



THE JAMMU & KASHMIR BOARD OF SCHOOL EDUCATION
ACADEMIC DIVISION, SRINAGAR/JAMMU
e-mail: directoracad@jkbose.co.in

No:- F (Dir-Acad)/NMMS/2024-25
Date: 02.07.2024

INSTRUCTIONS FOR THE CENTRE SUPERINTENDENTS & SUPERVISORY STAFF FOR SMOOTH CONDUCT OF NATIONAL MEANS-CUM-MERIT SCHOLARSHIP (NMMS) EXAMINATION 2023-24

1. The candidates will be allowed to enter the examination centre 30 minutes before the commencement of the examination. In no case the examinees should be allowed to enter the examination centre 30 minutes after the actual start of the examination.
2. The examination shall be conducted in two sessions as detailed below :

Name of the Exam	Morning session (MAT)	Evening session (SAT)
NMMS	11.00 A.M to 12.30 P.M	1.00 P.M to 2.30 P.M

3. The Centre Superintendent shall allow the examinees to take the NMMS exam in case they are not having the admit card for the purpose but otherwise are the genuine aspirants for the said examination after satisfying him/her to this effect. In case of any confusion the Centre Superintendent shall consult the respective DNOs.
4. The Centre Superintendent and staff shall ensure that all the candidates have filled all the relevant columns/fields of the OMR sheets and have marked their signatures for both the sessions on the Attendance Statement.
5. Centre Superintendents shall ensure that students have written the series of Question Booklets as well their Roll Numbers correctly on the OMR Sheets.
6. In the morning session OMR sheets meant for MAT be distributed followed by OMR sheet meant for SAT in the evening session.
7. The used OMR sheets of MAT (morning session) be sealed in the envelopes specifically provided for the purpose immediately after the culmination of the morning session and likewise be done for SAT (evening session).
8. The attendance statement of the examinees for MAT (morning session) and SAT (evening session) be sealed in the envelopes specifically provided for the purpose immediately after the culmination of each session.
9. There should be three sealed packets (one for used OMR sheets of MAT, one for used OMR sheets of SAT & one for attendance statement). After the culmination of examination, only these three sealed packets should be further sealed in one cloth pack marked as PARCEL containing OMR sheets (MAT: ___ & SAT: ___ {Number of OMR Sheets}) and Attendance Statement.
10. **The unused material along with allied stationary items should not be mixed/sealed along with the used OMR sheets and the same be deposited separately in the respective collection centres.**
11. The Centre Superintendents of Jammu and Srinagar Districts and adjoining areas of other districts shall deposit the sealed parcels in the office of the Assistant Secy, Secy-I, JKBOSE, Rehari Jammu/ New Campus, Bemina Srinagar. Sealed parcels from other areas shall be sent through registered post on the same day addressed to Assistant Secretary, Secy Unit-I at JKBOSE, Rehari Jammu for Jammu Division and Assistant Secretary, Secy Unit-I, New Campus, Bemina Srinagar for Kashmir

Division, whichever is feasible. In case of non-availability of Post Office the parcel be deposited in the nearest Police Station, and sent through registered post on the very next day. The postal charges shall be reimbursed on the production of vouchers along with remuneration bill claimed for the Examination Duty.

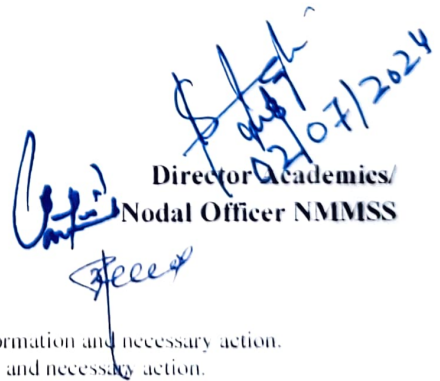
12. In case none of the options mentioned in the foregoing points are feasible in extreme circumstances, the Centre Inspector/HoI shall retain the sealed parcels in safe custody and deposit/post the same on the next day.
13. The Centre Superintendents /Overall In-charge shall submit their claims as per the approved rates (Copy Enclosed) for payment/reimbursement in the prescribed bill claim performa already provided for the purpose.
14. The student can use only blue or black ball point pen.

Instructions for Examinees:

Candidate shall fill the circle completely as shown below:

Correct way to record the response of a question is:	
<u>Correct way to Answer</u>	<u>Incorrect way to Answer</u>
<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/>

1. Candidate must bring the original school identity card /admit card issued by JKBOSE /any other valid identity proof like Aadhaar Card, School Identity Card to the examination center.
2. Carrying mobile phones, cameras, bags and any other electronic gadgets etc to the Examination Centre is prohibited. The examinee may carry a personal transparent water bottle.
3. The examinees are advised to reach the examination centre at least 45 minutes prior to the start of the exam.
4. No marks shall be awarded to the question if the candidate has marked more than one answer against a question.
5. Candidate has to mark all the responses on a separate response sheet provided with the booklet i.e. OMR Sheet.
6. Immediately on the commencement, check that the question booklet does not have any torn or missing pages. If so, get it replaced by a fresh booklet of the same series.
7. Use only blue or black ball point pen.


Director Academics/
Nodal Officer NMMSS

Copy to the:

1. District Nodal Officers/Chief Education Officers (all) for information and necessary action.
2. I/C Officers, Sub/Branch Offices of JKBOSE for information and necessary action.
3. Heads of Institutions (concerned) for information and necessary action.
4. Centre Superintendents NMMSS Examination, 2023-24 for information and necessary action.
5. P.S to Chairman/Secretary for information of the Chairman/Secretary.
6. Concerned file.