



लाल बहादुर शास्त्री पराचिकित्सीय कौशल एवं प्रशिक्षण परिषद—भारत
LBS PARAMEDICAL SKILL AND TRAINING COUNCIL-INDIA

मुख्य कार्यालय:—चतुर्थ तल, प्राइम प्लाजा, इन्दिरा नगर लखनऊ—226016
प्रशासनिक कार्यालय:— द्वितीय तल सुनील कॉम्प्लेक्स वेस्टर्न कचहेरी रोड़ मेरठ—250002
Head Office: 4th Floor Prime Plaza, Indira Nagar **Lucknow**-226016
Administrative Office: Second Floor Sunil Complex WK Road **Meerut** -250002

Ref. No. LBPSTC/EXAM/2025/ 993

Dated- 04-March-2025

Norms and guidelines for an Examination centre of LBPSTC

Expected duties and responsibilities of Examination Centres

✓ Before the Examination

1.1 Ensuring Receipt of Question Papers in Bank

- ✚ Ensure the receipt of the Question Paper Packets by the bank well in advance. In case of non-receipt of these packets at least 2 days before the commencement of examination, please inform the Controller of Examination (Evaluation) by fax/over telephone otherwise it will be presumed that the packets have been received by the bank and checked by the Centre Superintendent.
- ✚ The Question Papers should be arranged date-wise according to the datasheet and kept under the custody of the Bank.

1.2 Facilities for the candidates

- ✚ Display date-sheets and Instructions for the Candidates outside the Examination Hall.

1.3 Receiving of question paper from bank

- ✚ Ensure the receipt of Packet (s) of Question Paper well in time for the day and open the same which are meant for that particular day.
- ✚ Always ensure about the availability of requisite number of Question Papers well in advance of the actual examination by checking with the list of candidates and Question Papers received in the Bank.

1.4 Appointment of Invigilators

- ✚ The invigilators should invariably be appointed from the teaching staff. The details about the invigilators, who are not from the staff of the institute should be kept in a register along with details of teaching staff appointed from institute.
- ✚ Every invigilator should be required to sign in the attendance register, their time of arrival and departure in a register to be specially maintained by the Centre Superintendent.

1.5 Eligibility of the candidates to Appear in Exam

- ✚ Only those candidates, whose names appear in the **Nominal Roll** supplied by LBSPSTC or those who have got written permission from the Regional Centres/Lal Bahadur Shastri Paramedical Skill and Training Council Headquarters, be allowed to appear for Examinations at your Centre. Please do not allow other ineligible candidates to appear in the examinations.
- ✚ If some candidates approach the allotted Examination Centre with Intimation Card of the current examination showing eligible subjects and dates, they may be allowed even if their names are omitted from the list of candidates due to some error after verifying their Identity Cards on provisional basis and after obtaining an undertaking subject to their being eligible otherwise.

✓ **During the Examination**

2.1 Checking the Candidates before Entry in the Exam Hall

- ✚ Frisking of the candidates may be done thoroughly at the entrance gate itself before they are allowed to enter the examination hall.
- ✚ Do not permit the candidates to bring books, papers or reference material of any kind in connection with the examination into the Examination Hall/Room.
- ✚ Ensure that no candidate brings any electronic equipment's like Calculators, Tape Recorders, Cellular Phones, Pager etc. in the examination hall/room.

2.2 Handling Question Papers

- ✚ Distribute the Question Papers at the precise time of commencement of Examination given in the date-sheet. In case, due to some unforeseen circumstances, there is delay in the commencement of examination at the scheduled time, the time so lost in the process must be compensated and certificate be sent to this effect to the Regional Centre concerned as well as to the Controller of Examination (Evaluation), LBSPSTC on the same day.

2.3 Handling Attendance Sheet

- ✚ Ensure that Attendance Sheets are correctly filled in and signed by the candidates daily.
- ✚ Encircle the Roll Numbers of absent candidates with Red Ink and mark them ABSENT in place of their signatures in Attendance Sheets.
- ✚ Mark 'UFM' in case of candidates who have been booked under use of unfair means.
- ✚ Ensure that the Attendance Sheets bear the signatures with rubber stamp of the Centre Superintendent before these are sent to the concerned Regional Centres.
- ✚ Add the names of additional/authorized candidates such as centre change cases (permitted by LBSPSTC Headquarters) on the computerized attendance sheet for obtaining their signatures.
- ✚ In case computerized attendance sheets sent by the LBSPSTC are not received at the Examination Centre before the 1st day of Examination, please take the attendance of the candidates allotted at the centre in the attendance sheet.
- ✚ The scanned nominal roll provided by LBSPSTC be also used for obtaining the attendance of students daily. As soon as the exam is over the same be sent to the Council Headquarters for record.

