

**PROCEEDINGS OF THE DISTRICT EDUCATIONAL OFFICER AND EX-OFFICIO PROJECT
COORDINATOR, R.M.S.A, WEST GODAVARI:: ELURU**

PRESENT: Smt. C.V.Renuka., M.Sc., B.Ed.,

Rc.No.375/RMSA/2018

Dated:27-03-2019.

Sub:- RMSA – Andhra Pradesh Samagra Shiksha(RMSA) – Life Skills & Career Guidance Programme – Conduct of Psychometric Test through OMR sheets for Students of class IX studying in 5351 Govt. Secondary Schools(All managements) of Andhra Pradesh during 01.04.2019 and 02.04.2019 – Instructions issued – Reg.

- Ref:-**
- 1.Andhra Pradesh PAB minutes 2018-19, Dt.03-08-2018 of the Director (RMSA-I) to GoI, MHRD, New Delhi.
 - 2.Procgs.Rc.No.823/RMSA/B/2017 Dt.13-12-2018 of the Commissioner of School Education & Ex-Officio Project Director, Samgra Shiksha(RMSA), A.P. Amaravathi..
 3. Procgs.Rc.No.823/RMSA/B/2017 Dt.20.03.2019 of the Commissioner of School Education & Ex-Officio Project Director, Samgra Shiksha(RMSA), A.P. Amaravathi.
 4. Procgs.Rc.No.823/RMSA/B/2017 Dt.25.03.2019 of the Commissioner of School Education & Ex-Officio Project Director, Samgra Shiksha(RMSA), A.P. Amaravathi.

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All the Principal/Headmasters/SOs and Deputy Educational Officers/Mandal Educational Officers in the district are hereby informed that the Life Skills & Career Guidance for the students of class IX & X studying in 5351 Govt. Secondary Schools(All managements) of Andhra Pradesh have been implementing since 17th December 2018 for the academic year 2018-2019.

The Commissioner of School Education & Ex-Officio Project Director, Samgra Shiksha(RMSA), A.P. Amaravathi has stated in the reference 4th cited that as part of the implementation of the programme, the Psychometric test has to be conducted to class IX students. The test will be conducted through OMR sheets and it is purely non-confidential.

The Commissioner of School Education & Ex-Officio Project Director, Samgra Shiksha(RMSA), A.P. Amaravathi has also stated that the test need to be conducted during 01.04.2019 & 02.04.2019 at School level and issued instructions/procedure on conduct of Psychometric test.

The copy of the guidelines/instructions/procedure issued by the Commissioner of School Education & Ex-Officio Project Director, Samgra Shiksha(RMSA), A.P. Amaravathi on conduct of Psychometric test is herewith communicated to all the Principal/Headmasters/SOs in the district.

Therefore, all the Principal/Headmasters/SOs and Deputy Educational Officers/Mandal Educational Officers in the district are hereby instructed to conduct the **Psychometric test** on the scheduled date of **01.04.2019 or 02.04.2019** as per their convenience for about 2 hours and follow the procedure mentioned above and also the detailed action plan along with the roles of the officers involved enclosed at **Annexure-I** and Proformas I to III enclosed for

receipt of OMR Sheets by various officers and need to be submitted to this office while returning the answer sheets.

The Secretary, District Common Examination Board(DCEB), O/o the District Educational Officer, West Godavari, Eluru is requested to **collect and shift the Mandal-wise OMR sheets to schools along with their confidential School material** and also to collect the Mandal-wise answered OMR sheet packets after the test and submit the same to the O/o the Commissioner of School Education & Ex-Officio Project Director, Samgra Shiksha(RMSA), A.P. Amaravathi on or before 08.04.2019. The Deputy Educational Officer, RMSA is nominated as Nodal Officer to coordinate and supervise the Psychometric test of Life Skills and Career Guidance Programme. The TA/DA of MEO & DCEB for submitting the answered OMR Sheet packets to the District & State Office respectively be met under the available RMSA funds of the concerned district.

