

# NTA Test Admin

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राष्ट्रीय परीक्षा एजेंसी  
National Testing Agency

Excellence in Assessment

(उच्चतर शिक्षा विभाग, शिक्षा मंत्रालय, भारत सरकार के तहत एक स्वायत्त संगठन)  
(An autonomous organization under the Department of Higher Education, Ministry of Education, Government of India)

F No N14/NTA/CS-NEET/2020

Date: 25.08.2020

To,

Swami Shashikant Veerbhadra

**Sub: Appointment as Centre Superintendent for NEET (UG)-2020 to be held on 13-09-2020(Sunday)-reg.**

Dear,

- In accordance with the Regulations framed under Section 14 of the National Medical Commission Act, 2019, a common and uniform National Eligibility-cum-Entrance Test (NEET) is to be held for admission to the undergraduate medical courses in all medical institutions including those governed under any other law. Thus, the admission to the MBBS course in AIIMS, New Delhi, JIPMER and all AIIMS like Institutions is also to be made through NEET. **NEET (UG)-2020** will be conducted by National Testing Agency (NTA) on **Sunday, 13 September, 2020 from 2:00 pm-5:00 pm** at 3846 Centres in 155 cities across the country.
- I am pleased to inform that you have been appointed as a **Centre Superintendent (CS)** by the Director General, National Testing Agency (NTA) for the conduct of NEET (UG), 2020 as per the following details-

CentreID	CENTNO	Centre details	No. of candidates allotted
NTA-EC-C-01015	3109202	DAYANAND COLLEGE OF COMMERCE LATUR, BARSHI ROAD, LATUR Latur Latur, Khadgaon Road, MIDC Road, LATUR, Maharashtra, 413512	660

No amount of money can compensate for the efforts you and your team would put in towards conducting this examination, especially during COVID-19 pandemic days. However, for conducting NEET (UG) -2020 your Centre would be paid as per the norms as given in the guidelines, and 90% of the admissible amount, would be sent to you once you verify the bank details submitted online through Exam Centre Portal ([www.nta.ac.in/examcentre/login](http://www.nta.ac.in/examcentre/login))

- It is pertinent to mention here that Centre Superintendents (CS) are the Head/Senior faculty of the Institution/ Examination Centre. The CS needs to ensure that NEET (UG) -2020 is conducted smoothly and fairly with support of **Observers, and other Staff** at the Centre. Detailed Guidelines in

this regard have been shared through dashboard available at the Exam Centre Portal.

4. CS is also primarily responsible for the implementation of **SOP and Advisory regarding COVID-19 - related social distancing and safety guidelines**, discussed during briefing and shared on dashboard as well as along with the Centre Kit. For maintenance of proper social distancing outside the Exam Centre campus area, before and after the exam, please also get in touch with the local police authorities, in case you need police support. Letters in this regard have already been written to the concerned DMs/ SPs, a copy of which is available on your dashboard for your reference and use.
5. **You are requested to also complete the following preexamination preparedness exercise-**
  - i. Update/verify/validate your credentials, including bank details on the Exam Centre Dashboard. For this, you will need to log in [www.nta.ac.in/examcentre/login](http://www.nta.ac.in/examcentre/login) and with your Centre ID and Password shared through SMS on your registered mobile. In case, you face any technical difficulty, please email at [neet-centre@nta.ac.in](mailto:neet-centre@nta.ac.in).
  - ii. The **“No Relation Certificate”** has to be filled in by all staff associated with the exam, in the enclosed format Annexure-1, individually by all staff concerned. The scanned documents may be mailed at [neet-centre@nta.ac.in](mailto:neet-centre@nta.ac.in). There is no need to send these documents by post.
  - iii. Read Guidelines and COVID-19 related norms carefully.
  - iv. Download **NTA logistics Powerapp available at Google Play Store** specially meant for tracking Examination material as per the instruction given in the manual available on your dashboard.
6. Centre Superintendents (CS) are required to attend the virtual meeting/s convened by the City Coordinator to understand the examination practices, and also CC briefing one day before the examination.
7. Centre Superintendent would also convene a meeting in second half a day before examination, with Invigilators and all other officials of the school/organization involved before, during and on the day of the conduct of NEET (UG)-2020. This is in order to ensure that instructions are implemented appropriately and strictly on the day of examination by Invigilators and Support Staff.
8. The NTA has appointed an agency to provide frisking/ security services at each centre. The agency is responsible for-
  - a. Supply of thermoguns to be used for thermal scanning,
  - b. Providing frisking personnel,
  - c. Providing one more manpower to assist the Centre staff in crowd management outside the campus,
  - d. Putting markings on the floor outside, at adequate ( approx 2 m) distance, and
  - e. Providing ropes and barricades outside to keep candidates in proper social distance while they are waiting for the entry.

