



No.EDN/SCERT/SLN/Examination cell/2024/- 6323
To

The Principal
GSSS (List Attached)
All Districts
Himachal Pradesh

Subject: Conduct of State level Stage-I SJMMSS Examination 2024-25

Sir/Madam

This has reference to the subject cited above .With reference to letter no. EDN-H (ELEM) N (6)3-3/2021dated 23.11.2021vide which SCERT (H.P.) has been directed to conduct the examination for the selection of top100 students studying in the 5th class of Government Primary Schools.

The examination is being conducted on 02.03.2025 in the state at about 389Govt.Senior Secondary Schools as examination centers.

As proposed by BEEO of your block, your school is one of the centers for the conduct of SJMMSS examination scheduled to be held on **Sunday the 2nd March, 2025**.The examination will be conducted in one session and will start at **1:00 PM to 3:15 PM**.

You are requested to act as Centre Superintendent or in case of extreme emergency some senior member of the academic staff can be appointed as Centre superintendent. The number of students appearing in your centre can be checked from Attendance Chart sent to you. Please allow students from other centres as well if they have Admit Card and Aadhar Card with them.

Please ensure that staff members who do not have their relatives appearing in the examination in your centre are appointed on examination duty. Make separate sitting arrangement for physically challenged students, if any. The question papers will be in three different sets viz. A, B, C. So, seating arrangement has to be done accordingly.

Examination material like question papers, answer sheets (OMR sheets), attendance sheet, and a copy of instructions to the centre superintendent and invigilator etc. is being provided by SCERT, Solan (H.P.).


Further you are requested to send the following materials to Principal SCERT, Solan H.P. - 173211 after the completion of examination through insured parcel on 03-03-2025 positively.

- 1) Sealed Packet of used OMR Sheets
- 2) Packet of unused OMR Sheets
- 3) Candidates Admit Cards
- 4) Attendance Charts
- 5) Envelopes of Performa filled during examination
- 6) Non tear able bag for packing of used OMR Sheets safely by keeping between two card boards

Please ensure that the soft copy of the CCTV footage from the examination hall is sent to the Principal, SCERT at your earliest convenience.

Remuneration amount and other expenditure incurred for the conduct of Examination will be transferred to the account of the employees /staff involved in the conduct of examination by means of NEFT (National Electronic Funds Transfer).You are, therefore, requested to send the Bank Account details of the employees /staff involved in the conduct of examination on the proforma provided along with contact number of Principal up to **7th March, 2025** positively through speed post.

Looking forward for your cooperation.


Principal
SCERT Himachal Pradesh at Solan

**STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
Himachal Pradesh**



**SCERT Complex Rabon
Solon-173211 (H.P.)**

**Tel.: 01792-228135
Fax: 01792-228135**

No.EDN/SCERT/SLN/Examination cell/2025/-

Dated:

To

The Principal,

.....

.....

Subject: Conduct of SJMMSS Examination at Centre No. _____ on 02-03-2025

Sir/Madam,

The material for the conduct of SJMMSS Examination is being sent by the office of SCERT, Solon. The material contains following items.

1. Question Booklets of class V
2. OMR Answer Sheets: _____
3. Attendance sheet and other Proforma (Proforma-A & B), Declaration by Centre Superintendent & Invigilator Certificate.
4. Centre Superintendent Seal
5. Packing material

Please send the Answer Sheets properly packed and sealed in the envelope which is being provided to you separately.

Kindly acknowledge the receipt.

Rajni

Principal
SCERT Himachal Pradesh at Solon

SWARAN JAYANTI MIDDLE MERIT SCHOLARSHIP EXAMINATION- 2nd MARCH, 2025**Special Instructions for Packing and Handling of Answer Sheets
(For Centre Superintendents)**

1. The box, which contains special type of Answer Sheets, should be handled carefully as per instructions.
2. Answer Sheets are to be scanned by the computerized Optical Mark Reader (OMR) and therefore require careful handling.
3. Please do not fold, spill or moist the sheets. Their edges should not be crumbled or torn.
4. Please do not use rubber bands, staple pins, clips or all-pins, sutli, rope etc. to tie the sheets.
5. Please do not count the sheets from right-top corner. To count the sheets, turn the sheets upside down and then count them.
6. Please pack and return the sheets in the same carton box (es) or between two card-boards in which material has been supplied.
7. Use Envelope to pack and seal the carton box (es), containing Answer Sheets, for dispatch to SCERT on the following address. (Please follow the instructions for packing given in Centre Superintendent's instructions).

