

(ਵੈੱਬਸਾਈਟ ਰਾਹੀਂ)

ਪੰਜਾਬ ਸਰਕਾਰ  
ਸਕੂਲ ਸਿੱਖਿਆ ਵਿਭਾਗ

ਸੇਵਾ ਵਿਖੇ

ਸਮੂਹ ਜਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫ਼ਸਰ (ਸੈ.ਸਿ.)  
ਪੰਜਾਬ।

ਮੀਮੇ ਨੰ: 15/51-2015 ਟੋ (1) / 2020/19337  
ਮਿਤੀ: 25/8/2020

ਵਿਸ਼ਾ:- ਨੈਸ਼ਨਲ ਟੈਸਟਿੰਗ ਏਜੰਸੀ ਦੁਆਰਾ ਕਰਵਾਈ ਜਾਣ ਵਾਲੀ ਨੀਟ (ਯੂ.ਜੀ.)  
ਪ੍ਰੀਖਿਆ ਬਾਰੇ।

1.0 ਨੈਸ਼ਨਲ ਟੈਸਟਿੰਗ ਏਜੰਸੀ ਵੱਲੋਂ ਨੀਟ (ਯੂ.ਜੀ.) ਦੀ ਪ੍ਰੀਖਿਆ ਕਰਵਾਉਣ  
ਸਬੰਧੀ ਪ੍ਰਾਪਤ ਪੱਤਰ ਮਿਤੀ 21.08.2020 (ਕਾਪੀ ਨੱਥੀ) ਵੱਲ ਧਿਆਨ ਦੇਣ ਦੀ ਖੇਚਲ  
ਕੀਤੀ ਜਾਵੇ।

2.0 ਨੈਸ਼ਨਲ ਟੈਸਟਿੰਗ ਏਜੰਸੀ ਦੁਆਰਾ ਬੇਨਤੀ ਕੀਤੀ ਗਈ ਹੈ ਕਿ ਨੀਟ (ਯੂ.ਜੀ.)  
ਦੀ ਪ੍ਰੀਖਿਆ 13.09.2020 (ਐਤਵਾਰ) ਨੂੰ ਕਰਵਾਈ ਜਾ ਰਹੀ ਰਹੀ ਹੈ। ਉਨ੍ਹਾਂ ਵੱਲੋਂ ਪੰਜਾਬ  
ਰਾਜ ਦੇ ਸਕੂਲ, ਜਿਨ੍ਹਾਂ ਵਿੱਚ ਇਹ ਪ੍ਰੀਖਿਆ ਹੋਣੀ ਹੈ, ਦੀ ਲਿਸਟ ਨਾਲ ਨੱਥੀ ਕੀਤੀ ਹੈ,  
ਜਿਸਦੀ ਕਾਪੀ ਆਪ ਨੂੰ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

3.0 ਉਪਰੋਕਤ ਨੂੰ ਧਿਆਨ ਵਿੱਚ ਰੱਖਦਿਆਂ ਆਪ ਨੂੰ ਬੇਨਤੀ ਹੈ ਕਿ ਸਬੰਧਤ  
ਸਕੂਲਾਂ ਨੂੰ ਇਹ ਪ੍ਰੀਖਿਆ ਠੀਕ ਢੰਗ ਨਾਲ ਕਰਵਾਉਣ ਲਈ ਪੂਰਾ ਸਹਿਯੋਗ ਕਰਨ ਸਬੰਧੀ  
ਸਖ਼ਤ ਹਦਾਇਤਾਂ ਜਾਰੀ ਕੀਤੀਆਂ ਜਾਣ।