The Agency has been given your contact details and they will get in touch with you.

9. NEET (UG)-2020 is a high stakes Entrance Examination of national importance. Since 2015, all the organizations holding the examinations are facing a tough time because of the highly organized methods for use of unfair means and practices in the examination for personal gain. Generally, modern communication devices and impersonators are used in unfair means activities. Therefore, it is essential to be extra vigilant during the conduct of NEET (UG)-2020.
10. This year is unprecedented due to challenges faced by the COVID -19 pandemic. NTA has prepared comprehensive advisory (as mentioned in para 4 above) in consultation with the renowned experts in medical/examination field. A serious implementation of the same would ensure that we are able to conduct the NEET (UG) - 2020 in a safe, healthy & secure way without compromising anyone's health as well as examination's integrity.
11. You are strongly advised to go through the Centre Superintendents Guidelines with special emphasis on the Chapter – 3 available in the booklet of **“Guidelines for the conduct of National Eligibility cum Entrance Test – UG 2020”**, so as to make yourself completely ready. You are also referred to the videos available at Exam Centre Dashboard to better understand the entire process.
12. Management of confidential material is one of the very sensitive and key responsibilities of CS. They are expected to handle the material carefully once they receive it from the Custodian. The CSs need to follow all instructions regarding packing of documents after the conduct of the examination and seal them as per the packing plan. The CS is also required to hand over these packed and sealed materials to the Collection Centre of the respective City Coordinator on the same day of the examination, viz. 13 September 2020.

13. Centre material has been dispatched separately to you through your City Coordinator. You are requested to verify the quantity received, and confirm the receipt of adequate quantity on the Powerapp mentioned in para 5 (iv) above.
14. NTA's CS Helpdesk is also available for your assistance at the following numbers:

State(s)	Number	State(s)	Number	State(s)	Number
Delhi / UT	7827042829	Orissa, Puducherry / UT, Punjab, Rajasthan	7827980286	Goa, Haryana, Himachal Pradesh, Jharkhand	8882988381
Gujarat, Chandigarh / UT, Chhattisgarh	7827981325	Lakshadweep / UT, Manipur, Meghalaya, Mizoram, Nagaland	7827981311	Uttarakhand, Uttar Pradesh, West Bengal	7465949121
Bihar, Dadra & Nagar Haveli / UT, Daman & Diu /UT, Jammu & Kashmir	7827042830	Kerala, Sikkim, Tamil Nadu, Telangana, Tripura	7827980291	Assam, Madhya Pradesh	7827981323
Maharashtra, Arunachal Pradesh	9639902502	Andaman & Nicobar Islands / UT, Andhra Pradesh, Karnataka, Leh and Ladhak	7827980287		

15. City Coordinators have also been appointed by the NTA to guide you in the conduct of NEET (UG) - 2020. The details are available in your dashboard. Please get in touch with him/her immediately.

**The NTA has reposed its faith in you and we are confident that you would be very alert and careful throughout the conduct of the examination. I am sure that together we can change society by ensuring fair conduct of this prestigious examination.**

**Keep visiting the NTA Exam Centre Portal through <https://www.nta.ac.in/ExamCentre/login> for the latest information regarding the examination.**

**Regards**



**Sadhana Parashar**

**Senior Director, NTA**

**Annexure-1**

**NEET (UG) – 2020**

**NO RELATION CERTIFICATE**

Centre No.	City	Centre Name with Address

I do hereby declare that

- None of my dependents or near relative(s)\* is/are appearing in the **NEET (UG)-2020** for admission to MBBS/BDS Degree Course being conducted by NTA on the **13 September 2020**.

to include BSc Degree courses being conducted by NTA on the 10 September 2020.

- I am not involved in the coaching of Medical Entrance Examination in any way whatsoever.

Sl. No.	Name and address of Centre Superintendent/ Deputy Centre Superintendent/ Invigilator/ Other Staff	Duty Room No.	Designation in the School/College	Signature	Mobile No./ Telephone No.
1					
2					
3					
4					
5					
6					
7					
8					

For more Invigilators/Staff at the Centre, this page may be photocopied as per requirement.

