



**STATE COUNCIL FOR TECHNICAL EDUCATION & VOCATIONAL TRAINING,
ODISHA, UNIT-VIII, NEAR RAJ BHAWAN, BHUBANESWAR-12.**
(Tel. No. 0674-2391632, e-mail ID- cont.sctevtodisha2016@gmail.com)

NOTICE

No. 6588 /dtd. 16-12-2017

Instruction relating to packing of Answer Script (1st/4th sem winter 2017) and delivery at Nodal Centre:

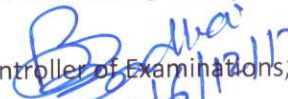
All the Centre Superintendents of 1st/4th sem Winter 2017 diploma Examination Centres are directed to adhere to the following instructions relating to packing and dispatch of Answer Scripts in the Nodal Centres/SCTE&VT, Odisha.

1. All the Answer Scripts of one sitting of examination are to be kept in separate packets branch wise and syllabus ID wise (for example registration no. starting with F09 TO F12 – 1 pkt. & F13 to F16- 1 pkt and 1st sem Regular (mostly F17)- another pkt., irrespective of number of packing slip generated. In Communicative English-I subject of 1st sem Regular students(only Regular), there shall be two packets of each branch-one for Subjective/Descriptive type Answer book and another for Objective type(only OMR sheets). The OMR sheets containing objective answers shall be covered by hard board on top of OMR sheets and wrapped by rubber bands so that there will not be any damage to the OMR answer sheets during transit.

If there is any discrepancy in the preprinted OMR sheets of the Plain answer book supplied, then such answer book has to be packed separately with affixing of the respective packing slip(deleting other roll numbers except the one packed) on the cover of the packet

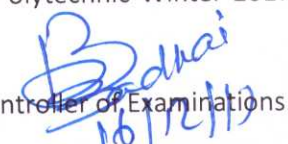
All the packets are to be sealed with the seal and signature of Centre Superintendent, Flying Squad and authorized staff members deputed from SCTE&VT(if any).

2. All the sealed packet of one sitting are to be kept inside one gunny bag and the list of packets kept inside the bag is also to be pasted outside the bag and the gunny bag is to be sealed.
3. Answer Books of all the Private Institutions except Cuttack and Khurda District are to be submitted in the Nodal Centres (list attached separately). Answer Books of all institutions of Cuttack and Khurda districts are to be submitted at SCTE&VT, Odisha, Bhubaneswar in each day.
4. All the sealed Engineering Drawing packets are to be kept in separate gunny bags.
5. Sealed gunny bags of 1st sitting examination are to be delivered at the respective Nodal Centres/ SCTE&VT, Odisha, Bhubaneswar , within 2 hours of the end of examination (latest by 3.00 p.m) of the day of Exams. Sealed gunny bag of 2nd sitting will be delivered at the Nodal Centre/ SCTE&VT, Odisha on next day at 10 a.m .
6. While receiving the gunny bag at Nodal Centre/ SCTE&VT, Odisha, the gunny bags are to be opened in presence of the person delivering the bags and receiving officer of Nodal Centre/SCTE&VT, Odisha. The availability of number of packets inside the bag are to verified, sealed again and then receipt is to be given by the receiving officer.
7. All the sealed gunny bags will be collected from the Nodal Centre by the staff members deputed by the Council from the Nodal Centre except Government Polytechnic, Nuapada/ Government Polytechnic, Boudh/ Government Polytechnic, Malkangiri/ Government Polytechnic, Gajapati/ Government Polytechnic Sonapur/ Government Polytechnic, Nabarangpur/ Government Polytechnic, Kandhamal. The above mentioned principals are instructed to deposit the sealed gunny bags using their institution vehicle/ hired vehicle and submit the bills arising out of the transportation cost to the Council for reimbursement.


Controller of Examinations,
SCTE&VT, Odisha.

Memo No. 6589 /dt. 16-12-2017

Copy to all the Centre Superintendent (both Govt. & Private) Engineering School & Polytechnic Winter 2017 examination.


Controller of Examinations.
16/12/17