  
24.8.20  
ਸਕੱਤਰ ਸਕੂਲ ਸਿੱਖਿਆ

डॉ. विनीत जोशी, IAS  
महानिदेशक

Dr. Vineet Joshi, IAS  
Director General



राष्ट्रीय परीक्षा एजेंसी  
National Testing Agency

Excellency in Assessment

D.O. N14 (1)/NTA/NEET/SES/2020  
21<sup>st</sup> August, 2020

Dear Sir,

- 1) As you may be aware, the National Testing Agency (NTA) has been set up by the Ministry of Education (earlier known as MHRD) as an independent/autonomous body with the Cabinet approval, to function as an independent/autonomous, self-sustained organization for conducting prestigious entrance/fellowship examinations for admission to Educational Institutions.
- 2) The National Testing Agency (NTA) is mandated by the Hon'ble Supreme Court of India, Ministry of Health & Family Welfare and the Ministry of Education to conduct the NEET (UG) entrance examination for admission to all undergraduate medical courses in all medical colleges across the country (including AIIMS and JIPMER).
- 3) NEET (UG) is the largest examination in the whole world in which about 16 lakhs candidates appears on Pan-India basis. *The Centres which are being used for this exam across the States/UTs consist of schools and higher educational institutions (non-medical).*
- 4) Keeping in view the academic interest of large number of students, the Ministry of Home Affairs (MHA) has agreed to the proposal of the Ministry of Education (MHRD) for conducting this Entrance Examination as well as other examinations in the month of September 2020.
- 5) **Accordingly, it has been finally decided to go ahead with the conduct of this examination on 13<sup>th</sup> September 2020 (Sunday), as permitted by the Hon'ble Supreme Court of India vide order dated 17.08.2020 in W.P (C) No. 812/2020 & 851/2020.**
- 6) Advisories are being issued to the Examination Centres for adopting necessary precautions/safety measures in view of COVID-19. *A copy of these Advisories is also attached for reference.*
- 7) In view of the above, you are requested to issue suitable instructions to the Schools in your State/UT which are *Examination Centres (as per the list enclosed)* to take necessary steps in advance as per the Centre Guidelines issued to them by NTA for successfully conducting this prestigious/high stake examination on **13<sup>th</sup> September 2020 (Sunday)**, with required safety measures and social distancing in view of COVID-19.
- 8) A list of City Coordinators (mostly School Principals), who are appointed by NTA for coordination/liasoning with the Examination Centres & Local Administration in the Exam Cities in your State/UT, where this examination is going to be conducted, is enclosed for your ready reference.

I look forward to your support in the successful conduct of this examination.

With regards,

Yours sincerely,

(Dr. Vineet Joshi)

Encl: As above.

Sh. Krishan Kumar

Secretary to Government of Punjab,

Department of School Education, Vidya Bhawan (Punjab School Education Board), Line 2 Block E, 5th Floor, Phase-VIII, S.A.S. Nagar, Mohali-160062

## NATIONAL TESTING AGENCY

(An Autonomous Organization under the Department of Higher Education, Ministry of Human Resource Development, Government of India) Address for communication: Block C-20, 1A/8, Sector 62, IITK Outreach Centre, Gautam Buddh Nagar, Noida-201309, Uttar Pradesh (India) Tele: 0120-2555250/3946612/6895200 Email: dgoffice@nta.ac.in Website: www.nta.ac.in

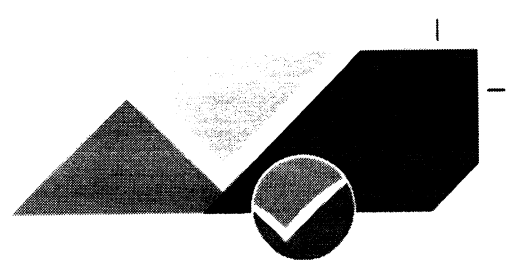
STATE	CITY	CITY_CD	CENTNO	TC_CODE	CentreName	CentreAddress	CentreLocation	No of Candidates allotted
Punjab	Ludhiana	3804	3804001	NTA-EC-P-06699	S G N D CONVENT SCHOOL ANDLU LUDHIANA PUNJAB	S G N D CONVENT SCHOOL ANDLU DIST. LUDHIANA LUDHIANA	<a href="https://plus.codes/8J2M19P+9C">https://plus.codes/8J2M19P+9C</a>	960
Punjab	Ludhiana	3804	3804003	NTA-EC-S-02376	AMRIT INDO CANADIAN ACADEMY	LADIAN KHURD P.O BAGGA KHURD,	<a href="https://+.WQRW+74/71WVJ975+G4">https://+.WQRW+74/71WVJ975+G4</a>	646
Punjab	Ludhiana	3804	3804002	NTA-EC-S-01134	GURU NANAK MODEL SR. SEC. SCHOOL	POST OFFICE ROAD NEAR RAILWAY STATION DORAHA Doraha Near Post Office	<a href="https://plus.codes/8J2RR22V+HH">https://plus.codes/8J2RR22V+HH</a>	960
Punjab	Mohali	1601	1601104	NTA-EC-C-00787	CHANDIGARH ENGINEERING COLLEGE	CHANDIGARH GROUP OF COLLEGES, LANDRAN-KHARAR HIGHWAY Village Landran, Sector 112, Mohali Near Landran Light points	<a href="https://plus.codes/8J2RMMMP7+QW">https://plus.codes/8J2RMMMP7+QW</a>	600
Punjab	Mohali	1601	1601108	NTA-EC-S-00626	SANT ISHER SINGH PUBLIC SCHOOL	PHASE 7 SAS NAGAR Phase 7 Mohali Near GMADA Sports Complex, Phase 7 Mohali	<a href="https://plus.codes/8J2RPP2F+XQ">https://plus.codes/8J2RPP2F+XQ</a>	480
Punjab	Mohali	1601	1601110	NTA-EC-S-00464	GIAN JYOTI GLOBAL SCHOOL	SECTOR-54, PHASE-2, MOHALI SAS NAGAR NEAR BASSI THEATRE	<a href="https://plus.codes/8J2RPPFG+MH">https://plus.codes/8J2RPPFG+MH</a>	480
Punjab	Mohali	1601	1601102	NTA-EC-S-01379	GURU GOBIND SINGH VIDYA MANDIR SR SEC SCHOOL	Ratwara Sahib, PO Mullanpur Garibdass, Distt. S.A.S. Nagar, Punjab Near Sant Isher Singh Gurudwara Sahib	<a href="https://www.google.com/maps/place/Guru+Gobind+Singh+Vidya+Mandir+Senior+Secondary+School/">https://www.google.com/maps/place/Guru+Gobind+Singh+Vidya+Mandir+Senior+Secondary+School/</a>	720

