on the Answer Books in the Examination hall. In case any incorrect Roll number is put by the candidate on his answer book, he/she should be asked to write the correct Roll No. and the invigilator should attest the correction. The candidates should write the name of the subject on the Answer Book and this should also be checked by the Invigilators.
- The syllabus prescribed for D.El.Ed. Examination, 2013 (1st Year & 2nd Year) are given below. The candidates may be instructed to write the following subject codes on the Answer Books with their Roll Nos. and dates of exam. Each paper will be examined in one sitting.

NAME OF PAPER	TITLE OF THE PAPER	SUBJECT CODE	FULL MARKS
1ST YEAR / 1ST YEAR BACK			
FC-2	Understanding the Learner	UPL	80
FC-4	Teaching Learning Process in Elementary Education	TLE	80
FC-5	Education for Holistic Development	EHD	80
PC-1	Content Based Pedagogy in Odia/Urdu/Olchiki/Telugu	CPO/CPU/CPOL/CPTU	80
PC-4	Content Based Pedagogy in Science	CPG	80
PC-6 (A)	Content Based Pedagogy in Hindi	CPH	40
2ND YEAR / 2ND YEAR BACK			
FC-1	Contemporary Issues in Elementary Education	CIE	80
FC-3	Curriculum Planning	CPT	80
PC-3	Content Based Pedagogy in Mathematics	CPM	80
PC-2	Content Based Pedagogy in English	CPE	80
PC-5	Content Based Pedagogy in Social Science	CPS	80
PC-6 (B)	Content Based Pedagogy in Sanskrit/ Persian	CPSN/CPN	40

8. CONDUCT OF EXAMINATION:

- The candidates should reach in the examination rooms 30 minutes before the examination starts. Invigilators must aware all the candidates before distribution of question papers. They should be frisked properly at entry gate.
- Rules for the candidates have been printed on the Admit Cards issued to candidates. It is the duty of the invigilators to acquaint themselves with those rules.
- The Invigilators should keep moving in the examination hall and should not be engaged in any work which may impair their efficiency as Invigilators.
- Nobody is authorised to talk to candidates even for the purpose of correcting a misprint or removing any ambiguity in the question paper during the hours of the examination.
- The Centre Supdt. should see that books, papers, mobile phones etc. if any brought by the candidates are kept outside of the examination rooms and out of reach of all candidates.

9. ATTENDANCE OF CANDIDATES:

- Candidates must put their full signatures on the Roll Sheets. Their attendance must be marked on them for all sittings of examinations and verified before Answer Books are despatched. A consolidated statement of absentees (for both full and part absentees) shall be sent to the Board in Cover No. 11.
- One hour after the commencement of the examination, examinees should be permitted to go out to attend the call of nature. One of the Invigilators and if necessary an Attendant should keep an eye on them during their temporary absence. The candidate should deposit his/her answer books and question paper with the Invigilator which will be returned to the candidate after he/she returns after attending the call of nature.
- A record of such temporary absence shall be maintained by the Invigilator in the prescribed Proforma No. IV which should be sent to the Secretary in Cover No. 11.
- Specially constructed Urinals close to examination rooms should be provided for use of the candidates.

- (e) Persons not connected with the conduct of the examination shall not be allowed to enter into the Examination Rooms under any circumstances.
- (f) The candidates should be instructed in advance to take permission from the Invigilator (s) in case any of them changes his/her pen or ink to write answer in the Answer Book. In such a case the invigilator concerned will allow the candidate to do so and put his/her signature in the left side margin of the page mentioning "Allowed to change the pen/ink".

10. ADMIT CARDS AND IDENTIFICATION OF CANDIDATES:

- (a) The admit cards of the candidates of a school after being downloaded from the website are to be handed over to them by the Headmaster/Headmistress/Principal concerned only after obtaining their signatures on their respective admit cards in the presence of the Headmaster/Headmistress/Principal concerned who must attest their signatures. The candidates will be identified by the teacher of the school deputed for the purpose.
- (b) A candidate may at any time during the examination be required by the Centre Supdt. to sign his/her name on a small piece of paper and his/her signature may be compared with that of the Admit Card to check cases of impersonation.

