

# **KERALA PUBLIC SERVICE COMMISSION**

## **FORM NO.** **CHECK LIST FOR CHIEF SUPERINTENDENTS**

*(The Chief Superintendent shall fill up this check -list, as when each activity is completed and return to the Additional Superintendent at the end of the duty)*

1	Name of the Chief Superintendent & PEN (ID Card No. in case of not having PEN)	
2	Name of Exam & Date	
3	Name & Place of Examination Centre	
	Centre No.	
4	Total No. of candidates admitted	
	No. of Differently Abled candidates if any	
	No. of officials on Scribe duty, if any	
5	Total No. of Exam Halls / Rooms in the Centre	
6	State Whether Exam details, Hall / Room allotment, List of allowed items inside the Hall/Room has been properly displayed	Yes/No
7	Whether all arrangements made in the Hall/Room for the proper conduct of the exam with Reg. Nos. & Alpha Codes marked against each seats.	Yes/No
8	Whether Cloak Room provided for keeping the belongings of the candidates	Yes/No
9	Whether question paper packets (both outer covers & inner covers) are received with the seal intact	Yes/No
10	No. of Question Paper Packets received	
11	No. of OMR Sheet Packets received	
12	Total No. of pages in the Address List	
13	Total No. of Assistant Superintendents on duty	
	No. of Clerks on duty	
	No. of Office Attendants on duty	
14	Whether candidates are allowed to enter the class room only 15 minutes before the commencement of the preparation time	Yes/No
15	Whether arrangements are made to ensure that candidates does not carry any items other than the allowed items inside the Hall/Room	Yes/No
16	Whether arrangements are made to prevent the companions from entering the centre	Yes/No

17	Whether instructions are given to the Assistant Superintendents regarding their duties and conduct in the Exam Hall / Room	Yes/No
18	Whether list of Assistant Superintendents, Clerk & Office Attendants is handed over to the Additional Chief Superintendent	Yes/No
19	Whether arrangements have been made to ring the bell in due time	Yes/No
20	Whether all the Assistant Superintendents are available at their respective Halls / Rooms before the commencement of the preparation time	Yes/No
21	Whether Signature of two Assistant Superintendents have been affixed on the outer cover of Question Paper	Yes/No
22	Time of opening outer cover of the Question Paper Packets	
23	Whether check List, Form No.3, Plan of Seating Arrangement, Signed List, OMR Script etc.. are collected from all Assistant Superintendents.	Yes/No
24	Total No. of Candidates Present and Absent	<i>Present .....Absent.....</i>
	Total No. of used & unused OMR Sheets	<i>Used.....Unused.....</i>
	Total No. of used & unused question papers	<i>Used.....Unused.....</i>
25	No. of OMR Scripts collected Part A Part B	
26	No. of Tamil / Kannada Scripts Tamil Kannada	Yes/No
27	Whether complete Signed List and Contents Card are enclosed in the bundle No.I	Yes/No
28	Whether any malpractice/irregularity noted during the time of examination If yes, nature of the malpractice /irregularity and the action taken (should be furnished in separate sheet and countersigned by Additional Chief Superintendent)	Yes/No

**Place:**

**Date:**

**Signature**  
**Name & Designation of Chief Superintendent**  
**Contact No.**