STATE	CITY	CITY_CD	CENTNO	TC_CODE	CentreName	CentreAddress	CentreLocation	No of Candidates allotted
Punjab	Patiala	3805	3805002	NTA-EC-S-00722	PATEL PUBLIC SCHOOL	PMN COLLEGE ROAD RAJPURA RAJPURA PMN COLLEGE ROAD RAJPURA	<a href="https://plus.codes/812RFHJM+MP">https://plus.codes/812RFHJM+MP</a>	840
Punjab	Patiala	3805	3805003	NTA-EC-S-01809	MUKAT PUBLIC SCHOOL	DAMANHERI ROAD NEAR PATIALA BY PASS,	<a href="https://plus.codes/812RFHC8+V7">https://plus.codes/812RFHC8+V7</a>	600
Punjab	Patiala	3805	3805001	NTA-EC-S-00090	SIRI GURU TEG BAHADUR PUBLIC SCHOOL	PO BEHAR SAHIB RURAL TEHSIL - PATRAN	<a href="https://plus.codes/71XRV6GQ+WC">https://plus.codes/71XRV6GQ+WC</a>	900
Punjab	Patiala	3805	3805004	NTA-EC-S-02805	Ryan International School	URBAN ESTATE, PHASE-II, PATIALA,	<a href="https://plus.codes/0009C3V+4J">https://plus.codes/0009C3V+4J</a>	147
Punjab	Mohali	1601	1601205	NTA-EC-S-02093	SHIVALIK PUBLIC SCHOOL	PHASE-6, MOHALI	<a href="https://plus.codes/812RPPM8+82">https://plus.codes/812RPPM8+82</a>	480
Punjab	Mohali	1601	1601203	NTA-EC-S-02818	SHISHU NIKETAN PUBLIC SCHOOL	SECTOR - 66, MOHALI,	<a href="https://goo.gl/maps/SMnTQDDPKBLCSzfa9">https://goo.gl/maps/SMnTQDDPKBLCSzfa9</a>	720
Punjab	Bathinda	3802	3802010	NTA-EC-S-01394	POLICE PUBLIC SCHOOL	POLICE LINES INFRONT OF CIVIL HOSPITAL	<a href="https://plus.codes/812P5XV3+P8">https://plus.codes/812P5XV3+P8</a>	416
Punjab	Bathinda	3802	3802002	NTA-EC-S-00374	ARMY PUBLIC SCHOOL	ARMY PUBLIC SCHOOL BATHINDA MILITARY STATION PINCODE 151004	<a href="https://plus.codes/812Q6284+CR">https://plus.codes/812Q6284+CR</a>	600
Punjab	Bathinda	3802	3802009	NTA-EC-S-00602	LORD RAMA PUBLIC SCHOOL	BIBI WALA CHOWK BATHINDA OPP. KRISHNA CONTINENTAL GATE NO. 5	<a href="https://plus.codes/812P6W7W+4J">https://plus.codes/812P6W7W+4J</a>	420
Punjab	Bathinda	3802	3802006	NTA-EC-S-01658	ST. KABIR CONVENT SEN. SEC. SCHOOL	BHUCHO KHURD, BATHINDA,	<a href="https://plus.codes/81063F5+2X">https://plus.codes/81063F5+2X</a>	480