	Name in Capital letters	Mobile No./Telephone No.	Signature with Date
NTA Observer			
Centre Superintendent			

Dated: 13.09.2020

Note: \* Father, mother, wife, son, daughter, grandson, granddaughter, brother, sister, daughter in law, son in law, brother in law, sister in law, nephew and niece.



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(An autonomous organization under the Department of Higher Education, Ministry of Education, Government of India)

F No N14/NTA/CS-NEET(UG)-2021/2021

Date:28 August 2021

[Highly Confidential]

To  
SWAMI SHASHIKANT VEERBHADRA  
Mobile: 9860067789, Email: swamisv@yahoo.com  
CentreID: NTA-EC-C-01015

Sub: Appointment as Centre Superintendent for the conduct of NEET (UG)-2021 to be held on 12 September 2021 (Sunday)- Reg.

Dear Centre Superintendent,

- As per Section 14 of the National Medical Commission Act (2019), the **National Eligibility Cum Entrance Test [NEET(UG)]** is to be conducted as a common/uniform Entrance Examination for admission to all Undergraduate medical courses in all medical institutions *in the country*. **NEET (UG)-2021 will be conducted by National Testing Agency (NTA) on 12 September 2021 (Sunday) from 02:00 pm-05:00 pm in 202 cities across the country and overseas.**
- I am pleased to inform you that you have been appointed as a **Centre Superintendent (CS)** by the Director-General, National Testing Agency (NTA) for the conduct of NEET (UG) - 2021 as per the following details-

Centre ID	Centre details	No. of candidates allotted
3109002	<b>Name:</b> DAYANAND COLLEGE OF COMMERCE LATUR <b>Address:</b> BARSHI ROADKHADGAON ROADMIDC RoadLATURMAHARASHTRA413512	660

No amount of money can compensate for the effort you and your team would put in towards conducting this examination, especially during COVID-19 pandemic days. However, for conducting NEET (UG) -2021 your Centre would be paid on the basis of the norms as given in the guidelines, and 90% of the admissible amount, would be sent to you once you verify the bank details submitted online through Exam Centre Portal([www.nta.ac.in/examCentre/login](http://www.nta.ac.in/examCentre/login)).

- It is pertinent to mention here that Centre Superintendent (CS) is the Head/Senior faculty of the Institution/ Examination Centre. The CS needs to ensure that NEET(UG) -2021 is conducted smoothly and fairly with the support of **Observers, and other Staff** at the Centre. Detailed guidelines in this regard have been shared through the dashboard available at the Exam Centre Portal.
- The **Centre Superintendent** is also primarily responsible for the implementation of **SOPs and Advisory regarding COVID-19 related social distancing and safety guidelines**, discussed during the briefing and shared on the dashboard as well as along with the Centre Kit. For maintenance of proper social distancing outside the Exam Centre campus area, before and after the exam, please also get in touch with the local police authorities, in case you need police support. Letters in this regard have already been written to the concerned DMs/SPs (copies enclosed).

~1~



5. You are requested to also complete the following pre-examination preparedness exercise-
- Update/verify/validate** your credentials, including bank details on the Exam Centre Dashboard. For this, you will need to log in [www.nta.ac.in/examcentre/login](http://www.nta.ac.in/examcentre/login) with your Centre ID and Password shared through SMS on your registered mobile number. In case, you face any technical difficulty, please email at [neet-centre@nta.ac.in](mailto:neet-centre@nta.ac.in).
  - Ensure that no one in the exam Centre has any relation with the Candidates appearing from the Centre. The “**No Relation Certificate**” has to be filled in by all staff associated with the exam, in the enclosed format **Annexure-I**, individually by all staff concerned. The scanned documents may be e-mailed at [neet-centre@nta.ac.in](mailto:neet-centre@nta.ac.in). There is no need to send these documents by post.
  - Read Guidelines and COVID-19 related norms carefully.
6. Centre Superintendents (CS) are required to attend the virtual meeting/s convened by the City Coordinator to understand the examination practices, and also CC briefing one day before the examination.
7. Centre Superintendent would also convene a meeting in the second half a day before the examination, with Invigilators and all other officials of the school/organization involved before, during and on the day of the conduct of NEET (UG)-2021. This is in order to ensure that instructions are implemented appropriately and strictly on the day of examination by Invigilators and Support Staff.
8. The NTA has appointed an agency to provide frisking/ security services at each Centre. The agency is responsible for-
- Supply of thermoguns to be used for thermal scanning,
  - Providing frisking personnel with HHMD metal detectors
- The Agency has been given your contact details and they will get in touch with you.
9. NEET (UG)-2021 is a highly sensitive Entrance Examination of National importance. Sometimes, modern communication devices and impersonators may be involved in unfair means activities. Therefore, it is very essential to be extra vigilant during the conduct of NEET (UG)-2021.
10. This year is unprecedented due to challenges faced by the COVID -19 pandemic. The NTA has prepared comprehensive advisory (as mentioned in point 4 above) in consultation with renowned experts in the medical/examination field. Strict implementation of the same would ensure that we are able to conduct the NEET (UG) - 2021 in a safe, healthy, and secure way without compromising anyone’s health as well as examination’s integrity.
11. You are strongly advised to go through the Centre Superintendents Guidelines with special emphasis on “**Guidelines for the conduct of National Eligibility cum Entrance Test (UG) -**



