GUIDELINES
Sub: Conduct of Final Primary Teachers’ Training/Pre-Primary & Primary Teachers’ Training Examination (Bridge Course – ODL Mode), 2011

The Final Primary Teachers’ Training/Pre-Primary & Primary Teachers’ Training Examination (Bridge Course – ODL Mode), 2011 to be held on and from the 25th May, 2011 as per following scheduled programme has already been published for information of all concerned that the candidates who are in Bridge Course (ODL Mode) for the session 2010-2011 shall register their names in their respective study centres for appearing at the final examination, 2011:

Programme of Theoretical Subjects

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<th>SUBJECT(S)</th>
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<td>25.05.2011</td>
<td>12 Noon to</td>
<td>Primary Education : Its Context and Concerns</td>
<td>Paper-I</td>
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<td>(Wednesday)</td>
<td>3 P.M.</td>
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<td>26.05.2011</td>
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<td>Teaching-Learning Process</td>
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<td>27.05.2011</td>
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<td>Integrated Learning and Teaching in Primary Schools</td>
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2. a) The said examination will be held in different Exam. Centres & Sub-Centres other than the respective Primary Teachers’ Training Institutes from where the candidates completed their courses.

b) All the Principals/Lecturer-in-Charge of the Primary Teachers’ Training Institutes are requested to co-operate with the District Inspector of Schools (PE), Officer-in-charge and Co-ordinator of the Examination Centre of the concerned districts for conducting the examination smoothly.

3. A District Level Exam.Committee of the above mentioned examination for each district is constituted consisting of the following members along with the general guidelines in order to monitor and supervise the process of conducting the Examination as per NOTIFICATION No 063/BPE/Bridge/2011 dated 19.04.2011:

i) District Inspector of Schools (PE) - Chairman
ii) District Inspector of Schools (SE) - Member
iii) Officer –in–Charge of the Exam. Centre - Member
iv) Co-ordinator of the Exam. Centre (one SI/s to be nominated by DI/s (PE)) - Member
v) Representative of the Chairman, DPSC - Convenor
General Guidelines:

a) To Select the Examination Centre/Sub –Centre from – DIET/Government P.T.T.I/Secondary/Higher Secondary Schools.
b) To Select the Officer-in-Charge, Co-ordinator & Centre Superintendent of the Examination Centre.
c) To select the Personnel(s) for invigilation duty from amongst the staff of the Venue-Institutes or Institutes where the Committee deems fit.
d) To decide on the general procedures to be adopted for smooth conduct of the Examination (Bridge Course, ODL Mode) Centre.
e) To render help and guidance to the Officer-in-Charge, Co-ordinator and Centre Superintendent in the matter of conducting the examination and all other necessary arrangements for smooth conduct of the theoretical examination.
f) To extend all sorts of co-operation and help to keep vigilance in the examination Centre during examination and deal seriously with any sort of irregularity, if found to occur.
g) The Officer-in-Charge, Co-ordinator and Centre Superintendent of each Examination Centre will be proposed by the District Inspector of Schools (P.E.) of the concerned District in consultation with the District Level Examination Committee. The West Bengal Board of Primary Education will issue Appointment Letter in this respect.

4. The Head of the Institution or Senior Lecturer of the respective Centre will normally act as the Centre – Superintendent.

5. a) Remuneration of the Officer-in-Charge – @ Rs. 500/- (Rupees Five Hundred) only per Centre.
b) Remuneration of the Centre-Superintendent – @ Rs. 500/- (Rupees Five Hundred) only per Centre.
c) Remuneration of custodian of confidential papers – @ Rs. 500/- (Rupees Five Hundred) only.
d) Remuneration of the Co-ordinator @ Rs. 500/- (Rupees Five Hundred) only per Centre.
e) Remuneration of the invigilator @ Rs. 50/- (Rupees Fifty Five) only per invigilator per day (one invigilator for 25 candidates and when the number of candidates exceeds the next 10, another invigilator up to 50 and so on).
f) One-person may be engaged for Clerical Work for each Centre and his remuneration will be Rs. 50/- (Rupees Fifty) only per day.
g) One person @ Rs. 40 (Rupees forty) per day for supply of drinking water.
h) One Sweeper @ Rs. 40 (Rupees forty) per day for sweeping.
i) Two Group- D Staff @ Rs. 40 (Rupees forty) per day for binding confidential papers and other works.
j) Vehicle - @ Rs.1000 (Rupees One thousand) only per day & Rs. 6000/- (Rupees six thousands) for 6 days only.
k) MISC. - @ Rs. 3000/- (Three thousands) only for six days.
l) Purchase of papers & other Stationary articles etc. @ Rs. 250/- (Rupees two hundred fifty) only per day.
m) Arrangement and re-arrangements of seats.
n) To meet the Bank charges for preparing draft etc. if necessary.
o) Any other contingent expenditure as deemed fit and proper.

The accounts of income-expenditure for each Centre shall be audited by an Auditor to be appointed by the District Committee within three months after the examination is over.

The District Inspector of Schools (P.E.)/Principal, DIET/Govt. PTTI are requested to forward the copy of the Audit Report to the West Bengal Board of Primary Education within a month.

Sd/-
Secretary

No. Dated, Kolkata, the

Copy forwarded for kind information and necessary action to the:

1. Secretary, School Education Department, Govt. of West Bengal, 6th floor, Bikash Bhavan Kolkata – 700 091.
2. Director of School Education, West Bengal, Bikash Bhavan, 7th floor, Bidhannagar, Kolkata – 700 091.
3. Deputy Director of School Education (Basic), West Bengal, Bikash Bhavan, 7th floor, Bidhannagar, Kolkata – 700 091.
4. District Magistrate, P.O. ………………………………, Dist……………………………….. 
5. Superintendent of Police, …………………………..District, P.O. ……………………, Dist. …………………………..
6. Chairman, …………………………………District Primary School Council, P.O………………..District …………………
7. District Inspector of Schools (PE) P.O. ………………………….., Dist…………………
8. District Inspector of Schools (SE), ……………………, P.O. …………………….., Dist…………………
9. Officer-in-Charge/Co-ordinator/Centre Superintendent of the Examination Centre, …………………………………………………
10. Treasury Officer, ……………………..P.O. …………………, Dist. ……………………, Dist…………………
11. Officer-in-Charge, ………………………………..Police Station, P.O. ………………………….Dist. ……………………
11. Principal…………………………….PTTI, …………………P.O.……………………..Dist…………

He/She is requested to co-operate with the District Committee as well as the District Inspector of Schools (PE)/Principal, Govt. PTTI of the concerned district for smooth conduct of Final Primary Teachers’ Training/Pre-Primary & Primary Teachers’ Training Examination (Bridge Course – ODL Mode), 2011. It may be treated as Top Most Priority.

Sd/-
Secretary