STATE	CITY	CITY_CD	CENTNO	TC_CODE	CentreName	CentreAddress	CentreLocation	No of Candidates allotted
Punjab	Bathinda	3802	3802001	NTA-EC-S-00951	KENDRIYA VIDYALAYA NO.1 THIMAYYA MARG BHATINDA	THIMMYA MARG BATHINDA CANTT	<a href="https://plus.codes/8J2P6X7M+CJ">https://plus.codes/8J2P6X7M+CJ</a>	600
Punjab	Bathinda	3802	3802005	NTA-EC-S-01824	R.B.D.A.V.SR.SEC. PUBLIC SCHOOL	R.B DAV SR.SEC.PUBLIC SCHOOL,BIBIWALA ROAD ,DAYANAND NAGAR ,BATHINDA	<a href="https://plus.codes/8J2P6X92+GW">https://plus.codes/8J2P6X92+GW</a>	480
Punjab	Bathinda	3802	3802008	NTA-EC-S-01101	SRI GURU HARGOBIND CONVENT SENIOR SECONDARY SCHOOL	POOHLI ROAD, NATHANA POOHLI ROAD, NATHANA Near Sarhind Canal	<a href="https://plus.codes/8J2Q832J+M2">https://plus.codes/8J2Q832J+M2</a>	480
Punjab	Bathinda	3802	3802004	NTA-EC-P-06800	ST XAVIER'S SCHOOL RAMPURA PHUL BHATINDA PUNJAB	ST XAVIER'S SCHOOL RAMPURA PHUL BYE-PASS ROAD DISTT. BHATINDA BATHINDA PUNJAB	<a href="https://plus.codes/8J2Q76FH+R6">https://plus.codes/8J2Q76FH+R6</a>	480
Punjab	Bathinda	3802	3802003	NTA-EC-P-06840	THE OXFORD SCHOOL OF EDUCATION BHAGTA BHAI KA PB	THE OXFORD SCHOOL OF EDUCATION BAJA KHANA ROAD, BHAGTA BHAI KA TEH.PHUL DISTT BHATINDA BATHINDA PUNJAB	<a href="https://plus.code/8I2QF3MC+PR">https://plus.code/8I2QF3MC+PR</a>	480
Punjab	Bathinda	3802	3802007	NTA-EC-P-06810	STAR PLUS CONVENT SCHOOL PO RAMMAN BHATINDA PB	STAR PLUS CONVENT SCHOOL BANGI ROAD P.O. RAMAN BATHINDA PUNJAB	<a href="https://plus.codes/7JXPXXJ6+F3">https://plus.codes/7JXPXXJ6+F3</a>	480
Punjab	Amritsar	3801	3801003	NTA-EC-S-01822	DAV PUBLIC SCHOOL	DAV PUBLIC SCHOOL, LAWRENCE ROAD ,AMRITSAR	<a href="https://plus.code/8I3PIVVG+XC">https://plus.code/8I3PIVVG+XC</a>	480
Punjab	Amritsar	3801	3801005	NTA-EC-S-02195	KENDRIYA VIDYALAYA NO.1 AMRITSAR CANTT	CP 2, NEAR SADAR BAZAR ,	<a href="https://plus.codes/8I3PIRWWX+99">https://plus.codes/8I3PIRWWX+99</a>	360

STATE	CITY	CITY_CD	CENTNO	TC_CODE	CentreName	CentreAddress	CentreLocation	No of Candidates allotted
Punjab	Amritsar	3801	3801001	NTA-EC-S-01652	BHARATIYA VIDYA BHAVAN SL PUBLIC SCHOOL	OPP. SHIVALA BHAIYAN , AMRITSAR	<a href="https://plus.codes/813PJVPP+Q7">https://plus.codes/813PJVPP+Q7</a>	900
Punjab	Amritsar	3801	3801004	NTA-EC-S-01328	KHALSA COLLEGE PUBLIC SCHOOL	G.T.ROAD AMRITSAR Khalsa College ADJACENT TO KHALSA COLLEGE	<a href="https://plus.codes/813PJRMJ+6G">https://plus.codes/813PJRMJ+6G</a>	420
Punjab	Amritsar	3801	3801006	NTA-EC-S-00253	DAV INTERNATIONAL SCHOOL	BY-PASS ROAD, VERKA CHOWK, AMRITSAR VERKA CHOWK, AMRITSAR MA Resort and Verka Milk Plant	<a href="https://plus.codes/813PMW2G+HV">https://plus.codes/813PMW2G+HV</a>	196
Punjab	Amritsar	3801	3801002	NTA-EC-S-02972	SHRI RAM ASHRAM PUBLIC SCHOOL	THE MALL ROAD ,	<a href="https://plus.codes/813PJVRM+9G">https://plus.codes/813PJVRM+9G</a>	840
Punjab	Jalandhar	3803	3803005	NTA-EC-S-02954	APEEJAY SCHOOL	MAHAVIR MARG, NEW JAWAHAR NAGAR ,	<a href="https://plus.codes/813Q8HCP+59">https://plus.codes/813Q8HCP+59</a>	195
Punjab	Jalandhar	3803	3803003	NTA-EC-S-02771	POLICE DAV PUBLIC SCHOOL	GATE NO. 5, PAP CAMPUS ,	<a href="https://plus.codes/813Q8J68+VM">https://plus.codes/813Q8J68+VM</a>	720
Punjab	Jalandhar	3803	3803001	NTA-EC-P-06500	EMM AAR INTL SCHOOL ADAMPUR DOABA JALANDHAR PB	EMM AAR INTERNATIONAL SCHOOL HOSHARPUR ROAD ADAMPUR DOABA JALANDHAR PUNJAB	<a href="https://plus.codes/813QCPRJ+4R">https://plus.codes/813QCPRJ+4R</a>	900
Punjab	Jalandhar	3803	3803002	NTA-EC-C-01137	HANS RAJ MAHILA MAHA VIDYALAYA, JALANDHAR (ID: C-27957)	Mahatma Hans Raj Marg HMV Chowk Patel Chowk	<a href="https://plus.codes/813Q8HR7+62">https://plus.codes/813Q8HR7+62</a>	720
Punjab	Jalandhar	3803	3803004	NTA-EC-C-01300	DAV INSTITUTE OF ENGINEERING AND TECHNOLOGY	KABIR NAGAR Kabir Nagar Near Buriton Park	<a href="https://plus.codes/813Q8HR7+62">https://plus.codes/813Q8HR7+62</a>	600