This should be treated as Most Urgent.

Receipt of this procs. should be acknowledged.

Encl: As above

// True Copy Attested //

Sd/- C.V. Renuka
District Educational Officer &
Ex-Officio Project Coordinator,
RMSA, West Godavari, Eluru.

A. Srinivas Reddy
Accounts Officer
27/3/2019

To

The Principal/Headmasters/SOs in the district in the district.

The Secretary, District Common Examination Board(DCEB), O/o the District Educational Officer, West Godavari, Eluru.

The Deputy Educational Officer, RMSA, O/o the District Educational Officer, West Godavari, Eluru.

Copy to the Deputy Educational Officers/ Mandal Educational Officers in the district.

Copy to Medhavi Professional Services Pvt. Ltd., (**iDream Career**).

Copy forwarded to the Deputy Director, Social Welfare/BC Welfare and Tribal Welfare, West Godavari District.

Copy submitted to the Commissioner of School Education & Ex- Officio Project Director, RMSA, Andhra Pradesh, Ibrahimpatnam for favour of information.

**PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION
& EX-OFFICIO PROJECT DIRECTOR, SAMAGRA SHIKSHA (RMSA),
IBRAHIMPATNAM, AMARAVATHI, ANDHRA PRADESH**

Present:: K Sandhya Rani, IPoS.

Rc.No. 823/RMSA/B/2018

Dated: 25/03/2019

Sub: RMSA – SE – Andhra Pradesh Samagra Shiksha (RMSA) – Life Skills & Career Guidance Programme – Conduct of Psychometric Test through OMR sheets for Students of Class IX studying in 5351 Govt Secondary Schools (All Managements) of Andhra Pradesh during 01.04.2019 and 02.04.2019 - orders Issued - Reg.

Ref: This office proceedings vide Rc.No. 823/RMSA/B/2018 dt: 13.12.2018.

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The District Educational Officers & Ex-officio Project Coordinators of RMSA in the State are hereby informed that the Life Skills & Career Guidance for the Students of Class IX & X studying in 5351 Govt Secondary Schools (All Managements) of Andhra Pradesh have been implementing since 17th December 2018 for the academic year 2018-19.

In order to implement the programme, three expert Organizations/ Agencies in this domain have been selected and allotted 3-5 Districts and District-wise allotment is as follows.

S. No.	District	Name of the Organization	No. of Schools	No. of Students
1.	Krishna	Nirmaan Organization	351	48684
2.	Kadapa		305	38242
3.	Kurnool		454	70499
4.	Anantapur		499	69606
5.	Vizianagaram		340	47057
6.	Guntur	Medhavi Professional Services Pvt Ltd (iDreamCareer)	376	55642
7.	Prakasam		379	48249
8.	Nellore		315	40702
9.	Chittoor		492	66874
10.	West Godavari		415	63072
11.	Srikakulam	Centre for Innovations in Public Systems (CIPS) – COIGN	409	56822
12.	Visakhapatnam		431	62343
13.	East Godavari		585	92169

	TOTAL	5351	759961
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As part of the implementation of the programme, the Psychometric test has to be conducted to class IX students. The test will be conducted through OMR sheets and it is purely non-confidential. Further the test need to be conducted during 01.04.2019 & 02.04.2019 at School level and a detailed action plan along with the roles of the officers involved is enclosed at Annexure-I and Proforma I to III are enclosed for receipt of OMR sheets by various officers and need to be submitted to this office while returning the answer sheets.