2021”, so as to make yourself completely ready. You are also referred to the videos available at Exam CentreDashboard to better understand the entire process.

12. Management of confidential material is one of the very sensitive and key responsibilities of CS. They are expected to handle the material carefully once they receive it from the Custodian. The CS needs to follow all instructions regarding the packing of documents after the conduct of the examination and seal them as per the packing plan. The CS is also required to hand over these packed and sealed materials to the Collection Centre of the respective City Coordinator on the same day of the examination, viz. 12 September 2021.
13. Centre material as part of the Centre Kit is being dispatched separately to you in two phases. The first pack of Centre Material (as per **List 1**) is to be received through your City Coordinator. The second part of the material will be dispatched by the NTA (as per **List 2** enclosed) to reach you before the examination also through the City Coordinator. You are requested to verify the quantity received, and confirm the receipt of an adequate quantity of the same.
14. The City Coordinators have also been appointed by the NTA to guide you in the conduct of NEET (UG) -2021. The details are available in your dashboard. Please get in touch with him/her immediately.
15. In case of any emergency relating to NEET (UG) – 2021 you may contact the following Authorities:

<b>Dr. Sadhana Parashar, Senior Director, NTA</b>	<b>(M) +91-9811491725</b>
<b>Sh. B. M. Gupta, Sr. Consultant, NTA</b>	<b>(M) +91-9312112728</b>
<b>Dr. Devvrat, Consultant (Exams), NTA</b>	<b>(M) +91-7015508857</b>
<b>Sh. Piyush Priy, Sr. Software Developer, NTA</b>	<b>(M) +91-9455666767</b>
<b>Sh. Nitish Jaiswal, Office Assistant, NTA</b>	<b>(M) +91-7827980293</b>

The NTA has reposed its faith in you and we are confident that you would be very alert and careful throughout the conduct of the examination. I am sure that together we can change society by ensuring fair conduct of this prestigious examination.

Keep visiting the NTA Exam Centre Portal through <https://www.nta.ac.in/examcentre/login> for the latest information regarding the examination.

Regards

(Dr. Sadhana Parashar)  
Senior Director, NTA



Annexure-I

NEET (UG) – 2021  
NO RELATION CERTIFICATE

Centre No.	City	Centre Name with Address

I do hereby declare that

- None of my dependents or near relative(s)\* is/are appearing in the NEET (UG)-2021 for admission to MBBS/BDS Degree Course being conducted by NTA on the 12 September 2021.
- I am not involved in the coaching of the Medical Entrance Examination in anyway whatsoever.

Sl. No.	Name and address of Centre Superintendent/Deputy Centre Superintendent/ Invigilator/ Other Staff	Duty Room No.	Designation in the School/College	Signature	Mobile No./ Telephone No.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

For more Invigilators/Staff at the Centre, this page may be photocopied as per requirement.

	Name in Capital letters	Mobile No./Telephone No.	Signature with Date
NTA Observer			
Centre Superintendent			

Dated: 12.09.2021

Note: \* Father, mother, wife, son, daughter, grandson, granddaughter, brother,





sister, daughter in law, son in law, brother in law, sister in law, nephew and niece.