2.4 Handling the Answer Books

- ✚ Please affix facsimile stamp of the signature of the Centre Superintendent on Answer Books before these are issued to the candidates. Under no circumstances address stamp of the Centre should be used on the answer books.
- ✚ Maintain a proper account of all the used and unused Answer Books and send a copy of the same along with the Attendance Sheets and sealed answer books daily. One copy may be

retained by the Centre Supdt. in his records which would be open for Inspection and for physical verification of unused answer books by OSDs, Observers or Flying Squads Members or any other persons deputed by LBSPSTC.

2.5 Handling Unfair Means Cases

- ✚ Please ensure that the unfair means detected during the course of examination are properly recorded and packed in a separate envelope and sent to the concerned Regional Centre with requisite statements and documents as per procedure laid down by LBSPSTC. The copying material found with each of the cases should also be attached. Please send this packet along with packet containing the Answer Books for that day.

2.6 General Arrangement

- ✚ Give a bell sound after completion of each hour during the examination. One bell sound should also be given 10 minutes before completion of the paper and long/final bell at the end. The Invigilators should communicate these indications to the candidates before commencement of examinations.
- ✚ Centre Superintendent should be careful about making arrangements for toilets for the use of candidates. A commode and pot might be placed at a suitable place surrounded by kanats near the Examination Hall, if there is no pakka latrine or urinal nearby. In mixed centres separate toilets are required for boys and girl.
- ✚ Ensure that proper police arrangement is made at the Centre.
- ✚ Allow the Observers/Members of Surprise Visit Team appointed by LBSPSTC Regional Centre to inspect the records and the examination halls/rooms after ensuring that the visiting team is having proper authority letter from their Regional Director/Director (Evaluation), LBSPSTC Headquarter.

✓ Seating Arrangement

✚ A day before the commencement of the examination, the Centre Superintendent shall ensure that satisfactory seating arrangements for the examination have been made. He/She shall particularly see that the candidates are to be seated in such a way that the students are not able to communicate with each other i.e. whenever a two-seat desk is used only one candidate should be seated and in case of availability of four-seat desk only two candidates should be seated on it.

✚ The Centre Superintendent shall prepare a seating plan of examination hall and/or rooms showing the order of seats allotted to candidates and the direction in which the candidates face and shall send a copy of the seating plan for each session to the LBSPSTC office along with the bundle of answer books. Please keep in mind that the vertical row should contain the seats No. 7, 10, 13, 16, 19 and so on.

✚ A slip giving the Roll Number of each candidate should be pasted on the Roll No. should be written with chalk on each desk/table, so that the candidate has no difficulty in finding out his allotted seat. Candidates must be seated sufficiently apart to prevent collusion.

✚ In the seating plan for each room, candidate who is absent be encircled with RED ink indicating ABSENT

✓ Dispatch of Answer Books

✚ The Answer Books, Attendance Sheets, scanned attendance sheets and other related materials pertaining to Theory Examination will be dispatched to the concerned Regional Centre or to specified places as per direction from LBSPSTC.

✚ The Answer Scripts/Attendance Sheets/Award Lists and other related material pertaining to Practical Examinations will also be dispatched to the concerned Regional Centre or to specified places as per direction from LBSPSTC Headquarter/Regional Centre.

✓ **Contingent Expenditure (under revision)**

✚ **Stationery Items:** Centre Superintendents are authorized to purchase petty articles, graphs, Alpin, Tags, Sealing Wax, Gum, Sewing Needle, Thread, Match Box, Carbon Paper, Photostat Paper, File Covers, Ink, Ball pen, Refills(Not jotter pen refills), Jute Twine, Plastic Ropes, Candles, Wrapping paper, Cloth Lined Envelopes for putting Answer Sheets and balance of Question Papers, Pitchers, Glass tumblers, Ice, Phenyle for cleaning urinals and constructions of temporary toilets (if needed).

✓ **Action against Institution/Schools in case of Violation of rules/ unfair means in examinations**

✚ In case of violation/deviation from the prescribed norms/guidelines of LBSPSTC in the process of conducting examinations, the following penalties can be imposed by LBSPSTC on the Institutions fixed as examination centres of LBSPSTC.

➤ **Financial penalties**

- Suitable additional fine as decided by LBSPSTC can be imposed.
- Recovery of the advance can be initiated, through legal action.

➤ **Other Actions**

- The Institution will be debarred from being fixed as an examination centre in future.
- The matter may be reported to the concerned Governing Council suitable action for derecognizing/withdrawal of affiliation.
- The matter will be placed on record of all public Examination Boards and other sister organizations of LBSPSTC for taking suitable action.

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1 Chairman, Lal Bahadur Shastri Paramedical Skill and Training Council.

2 General Secretary, Lal Bahadur Shastri Paramedical Skill and Training Council

3 Controller of Examinations, Lal Bahadur Shastri Paramedical Skill and Training Council.

4 Director, Lal Bahadur Shastri Paramedical Skill and Training Council.

5. Guard File.

Your Faithfully
(Dr. Sonam Arya)

Registrar
Lal Bahadur Shastri
Paramedical Skill and
Training Council