TC STATE	CITY CODE	TC CITY	CCID	Name	Mobile	Email	ORGANISATION & ADD	CITY	STATE	PIN
Punjab	3804	LUDHIANA	NTA-TA-C-02835	Paramjit Kaur	9814622668	bcmeducation@gmail.com	B.C.M. ARYA MODEL SR. SEC. SCHOOL Near Guru Teg Bahadur Hospital, Shastri Nagar	Ludhiana	Punjab	141002
Punjab	3805	PATIALA	NTA-TA-C-03014	Sh. Vishal Gupta	7665490456	principalnabha2019@gmail.com	Kendriya Vidyalaya, Nabha CanttPin-147201 (Distt. Patiala) Kendriya Vidyalaya, Nabha CanttPin-147201 (Distt. Patiala)	Patiala	Punjab	147201
Punjab	3803	JALANDHAR	NTA-TA-C-17646	DEEPA DOGRA	8968054444	DEEPADOGRA@GMAIL.COM	Cambridge International School for Girls Cambridge International School, Urban Estate Phase-2	Jalandhar	Punjab	144001
Punjab	3802	BATHINDA	NTA-TA-C-17647	Dr. Arunlee	9316952962	dpstbi@yahoo.co.in	Delhi Public School, Bathinda DELHI PUBLIC SCHOOL, GONIANA ROAD	Bathinda	Punjab	151201
Punjab	3801	AMRITSAR	NTA-TA-S-02282	Anjana Gupta	8283832449	infodavintschool@yahoo.co.in	CBS/ DAV International School, Amritsar Verka chowk by pass road amritsar	Amritsar	Punjab	143501



Amidst COVID-19 pandemic, the NTA has drawn up a comprehensive plan for implementation based on relevant Instructions, Guidelines and Orders. This has implications for all functionaries and has been added as a separate chapter. NTA is aware of the challenges and with your support and collaboration will address them in a timely manner.

### 10.1 Advisory regarding COVID-19 for all Functionaries associated with smooth conduct of NEET(UG)-2020

#### 10.1.1 Background

Conducting Exams in a hassle-free manner is a serious responsibility. NTA has developed a system and processes over a period of time to successfully conduct large scale exams with utmost diligence. There are several norms that need to be adhered to assure the Centre and institutions conducting the exam processes are resilient to various possible disruptions. Hence the need for standard operating procedures (SOP). The SOP acts as a document to set the standard and the operating norms agreed between NTA and the centres conducting the exam.

With the latest pandemic threat, every process needs to be redefined to ensure strict compliance to all the required norms are put in place. This is to additionally assure the safety of both the candidates and all functionaries involved in the conduct of the examination.

We at NTA, pro-actively worked with health experts and defined the norms for ensuring that the exams can go on with adequate precautions. All the exam processes, procedures have been reviewed and necessary modifications have been incorporated to ensure exams are conducted safely.

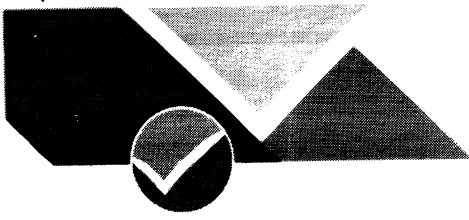
#### 10.1.2 The objective of this Advisory is to ensure the following

- ❖ Safe and secure environment for all stakeholders involved in the examination process using touch-free processes wherever needed
- ❖ Maintaining social distancing measures
- ❖ Follow the guidelines and procedures recommended by the Govt
- ❖ Integrate measures with existing processes/ procedures / controls
- ❖ Be on the same page with respect to the actions to be taken by all stakeholders/functionaries towards safe conduct of exams

#### 10.1.3 Scope

Advisory covers the procedures required for NTA to safely organize and conduct NEET (UG)-2020 at its Examination Centres right from the entry of candidates upto their exit