**List – 1**

Sl. No.	Items	Quantity
1.	Information Bulletin	One
2.	Guidelines for City Coordinators, NTA Observers, Centre Superintendents, Deputy Centre Superintendents, and Invigilators	Two
3.	All Appendices and Annexures	Two Copies -in a rubber band
4.	I Cards: for Centre Superintendents and Deputy Centre Superintendents	As per Requirement
	for Invigilators and staff at Centre.	As per Requirement
5..	<b>Ballpoint pens</b>	One Poly pack of 26 for every 24 candidates
6..	<b>White Paper Envelopes (10x12)</b> for bringing UNUSED Test Booklets from examination Room to CONTROL ROOM by Invigilators	One for every 12 candidates
7..	<b>Yellow Paper Envelope (10x12 laminated):</b> for packing OMR Answer Sheets (ORIGINAL as well as OFFICE Copy) of Impersonation/Unfair Means along with Examination materials confiscated from the candidates.	Two for each Centre
8.	<b>Pulp Board (12x14)</b>	Four for every 720 Candidate
9.	<b>Pink Paper Envelopes (10x12), Pink Tamper Evident Envelope (12x14) and Pink Fabric Bag (16x18) for packing OMR Answer Sheets (ORIGINAL Copy) only</b>	
	(a) <b>Pink Paper Envelopes (10x12)</b> for bringing OMR Answer Sheets (ORIGINAL Copy) from Rooms to Examination Control Room by Invigilators	One for every 12 candidates
	(b) <b>Pink Tamper Evident Envelope(12x14)</b> for packing OMR Answer Sheets (ORIGINAL Copy) of 10 Rooms in CONTROL ROOM	One for every 120 candidates
	(c) <b>Pink Fabric bag (16x18):(Parcel-1)</b> for packing upto Six Pink Tamper Evident Envelopes (12x14) packed @ Sl.No.-5(b) between two Pulp Boards and tied with strong thread. The tied packet along with Yellow Paper Envelope packed @ Sl. No.- 3 is put in one Pink Fabric Bag.	One for every 720 candidates
10.	<b>Blue Paper Envelopes (10x12), Blue Tamper Evident Envelope (12x14) and Blue Fabric Bag (16x18) for packing OMR Answer Sheets (OFFICE Copy) only</b>	
	(a) <b>Blue Paper Envelopes (10x12)</b> for bringing OMR Answer Sheets (OFFICE Copy) from Rooms to Examination Control Room by Invigilators	One for every 12 candidates
	(b) <b>Blue Tamper Evident Envelope(12x14)</b> for packing OMR Answer Sheets (OFFICE Copy) of 10 Rooms in CONTROL ROOM	One for every 120 candidates
	(c) <b>Blue Fabric bag (16x18):(Parcel-2)</b> for packing upto Six Pink Tamper Evident Envelopes (12x14) packed @ Sl.No.-6(b) between two Pulp Boards and tied with strong thread. The tied packet is put in one Blue Fabric Bag.	One for every 720 candidates
11.	<b>Green Fabric Bag (16x18) : (Parcel-3) for packing Packet-3 and Packet-4</b>	One for each Centre
	(a) <b>Green Paper Envelope (12x16 with Jali): (Packet-3)</b> for Packing of Attendance Sheets (Appendix-2) in a rubber band and OMR based Absentee Proforma(Appendix-3) in Polythene with interlocking	One for each Centre



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(b) <b>Green Paper Envelope (10x12 laminated): (Packet-4)</b> for Packing of All Appendices. All Appendices be tagged in serial order.	One for each Centre
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**List –2**

Sl. No.	Items	Quantity
1.	List of candidates appearing at the Centre.	One – Stapled
2.	Attendance Sheets of candidates appearing at the Centre.	One-in rubber band
3.	Adhesive stickers of Roll No of candidates for pasting on Table/ Desk.	One- in Polythene with interlocking
4.	OMR based Absentee Proforma of candidates appearing at the Centre.	
5.	Sample OMR Answer Sheets	Two



सत्यमेव जयते



राष्ट्रीय परीक्षा एजेंसी  
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आज़ादी का  
अमृत महोत्सव

(उच्चतर शिक्षा विभाग, शिक्षा मंत्रालय, भारत सरकार के तहत एक स्वायत्त संगठन)

(An Autonomous Organization under the Department of Higher Education, Ministry of Education, Government of India)

F.No.1/5/1/7/2022-TA

Date: 18 June 2022

[Highly Confidential]