**PRINCIPAL
SCERT COMPLEX, RABON
SOLAN (H.P)
PIN CODE: 173211**

8. Please sealed the extra question paper booklets within half an hour of the start of the examination.



Principal
SCERT Himachal Pradesh at Solan

QUESTION-PAPER PARCEL OPENING CERTIFICATE

Date: 02/03/2025

Time of Examination: 1:00 PM to 3:15 PM

Certified that the parcel containing SJMMSSE question-papers was opened at _____ AM
on _____ 2025 in the presence of the following members and the numbers of question-
papers found inside were:

SJMMSSE Question Paper Booklets No.....

SJMMSE OMR Sheets No.....

Signature & Name of Dy. Supdt. _____

Invigilator:

- 1)
- 2)

Signature of the Centre Supdt. _____

Centre code.....

Seal of the Centre Supdt.

CERTIFICATE

This is to certify that the **Stage-I SJMMSS Examination- March 2025**, has been conducted smoothly in the **Centre No.....Govt. Senior Secondary School**
District.....on 2nd March, 2025. The corrections if any were also made and conveyed to the examinees.

Signature of Centre Supdt.
(With Centre Seal and Address)

Certificate / Receipt

The material for the conduct of Stage-I SJMMSS Examination sent by SCERT, Solan has been received. The material contains the following items.

1. Question Booklets of class V (SJMMSSSE); _____ No.
2. SJMMSSSE OMR Sheets (Answer Sheets); _____ No.
3. Attendance sheet and other Proforma, Proforma -A & B, Declaration by Centre Supdt. & Invigilator's Certificate.
4. Examination Centre Superintendent Seal
5. Packing material

Signature of Centre Supdt.
(With Centre Seal and Address)

STAGE-I SWARAN JAYANTI MIDDLE MERIT SCHOLARSHIP EXAMINATION- MARCH 2025
INSTRUCTIONS FOR CENTRE SUPERINTENDENT

- 1) The Examination is to be held on the 2nd March, 2025 (Sunday) in one session only from 1:00 PM to 3:15 PM
- 2) Roll Numbers allotted to this centre (please see the attendance chart)
- 3) The number of candidates appearing in your centre is (List Enclosed). A detailed attendance sheet is enclosed with the examination material.
- 4) If a candidate from any other centre carrying SCERT's authorized Admit-Card approaches you, allow him /her to appear in the examination.
- 5) Concerned school stamp will be used as seal of Centre Superintendent.
- 6) The question-papers may be opened 30 minutes before the start of the examination. In the meantime the information may be filled up properly in the presence of invigilators.
- 7) You will receive the packets of question booklets of requisite numbers inside the cover. You may open the top cover of the packet very carefully and ascertain the numbers of question booklets mentioned on the cover slip. If the numbers does not match, inform us telephonically or record it in the receipt. Do not open the inner non tear able plastic cover of this parcel in any case before the date of examlnation.
- 8) *There shall be one Invigilator for about every 40 students. If the strength is less than 40, Deputy Superintendent will act as an Invigilator also.*
- 9) Kindly ensure to announce the "Instructions for Candidates" before the commencement of examination.
- 10) Please announce that the candidates have to fill in their particulars and mark the answers with blue or black ballpoint pen. Use of eraser, eraser fluid, scratching by blade in the answer part of OMR sheet is not allowed.
- 11) Please note that the candidates do not take with them the OMR sheets.
- 12) If a candidate fails to produce his roll-number slip for some genuine reason, but furnishes proof of his identity, he may be admitted provisionally provided his / her name figures in the attendance list supplied to you.
- 13) Candidate coming late by 15 minutes may be permitted but not after that.
- 14) If not even a single candidate turns up by 12:30 PM the centre may be closed and in that case, the appointed staff will be entitled to remuneration for one session only.
- 15) In case some corrections are to be made in question-papers, you are required to make announcements of these corrections if asked by SCERT, Solan (H.P.)
- 16) *Answer-Sheets should be sealed immediately after the examination. Please make sure that answer sheets are not folded by the students or during packing as they have to be processed in the scanning machine.*
- 17) *The test material should be packed properly after the completion of examination to Principal SCERT H.P. at Solan- 173211 through Insured parcel on 03-03-2025 positively.*
- 18) The expenditure incurred for postage will be deposited in the Account of Centre Superintendent through NEFT.