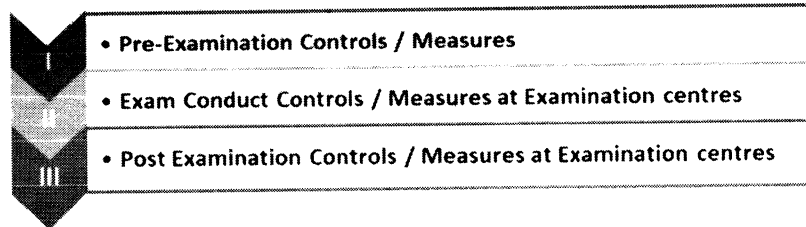




## 10.2

### Procedure

NTA has carried out detailed deliberations to formulate guidelines for the various controls / measures that are required to be implemented on the day of the exam at each Examination Centres . These are categorized into three stages of the exam day activity namely:

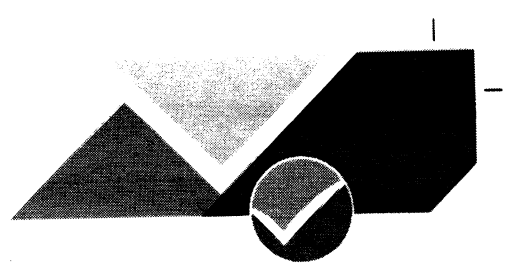


#### 10.2.1 Pre-Examination Controls / Measures

- ❖ **Allocation of candidate at examination centres**
  - Candidates need to maintain a space as per the social distancing norms.
  - Seating Plan will allow candidates to sit at a safe distance from each other as per social distancing norms.
- ❖ **Changes in Candidates Admit card**

The following changes have been made in the Admit Card:

  - Specific instructions to maintain social distancing and other instructions related to COVID-19
  - Staggered Time Slot for the candidates reporting at the examination centres – to be printed as “Slot (time)” such as 11.00 A.M. -11.30 A.M.
  - List of items permitted in exam rooms
  - A hyperlink to location of the centre so that Candidate may verify the location of the centre in advance by clicking on the link (when candidate clicks the Centre details).
  - In case of PwD candidate availing a scribe, both the candidate and scribe must wear the masks
- ❖ **Training of staff on Social Distancing norms**
  - After City Coordinator’s briefing on 12.09.2020, the Centre Superintendent will be conducting training for Invigilators and all staff on duty using materials shared by NTA and instruction received during briefing meeting. Focus should be on
    - Social Distancing norms
    - Guidelines for conduct of NEET- UG - 2020
    - Standard Operating Procedures for implementing safety precautions and for maintaining required standard of hygiene
    - Please note that Examination Functionaries will be able to perform their duty only if they have attended orientation. They may register themselves on the link shared by NTA for online orientation.



#### ❖ Inventory management

Each Examination Centre needs to have the following additional Inventory

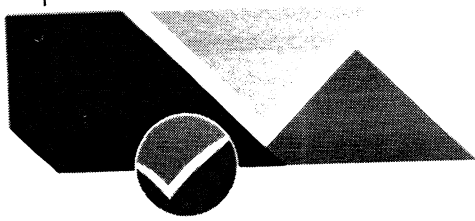
- **Gloves & Masks** for all staff on examination duty
- **Gloves & Masks** for candidates in case they do not come with their own, as a requirement for admission into Examination Centres
- **Hand Sanitizer** at entry and inside the Examination Centres as needed.
- **Spray bottles, Sponges/cloth** for disinfecting items such as desk/table, door handles, etc.
- **Disinfectant liquid with 1% sodium hypochlorite** for spraying in the Examination Centres
- **Disinfectant backpack spray machines for spraying floors, walls, etc**
- **Additional cleaning material** for washrooms to ensure increased hygiene
- **Liquid handwash/soap** in washrooms for washing hands
- **Thermo guns** for Temperature check of candidates and all staff on duty
- **Additional notice boards**
- **Individual water bottles** for staff on duty and for candidates, in case any candidate misses to bring (arrangement for approx. 20% of number of candidates allocated)
- **Rope to make Rope lines and material to make Floor Marks (circle with paint to manage queues outside the entrance gate)**
- **Sanitizing the examination centres and equipping examination functionaries**

#### ❖ Start of day

- **Spray entire examination centres floors and walls, doors, gates, with disinfectant backpack spray machines**
- **Fresh mask and gloves** to be used by exam functionary after staff verification is done
- **Replenish all sanitizer bottles** at entry gate, rooms, Registration desks, server room, staff/observer room, etc.
- **Replenish all liquid handwash bottles** in restrooms and entry gate whenever required
- **Candidate Seating Area** to be thoroughly sanitized (desk and the chair)
- **Clean and disinfect all the washrooms**
- **Disinfect all door handles, staircase railing, lift buttons, etc.**
- **Disinfect wheelchairs** if present at the examination centres
- **Clean all the trash bins**

#### ❖ At end of the day

- **Used gloves and masks** should be disposed only in a pedal push covered bin at the Examination Centre and outside the examination room/hall
- **Safely dispose off all used masks and gloves** discarded at the examination centres or outside the examination centre in trash bin bags at suitable place and as per standard guidelines issued by health authority