Therefore, the District Educational Officers & Ex-officio Project Coordinators of RMSA in the State are hereby requested to instruct HM/Principal/SOs to conduct the Psychometric test on the scheduled date of 01.04.2019 or 02.04.2019 as per their convenience for about 2 hours in 5351 Schools. The procedure to conduct the test is as below:

- a. The OMR sheets with printed student name, student child info ID, school code linked with bar code are packed School-wise and Mandal-wise.
- b. The Mandal-wise packed OMR sheets and an additional 2% extra OMR sheets packet of the District will be reached to District Head Quarters with the support from the District teams of Life Skills & Career Guidance implementing partners and handover to District Common Examination Board (DCEB) of respective Districts.
- c. DyEO, RMSA has to coordinate and supervise the Psychometric test at Schools.
- d. The DCEB has to shift the Mandal-wise packed OMR sheets to MEOs along with their other District confidential material.
- e. The DCEB has further retain 2% additional OMR sheets packet with them (blank OMR sheets without any printed student details and may be entered at School level) and if any School requires extra copies may be provided later as per the request of the HM/Principal/SO.
- f. The MEOs has to inform and hand over the HMs/Principal/SOs the OMR packets of the concerned School.
- g. Psychometric test question paper will be uploaded in CSE portal in advance and further the HMs/Principal/SOs shall download the question paper.
- h. The required print-outs of the question paper may be taken from the available RMSA funds of the School.
- i. Further the HM/Principal/SO has to look after the preparatory works of the test in advance and depute 2-3 School teachers to assist in conduct of the test.
- j. The HM/Principal has to verify the OMR sheets in advance and inform to DCEB if any sheets require extra.
- k. Attendance of the students on the day of exam is compulsory.
- l. After the exam, the OMR Sheets has to be packed with the School Name, UDISE Code & Address (Mandal & District) on the main cover and 2 inner covers
 7. 1st cover with label answered OMR Sheets and inside keep answer sheets and attendance
 8. 2nd cover with label unused OMR sheets and keep unused OMR sheets inside
- m. Precaution may be taken for not to use OMR sheet of one student to another student as they are linked to child info.
- n. The Packed OMR sheet packet has to be handed over to DCEB by MEO. The TA/DA claim for this purpose may be met at available RMSA funds at RMSA District Office.
- o. The DCEB has to hand over the sheets to RMSA Head Quarters as per the scheduled dates mentioned in the Annexure-I. The TA/DA claim may be met for this purpose at available RMSA funds at RMSA District Office.

Hence, the District Educational Officers & Ex-officio Project Coordinators of RMSA in the State are hereby requested to issue necessary instructions to the Principals/ Headmasters/SOs of the 5351 Schools to conduct the **Psychometric test** on the scheduled date of **01.04.2019 or 02.04.2019** as per their convenience for about 2 hours and follow the procedure mentioned above and also the detailed action plan along with the roles of the officers involved enclosed at **Annexure-I** and Proformas I to III enclosed for receipt of OMR sheets by various officers and need to be submitted to this office while returning the answer sheets. Further it is requested to **issue necessary instructions to DCEB to collect and shift the Mandal-wise OMR sheets to Schools along with their confidential School material** and also to collect the Mandal-wise answered OMR sheet packets after the test and submit to this office on or before 08.04.2019. Further the DyEO, RMSA may be nominated as the nodal officer to coordinate and supervise the Psychometric test of Life Skills and Career Guidance Programme. The TA/DA of MEO & DCEB for submitting the answered OMR Sheet packets to the District & State Office respectively may be met under the available RMSA funds of the concerned District.

SANDHYA RANI

KANNEGANTI, COMM(KSR), O/o COMMISSIONER-CSE

**Commissioner of School Education
& Ex-Officio Project Director
Samagra Shiksha (RMSA)
Ibrahimpatnam, AP, Amaravati**

To

The District Educational Officer & District Project Co-coordinators, RMSA of all 13 Districts

The District Common Examination Board (DCEB) of all 13 Districts

Copy to all RJDSEs

Copy to Director, RMSA for information and necessary action

Copy to Director, APMS for information and necessary action

Copy to the State Project Director, APSSA, Ibrahimpatnam

Copy to Social Welfare, Tribal Welfare, BC Welfare, APREIS, Municipal Depts for information and necessary action

Copy to IT Cell/ PMU, CSE, AP

Copy to all 5351 School Principals through the concerned DEOs

Copy to all the three (03) Life Skills & Career Guidance implementing Organizations

ANNEXURE-I
PSYCHOMETRIC TEST

PROCEDURE - TIME PLAN – ROLE of OFFICERS

The procedure along with time schedule and role of the officers who would be concerned with the conduct of Psychometric test is as follows.