- 19) Please affix Rubber Stamp of Centre Superintendent on each and every Answer Sheet (OMR Sheet).
- 20) Invigilators should get the candidates signature on the admit card and should sign himself/herself in the space provided for it during examination.
- 21) For Physically challenged group of Children, physical facilities of seating must be provided separately on ground floor.
- 22) Visually challenged group of students can take the help of a writer but invigilator has to keep a strict watch on him. Extra time of 30 minutes per session will be given to the students of physically challenged group who have difficulty in writing (certificate from competent authority is mandatory). In case of no difficulty, there is no need to increase the time.
- 23) All expenses in connection with this examination are to be incurred as per SCERT Norms being sent separately.
- 24) Admit cards have to be collected from the candidates and are to be sent to SCERT, Solan (H.P.)
- 25) After the Examination is over on 2nd March, 2025, the following material may be got sealed in a separate packet.
- (i) Used answer-sheets of SJMMSS with number mentioned on the cover
 - (ii) Damaged / cancelled answer sheets with number mentioned on the cover
 - (iii) Admit cards with photograph of the candidates appearing in the examination.
 - (iv) Attendance sheet duly signed by the candidates and countersigned by the invigilator.
 - (v) Absentee Statement.
 - (vi) Declaration by Centre Supdt. and Invigilators.
 - (vii) Certificates of Opening Packets of Question-Papers.
 - (viii) Accounts Statement (proforma A-I, A-II & B)
 - (ix) Copy of Memo & Seating plan for each room.
 - (x) Unused OMR Sheets in a sealed envelope.
- 26) One Deputy Supdt. is to be appointed if the strength is between 50-300 & in centres where the candidate strength is above 300, one additional Deputy Supdt. may be appointed.

For any clarification, contact the Coordinator of SJMMSS on 9418472022 & District Nodals of SJMMSS Exam Cell on:-

S.No.	Name	Contact Number	Email ID
1	Dr. Devender Kumar Sharma (BLP, KGR, KNR)	7018165874	scertnms.bku@gmail.com
2	Ms. Ritu Puri (CBA, KLU, UNA)	8580496757	puriritu872@gmail.com
3	Mr. Gaurav Joshi (HMR, L&S, MANDI)	8219282692	scerthpgj@gmail.com
4.	Mr. Anil Kumar (SMR, SML, SOLAN)	9418151851	scertnmmsss@gmail.com


Principal
SCERT Himachal Pradesh at Solan

DECLARATION BY THE CENTRE SUPERINTENDENT & INVIGILATORS

Name of the Centre _____ Centre Code _____ Date _____

Certified that none of my relative is appearing for the Swaran Jayanti Middle Merit Scholarship Examination, March 2025 at the above mentioned centre where I have been put on examination duty.

Sr. No.	Name of Centre Supdt.	Full Signature
1.		
	Name of Deputy Supdt. /Invigilator(s)	Full Signature
2		
3		
4		
5		
6		
7		

Centre Superintend Signature:
(With centre seal)

Name:.....

Contact No.:.....

STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING Himachal Pradesh

SCERT Complex Raben
Solon-173211 (H.P.)



Tel.: 01792-228135
Fax: 01792-228135

SCERT Norms for Expenditure

1). As per the latest norms approved by Himachal Pradesh Government for examination staff, the rates of remuneration is mentioned below:

1.	Centre Superintendent	Rs.400
2.	Deputy Superintendent	Rs.300
3.	Invigilator	Rs.200
4.	Clerk	Rs. 150
5.	Sweeper	Rs.100
6.	Chowkldar	Rs. 100 per nights (max. Three Nights)
7.	Peon:	Rs.125
8.	Waterman	Rs.125
9.	Contingency charges	Rs. 300

2). Contingency Charges consist of:-

- Expenditure on stationery
- Expenditure on packaging and scaling of OMR sheets and unused exam material.