TO,

**CS NAME:** SWAMI SHASHIKANT VEERBHADRA  
**CENTRE ID:** 310904  
**CENTRE NAME & ADDRESS:** DAYANAND COLLEGE OF COMMERCE  
BARSHI ROAD, Khadgaon Road, MIDC  
Road, LATUR, MAHARASHTRA - 413512

**Subject: Appointment as Centre Superintendent for the Conduct of NEET (UG) - 2022 to be held on 17 July 2022 (Sunday) - Reg.**

**Dear SWAMI SHASHIKANT VEERBHADRA,**

- As per Section 14 of the National Medical Commission Act (2019), the National Eligibility Cum Entrance Test (NEET) UG 2022 is to be conducted as a common/uniform Entrance Examination for admission to all Undergraduate medical courses in all medical institutions in the country. NEET (UG) - 2022 will be conducted by National Testing Agency (NTA) on 17 July 2022 (Sunday) from 02:00 pm-05:20 pm in 560 cities across the country and overseas.
- I am pleased to inform that you have been appointed as a **Centre Superintendent (CS)** by the Competent Authority of National Testing Agency (NTA) for the conduct of **NEET (UG) - 2022** as per the following details-

City Code & Centre No./ID	Centre details	No. of candidates allotted
3109 & 310904 NTA-EC-C-01015	DAYANAND COLLEGE OF COMMERCE BARSHI ROAD, KHADGAON ROAD, MIDC ROAD, LATUR, MAHARASHTRA - 413512	1008

- No amount of money can compensate for the effort you and your team would put in towards conducting this examination.
- However, for conducting **NEET (UG)-2022** your Centre would be paid as per the norms as given in the Guidelines, and 90% of the admissible amount, would be sent to you once you verify the bank details submitted online through Exam Centre Portal ([www.nta.ac.in/examcentre/login](http://www.nta.ac.in/examcentre/login))
- \* Payment will be made only for duty days.
- \*\* The details of examination centre, shift, candidate count, centre contact details, Observer, Deputy Observer and Flying Squad are available on Test Admin dashboard.

# PwD Candidate: It is to be noted that Scribe will be provided by National Testing Agency only. The PwD Candidate will NOT be allowed to bring his/her own Scribe. The facility of Scribe will be provided, in case he/she has a physical limitation and a Scribe is essential



ली मंजिल, एनएसआईसी-एमडीबीपी बिल्डिंग, ओखला इंडस्ट्रियल एस्टेट, नई दिल्ली -11001  
First Floor, NSIC-MDBP Building, Okhla Industrial Estate, New Delhi -110020



75  
YEARS OF  
CELEBRATING  
THE MAHATMA



सत्यमेव जयते



राष्ट्रीय परीक्षा एजेंसी  
National Testing Agency

Excellence in Assessment



आज़ादी का  
अमृत महोत्सव

(उच्चतर शिक्षा विभाग, शिक्षा मंत्रालय, भारत सरकार के तहत एक स्वायत्त संगठन)

(An Autonomous Organization under the Department of Higher Education, Ministry of Education, Government of India)

*to write the examination on his/her behalf, being so certified in the aforesaid format (Appendix- XII, XIII, XIV) whichever is applicable given in Information Bulletin by a CMO/Civil Surgeon/ Medical Superintendent of a Government Health Care Institution.*

*Compensatory time of one hour five minutes will be provided for the examination of 3 hours & 20 minutes (03:20 hrs) duration, whether such candidate (with a physical limitation to write) uses the facility of Scribe or not.*

3. It is pertinent to mention here that Centre Superintendent (CS) is the Head/Senior faculty of the Institution/ Examination Centre. The CS should ensure that NEET (UG)-2022 is conducted smoothly and fairly with support of Observers/Deputy Observers, and other Staff at the Centre. Detailed Guidelines in this regard have been shared through dashboard available at the Exam Centre Portal.
4. CS is also primarily responsible for the implementation of SOP and Advisory regarding COVID-19 in accordance with the state government/local authorities related social distancing and safety guidelines, discussed during briefing, and shared on dashboard. Please get in touch with the local police authorities in case you need police support. Letters in this regard have already been written to the concerned DMs/ SPs, a copy of which is available on your dashboard for your reference and use.
5. You are requested to also complete the following pre-examination preparedness exercise-
  - (i) **Update/verify/validate** your credentials, including bank details on the Exam Centre Dashboard. For this, [www.nta.ac.in/examcentre/login](http://www.nta.ac.in/examcentre/login) with your Centre ID and Password shared through SMS on your registered mobile. In case, you face any technical difficulty, please email at [neet-centre@nta.ac.in](mailto:neet-centre@nta.ac.in)
  - (ii) The “**No Relation Certificate**” has to be filled in by all staff associated with the exam, in the enclosed format **Annexure-1**, individually by all staff concerned. The scanned documents may be mailed at [neet-centre@nta.ac.in](mailto:neet-centre@nta.ac.in) Do not send these documents by post.
  - (iii) Read Guidelines and COVID-19 related norms carefully.
6. Centre Superintendents (CS) are required to attend the orientation meeting/s along with the Observer and Deputy Observer convened by the City Coordinator to understand the examination practices, and CC briefing one day before the examination.