#### ❖ Staff verification and self-declaration

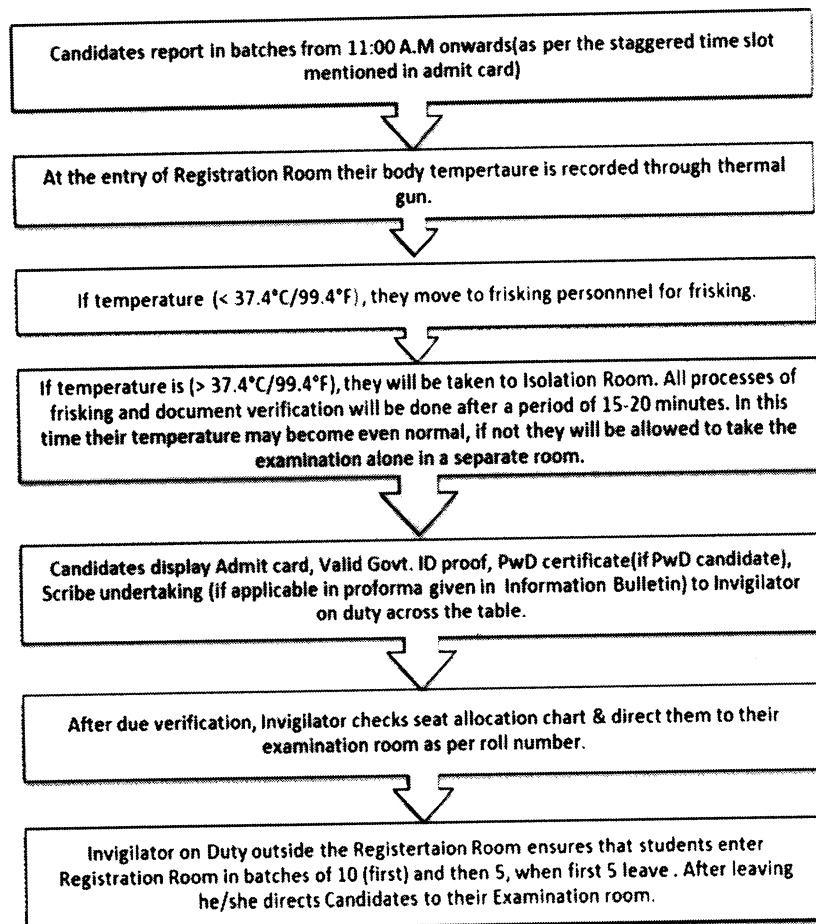
This step needs to be done as soon they report at the Centre :

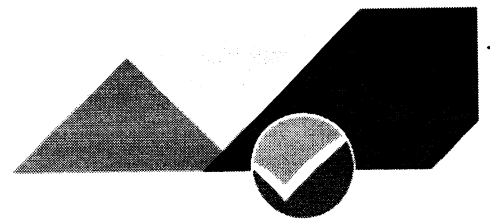
- Exam functionary must submit self-declaration in the test admin dashboard
- Thermo gun temperature check must be done at staff entrance point
- If any Examination functionary fails to meet the self-declaration criteria, or thermo gun check, he/she will be asked to leave the examination centres immediately
- Exam functionary needs to wear the mask and gloves at all time

#### ❖ Crowd management outside the examination centres

- Advisory notice boards to caution the candidates about Social Distancing precautions will be positioned at suitable locations within and near the examination centres
- Queue manager / ropes to be placed in a way so as to funnel candidates within the roped area for candidate to stand in the separate line of (upto 20 girl, upto 20 boys) at any point of time.
- Loud hailer to be used to call candidates as per their time slots

#### ❖ Managing Candidate after Entry into centre





#### ❖ Entry of Candidates as per Time Slot given in Admit Card

- To avoid crowd at the examination centre entrance due to candidates reaching together, they will be given staggered time slots for reporting. The staggering of time slots will be done to ensure uniform distribution of candidates across rooms during entry at the examination centres.
- A prior communication on this process of staggered entry will be shared with the candidates through admit card and through SMS.
- Security guards at gate should wear masks and gloves as they become the first point of contact for all candidates.