11. COLLECTION OF BLANK QUESTION-CUM ANSWER BOOKLETS:

- (a) After distribution of question cum answer booklets to the candidates the balance question papers should be collected by the centre superintendent immediately and should be preserved under personal safe custody of the Superintendent.
- (b) A warning bell shall be given 5 minutes before the end of the sitting.
- (c) When the warning bell is given all doors should be closed and the candidates should be asked to be at their seats till the answer papers are collected and their signatures are obtained in Proforma-III. Only after the Answer Books are collected and verified they should be allowed to leave the room.
- (d) The invigilators should take care to see that the students are informed of the above procedure half an hour after commencement of the Examination.

12. EXPULSION OF CANDIDATES / REPORTING CASES OF MALPRACTICE:

If there be any occasion for expelling a candidate from the examination due to adoption of malpractice or misconduct, a report in each and every case along with the statements of the candidate and the invigilator, the answer paper and incriminating materials found with the candidates should be sent to the Controller of Examinations immediately after the sitting is over.

The Admit Card and other documents of candidates adopting unfair means during the examination should be seized and sent to the Board in cover-9 for necessary action.

Signature of the candidate must be obtained on the objectionable papers (incriminating materials) seized from the candidate. In case the candidate refuses to put his/her signature on it then it should be mentioned in Proforma - V. The Centre Supdt. and the Invigilator concerned should also put their signatures on the incriminating materials and proforma No.-V should be filled in properly.

In case of mass malpractice adopted by the candidates in a room or in the entire centre it should be reported immediately on the date of occurrence along with the seat chart and detailed report duly signed by the Invigilators of the concerned rooms.

13. PACKING OF QUESTION-CUM ANSWER BOOKLETS:

- (a) The Centre Supdt. or the Invigilator concerned should cross all the blank papers/space of the Answer Books before packing the same.
- (b) Answer Books should be properly packed separately subject-wise and script-wise along with the memo form containing the details of the packet in polythine packet supplied by the Board and 100 number of question-cum answer booklet packed in a polythine packet.
- (c) Answer books of 1st Year, 1st Year Back, 2nd Year and 2nd Year Back should be packed and sealed separately mentioning the following on the sealed answer book packets:

Centre Code	:	
Name of the Examination	:	D.El.Ed. Exam., 2026
	Write	:(a) 1st Year, 1st Year Back
		OR
		(b) 2nd Year, 2nd Year Back
Date of Examination	:	
Subject of Examination	:	
Sitting of Examination	:	
No. of Answer Books in Packet	:	

N.B.: All packets (answer books/malpractice packets/other packets) should be kept by the Centre Superintendent with proper watch and ward. The official of B.S.E., Odisha will collect the packets after completion of examination. The centre superintendent should handover all confidential packets including Cover No. -9, 11 and Accounts Statement etc.

- (d) The carbon copies of the memo forms should also be sent to the Controller of Examinations in cover no. 11 after the examination along with all other reports and proformas.

14. REMUNERATION AND CONTINGENT EXPENSES:

- (a) The Board will send only the Question-cum Answer Books. All other requirements will have to be provided by the Centre Supdt. from his sanctioned fund for contingent expenditure.
- (b) In case of having a smaller number of candidates in a particular centre the expenses may not be kept within the limits specified below and in such cases special consideration will be made by the Board on receipt of report from the Superintendent.
- (c) The rate of remuneration payable to the staff employed for the examination and other expenses excluding postal charges as admissible under rule are given hereunder:

CATEGORY / PARTICULARS	APPROVED RATE / PROVISION
(i) Centre Superintendent	Upto 300 Candidates: Rs. 340.00 301 and above: Rs. 400.00
(ii) Dy. Centre Superintendent	Rs. 230.00 (each) • 2 Dy. Supdt. if candidates exceed 250 & separate Dy. Supdt. for 1st Year & 2nd Year. • 3 Dy. Supdt. if candidates exceed 500.
(iii) Invigilator, Reliever & Rover	(a) In a 2½ hr. sitting or more: Rs. 25.00 (b) In a less than 2½ hr. sitting: Rs. 20.00
(iv) Clerk / Menials	Rs. 25.00 for every 100 candidates or part thereof upto 200 candidates. When the no. of candidates exceeds 200, remuneration @ 0.25p per candidate per sitting.
(v) Contingency per candidate	Rs. 1.50 p.
(vi) Helper Writer	Rs. 20.00 per sitting
(vii) Provision of Staff	• 1 Invigilator per 25 candidates (if part exceeds 12). • 1 Relieving Invigilator per 100 candidates (if part exceeds 50). • 1 Roving Invigilator per 50 candidates (if part exceeds 25).