S. No.	Activity	Officer/Person Responsible	DATE
1	OMR Sheets printing	OMR Vendor	21.03.2019 to 24.03.2019
2	OMR Sheets delivery at RMSA Head Quarters at Ibrahimpatnam, Vijayawada		25.03.2019
3	Handover of printed OMR sheets bundles from State RMSA Office, Vijayawada and Dispatch to District Head Quarters including additional sheets bundle	Teams from Nirmaan, iDreams & CIPS-COIGN (LS&CG partners)	26.03.2019 & 27.03.2019
4	Collection of School-wise OMR Sheet bundles of all the Mandals of the District & additional OMR Sheets bundle from District teams of LS&CG partners	District Common Examination Board (DCEB) of respective Districts	
5	Retain the additional OMR Sheets bundle of the District & provide later only to the HMs required		
6	Shift the School-wise OMR bundles to concerned MEOs along with their School confidential material		
7	Intimation to collect the OMR sheets bundle of HM/Principal/SOs of the concerned Mandal by MEO	MEO	28.03.2019 29.03.2019
8	Collection of OMR sheets bundle of the School	HM	29.03.2019
9	Plan of Psychometric test for students of class IX → assign 2-3 teachers	HM/Principal	30.03.2019
10	Verification of OMR sheets	HM/Principal	29.03.2019
11	Report and collect additional OMR sheets if required for missing students or hand over non-available students OMR sheets to DCEB	HM/Principal/SO	29.03.2019 & 30.03.2019
12	Uploading psychometric test question paper in the CSE portal	IT Cell – PMU	29.03.2019
13	Pre-arrangements for Psychometric test supervised by HM/Principal – class room set-up as per the IX class students count, attendance sheets, stationary, etc.	Assigned 2-3 teachers	30.03.2019

PROFORMA I

RECEIPT

(State Office to LS&CG Organization teams)

I, _____ from
_____ Organization received the OMR sheets
(non-confidential material) from RMSA State Office on
_____.

Name of the District: _____

No. of Packets (Mandal-wise) & 2% District additional OMR Sheets packet
received: _____

Name of the Mandals received:

Handed over

Signature:

Name:

Designation:

Organisation:

District:

Date:

Taken over

Signature:

Name:

Designation:

Organisation:

District:

Date:

PROFORMA II

RECEIPT

(District LS&CG Organization teams to DCEB)

I, _____ from
_____ Organization have handed Over the OMR
sheets (non-confidential material) received from RMSA State Office to
_____ (Name), Designation
_____, Address _____ on
_____.

Name of the District: _____

No. of Packets (Mandal-wise) & 2% District additional OMR Sheets packet
received: _____

Name of the Mandals received:

Handed over

Signature:

Name:

Designation:

Organisation:

District:

Date:

Taken over

Signature:

Name:

Designation:

Organisation:

District:

Date:

PROFORMA – III
RECEIPT

**(DCEB to be handed over to State RMSA while returning the answered
OMR sheets)**

RECEIPT

I, _____, Designation
_____ from RMSA of
_____ District have handed over the answered
OMR sheets (non-confidential material) bundles on _____.

Name of the District: _____

No. of Bundles: _____

Unused 2% Additional OMR Sheets Packet of the District:

Name of the Mandals:

Handed over

Signature:

Name:

Designation:

District:

Date:

Taken over

Signature:

Name:

Designation:

Department:

Date:

Validity unknown

Digitally signed by
KANNegANTI SANDHYA
RANI
Date: 2019.09.25 15:31:12 IST
Reason: Approved