NOTE:

**There shall be one Invigilator & one Deputy Supdt. for every 40 students.*

** If the strength of the centre is less than 40, the Deputy Supdt. will acts as an Invigilator.*

**If the strength of the centre is less than 20, the work of the Peon-cum- Waterman will be done by one person only and the Clerk will acts as an Invigilator.*

All the vouchers should be invariably attested & passed for payment by centre superintendent. Every item of expenditure should be supported by paid voucher in the original.

R. Singh
Principal

SCERT Himachal Pradesh at Solan

PROFORMA-A-1**SWARAN JAYANTI MIDDLE MERIT SCHOLARSHIP EXAMINATION MARCH, 2025****EXAM CENTRE.....CENTRE CODE.....****VITAL INFORMATION FOR SJMMSE (Class V)**

Account	Received from SCERT	Used	Damaged /cancelled	Returned unused
Account of Answer sheets				
Account of Question Papers				
Roll No. of Absentees				
Roll No. of Transfer cases				
Students admitted provisionally				
Roll No. of Unfair means cases				

Signature of the Centre Supdt.
(With Centre Seal and Address)

PROFORMA-A-II**SWARAN JAYANTI MIDDLE MERIT SCHOLARSHIP EXAMINATION MARCH, 2025****EXAM CENTRE.....CENTRE CODE.....****VITAL INFORMATION FOR SJMMSS Examination (ClassV)**

Account	Received from SCERT	Used	Damaged /Cancelled	Returned Unused
Account of Answer sheets				
Account of Question Papers				
Roll No. of Absentees				
Roll No. Of Transfer cases				
Students admitted provisionally				
Roll No. of Unfair means cases				

Signature of Centre Supdt.
(With Centre Seal and Address)

PROFORMA-B (ACCOUNTS)**SWARAN JAYANTI MIDDLE MERIT SCHOLARSHIP EXAMINATION MARCH, 2025**

EXAM CENTRE.....CENTRE CODE.....

Statement of Expenditure Incurred In Connection with SJMMSS Examination MARCH, 2025

S. No	Date	Particulars of Expenditure	Amount Spent	Signature of Centre Supdt.
		Total		

Signature of the Centre Supdt.
(With Centre Seal and Address)

DETAILS OF REMUNERATION PAID TO THE STAFF MEMBERS FOR SJMMSS EXAMINATION, MARCH - 2025

S. No.	Name of The Staff-member	Designation	Acted as	No. of sessions	Amount /session	Total amount	Signature

Signature of Centre Supdt.
(With Centre Seal and Address)

STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING Himachal Pradesh

SCERT Complex, Raha
Solani-175211 (H.P.)



Tel.: 01792-228135
Fax: 01792-228135

DUPLICATE ADMIT CARD (To be filled in by the candidate)

1. Name of the Examination: SJMMSSSE-I MARCH – 2025
2. Mr. /Ms.....
3. Father's Name.....
4. Class.....
5. School Address.....
.....
6. Name of the Centre.....
7. Signature of Student.....
8. Roll No. (As mentioned in the Attendance Sheet & verified by the Centre Supdt.)

Duly attested
photograph to be
fixed

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9. Venue of Examination:

Signature of the Candidate during the Examination on 2 nd March, 2025	Signature of Invigilator in the Examination Hall

Signature of Centre Supdt.
(With Centre Seal and Address)

PROFORMA: Bank Account Details of Examination Centre _____ (SJMMSSSE-2025)

S.No.	Details of Official Account of Principal	
1.	Name of the Centre	
2.	District	
3.	Centre Code	
4.	Name of official Account in the name of Principal	
5.	Account No.	
6.	Name of the Bank	
7.	Branch Name	
8.	IFSC Code	

Signature of Centre Supdt.
(With Centre Seal and Address)