(d) No amount to be claimed for engaging a watchman. The work is to be done by the menials who receive remuneration out of the amount under remuneration to clerk & menials.

(e) No charge is admissible for creation of fencing or boundaries of the Centre.

(f) No charge is admissible for transportation of furniture from any place to Examination Centre.

(g) The appointment letter of the Centre Supdt. and Dy. Centre Supdt. in original should be attached with the remuneration bill.

15. REPORT ON THE CONDUCT OF THE EXAMINATION:

The Centre Supdt. is requested to report after the examination is over indicating whether the above Instructions have been fully and properly carried out or not. Any suggestion with a view to improving the method of conducting the examination will be carefully considered by the Board.

16. SUBMISSION OF COVER NO. 11:

Cover No. 11 is most important one which should contain all documents required for publication of results which shall be sent through the official of the Board. The cover should contain the followings only and no other materials. All the documents shall be tagged in one bunch with a forwarding letter and sent in the cover.

- (i) Roll sheet / alphabetical list of candidates.
- (ii) Seat chart.
- (iii) Proformas of Temporary absence of candidate.
- (iv) Undertakings and other papers of the candidates permitted to change centres.
- (v) Undertaking of candidates for change of subjects.
- (vi) Proforma - III.
- (vii) Duplicate copies of memo forms.
- (viii) Undertaking of Invigilators.
- (ix) Duplicate copies of general report of Centre Supdt. and Dy. Supdt.
- (x) Accounts of question papers.
- (xi) Consolidated statement of absentees (for both full and part absentees) in duplicate.

17. UNUSED QUESTION-CUM ANSWER BOOKLETS:

The unused balance question papers need not be sent to the Board. The Centre Supdt. will send an account of the question papers received, used and balance in cover No. 11. The unused question papers should be packed and sealed for each sitting preserved by the Centre Supdt. in his/her safe custody and the same will be collected by the Board's staff later on.

18. SUBMISSION OF COVER NO. 4:

All materials relating to accounts should be handed over to the official of the Board deputed to collect used question-cum answer booklets. This cover should contain:

- (i) Remuneration bills of Centre Supdt., Dy. Supdt. (s) clerk and menials, Centre charge bills, proforma-I, utilisation certificate, postal vouchers and all other papers relating to accounts.
- (ii) A certificate to the effect that the accounts of answer books, question papers, graph papers, memo forms, envelopes and other forms have been duly sent to the Board of Secondary Education, Odisha, Kataka - I.

N.B.: For all other purpose Instruction to Centre Supdt. for H. S. C. Exam. be followed.


 Controller of Examinations

UTILISATION CERTIFICATE

Certificate that the articles purchased out of the amount meant for contingencies for use in the Examination, 2026 at the Centre have been fully utilised for the purpose for which they were purchased.

Centre Superintendent

..... Centre
At./Po.
Dist.

IMPORTANT TELEPHONE NUMBERS OF B.S.E., ODISHA

OFFICE/OFFICER OF THE BOARD	CODE	OFFICE TELEPHONE NUMBER	RESIDENCE PHONE NUMBER
Secretary	0671	2415404	
Controller of Examinations	0671	2432801	
Dy. Secretary, Secret Section	0671	2415380	
Dy. Secretary Central Zone	0671	2415236	
Dy. Secretary BBSR Zone	0674	2534474	
Dy. Secretary, Balasore Zone	06782	263181	
Dy. Secretary, Berhampur Zone	0680	2404308	
Dy. Secretary, Sambalpur Zone	0663	2400402	
Dy. Secretary, Jeypore Zone	06854	232023	