#### ❖ Ushering Candidate into Separate Registration Rooms

- Candidate will be ushered in batches of 15 girls and 15 boys in two different Registration Rooms, where thermal scanning will be carried out at the entry followed by frisking and document verification procedures inside the room.
- All processes such as frisking, verification of documents will be done inside the Registration Room.
- The candidate will display the admit card, ID proof and other documents, if any for verification to the Invigilator on duty standing across the table
- Post verification, the Invigilator will locate Candidate's seat in the seat allocation list and inform candidate about his/her room number
- At any point of time the exam functionary would not touch any document of the candidate

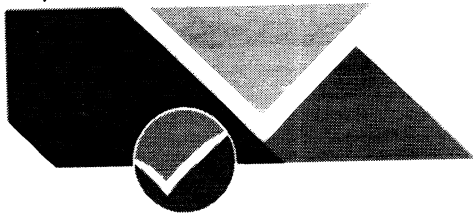
#### ❖ Use of Thermo Guns

- All staff members and candidates to be checked with Thermo guns at the entry point for fever. In case, any staff person and candidate is observed to be having above normal temperature ( $>37.5^{\circ}\text{C}/99.4^{\circ}\text{F}$ ) or displaying any symptom of COVID-19 suspect, they will be placed in separate Isolation Room.
- Local Helpline Number for COVID-19 be displayed prominently at the examination centres and used when required
- Regular announcements will be made urging candidates to maintain social distance amongst them as per the social distancing norms. Volunteers/Invigilators will also guide the candidates to maintain social distance.

#### ❖ Items permitted into the examination room/hall for Candidates

Candidates will be permitted to carry only these items with them into the examination room/hall:

- Mask on face
- Gloves on hand



- Personal transparent water bottle
- Personal small hand sanitizer (50 ml)
- Exam related documents as instructed (Admit Card, ID card, etc)

No other item to be permitted inside the examination room/hall. The admit card will clearly state what candidates are permitted to carry and what they are not permitted to carry.

❖ **Candidate Frisking**

- Body pat frisking will not be done
- Frisking by metal detector held with long handle will be mandatory for all candidates
- Frisking personnel will ensure that while frisking metal detector does not come in physical contact with any candidate
- Bluetooth and Wi-Fi signal presence will be checked inside the examination rooms and examination centres
- During the conduct of examination, all the installed jammers/ CCTVs (if applicable) will be functional as per NTA guidelines.

❖ **Document verification**

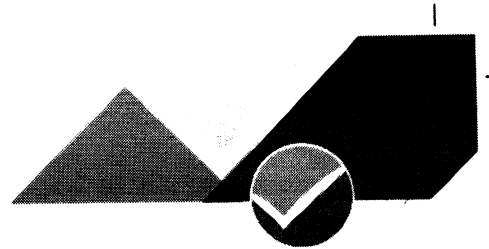
- A table of approx. 3 ft width should be kept in Registration room/hall.
- Candidate will display the documents for Exam Functionary to view without touching the document

❖ **Usher Candidate to allocated seat**

Candidates will be guided to their allocated seats, ensuring that social distancing is maintained. Seating Plan will allow candidates to sit at a safe distance from each other as per social distancing norm.

**10.2.2 During Examination Controls / Measures**

- ❖ Candidate Authentication
- ❖ Videography/CCTV live streaming will be conducted in each room
- ❖ Manual Attendance and Handwriting sample at the candidate seat
- ❖ Manual attendance with signature (while wearing gloves) will be taken. No thumb impression will be taken.
- ❖ 50% of the Invigilators will be assigned to work inside the rooms, and 50% will monitor the entry outside the gate and Registration room until the last candidate has taken their place inside the examination room/hall
- ❖ The practice of physical movement of Invigilators inside the room must be minimized to the extent possible.
- ❖ masks and gloves will be mandatory for Invigilators
- ❖ In case Invigilator is required to help a candidate to resolve any issue, they will need to sanitize their hands before and afterwards (without removing gloves).
- ❖ Washroom management



- ❖ Candidate must take permission from Invigilator before going for washroom
- ❖ Housekeeping staff manning the washrooms must insist that the candidates wash their hands before leaving the washroom.
- ❖ Drinking water management
- ❖ The practice of water dispenser will be discontinued
- ❖ Personal Water Bottles will be permitted at the table and should be brought by the candidate

### 10.2.3 Post Examination Controls

- ❖ Candidate exit from examination centres
- ❖ On completion of exam, the candidates should be permitted to move out in an orderly manner – One candidate at a time.
- ❖ The gloves and masks should be disposed in a pedal push covered bin at the Examination Centre and outside the examination room/hall only
- ❖ Required distance will be maintained without crowding anywhere.
- ❖ Volunteers will be present along the exit path to ensure orderly movement of candidates.
- ❖ Managing refreshments for exam functionaries and observers
  - Exam functionaries must bring their own food to the examination centres .
  - Refreshments are allowed only in designated areas and at scheduled times .
  - Refreshments are not permitted in rooms
  - Social Distancing norms must be maintained while having refreshments.
  - No disposable cutleries. Staff will be instructed to bring their own.
- ❖ Maintain record of all exam functionaries
  - Record of all exam functionaries will be maintained in the system for future reference and traceability
  - Invigilator records are maintained in the system through staff verification processes

*Name and number of other staff such as Housekeeping, Security Guards, etc. will be maintained in a separate digital format as provided by NTA by the Centre Superintendent. No signature will be needed.*