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First Floor, NSIC-MDBP Building, Okhla Industrial Estate, New Delhi -110020





सत्यमेव जयते



राष्ट्रीय परीक्षा एजेंसी  
National Testing Agency

Excellence in Assessment



आज़ादी का  
अमृत महोत्सव

(उच्चतर शिक्षा विभाग, शिक्षा मंत्रालय, भारत सरकार के तहत एक स्वायत्त संगठन)

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7. **It is mandatory to attend the online Orientation/Training/Briefing Session (Phase-1) conducted by NTA as per the schedule given below or as advised separately:**

#	North	South	East	West
CS and Invigilator	05-07-2022 (11:00 TO 12:30 PM)	07-07-2022 (11:00 TO 12:30 PM)	09-07-2022 (11:00 TO 12:30 PM)	11-07-2022 (11:00 TO 12:30 PM)

8. Centre Superintendent would also convene a meeting in second half of the day before examination, with Invigilators and all other officials of the school/organization involved before, during and on the day of the conduct of NEET (UG)-2022. This is in order to ensure that instructions are implemented appropriately and strictly on the day of examination by Invigilators and Support Staff.

9. **The Biometric process is mandatory for all the candidates and a hologram sticker will be pasted on each appearing candidates Admit Card post verification.**

**The Authenticity of the Admit Card will be verified by the hologram throughout the examination process, any Admit Card found without hologram will not be considered valid.**

10. **NEET (UG)-2022** is a prestigious Entrance Examination of national importance, all the organizations holding the examinations are facing a tough time because of the highly organized methods for use of unfair means and practices in the examination for personal gain. Generally, modern communication devices and impersonators are used in unfair means activities. Therefore, it is essential to be extra vigilant during the conduct of **NEET (UG)-2022**.

11. You are strongly advised to go through the Centre Superintendents Guidelines with special emphasis on available in the booklet of “Guidelines for the conduct of **“National Eligibility Cum Entrance Test NEET (UG) 2022”**, to make yourself completely ready.

12. Management of confidential material is one of the very sensitive and key responsibilities of CS. They are expected to handle the material carefully once they receive it from the Custodian. The CSs need to follow all instructions regarding packing of documents after the conduct of the examination and seal them as per the packing plan. The CS is also required to hand over these



स्वच्छ भारत  
एक कदम स्वच्छता की ओर

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150  
YEARS OF  
CELEBRATING  
THE MAHATMA



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packed and sealed materials to the Collection Centre of the respective City Coordinator on the same day of the examination, 17 July 2022.

13. Centre material has been dispatched separately to you through your City Coordinator. You are requested to verify the quantity received and confirm the receipt of adequate quantity with the concerned City Coordinator(s).
14. In case of any emergency relating to NEET (UG) 2022 SMS @ 7827981316, 7827042831 or Email: [neet-centre@nta.ac.in](mailto:neet-centre@nta.ac.in) and your issue will be resolved at the earliest:
15. City Coordinators have also been appointed by the NTA to guide you in the conduct of NEET (UG)-2022. The details are available in your dashboard. Please get in touch with him/her immediately.
16. The financial norms available in the Guidelines are also being enclosed as Annexure- 2. An advance based on these norms will be sent to you once your bank details are updated on the dashboard.

**The NTA has reposed its faith in you, and we are confident that you would be very alert and careful throughout the conduct of the examination. I am sure that together we can change society by ensuring fair conduct of this prestigious examination.**

**Keep visiting the NTA Exam Centre Portal through <https://www.nta.ac.in/ExamCentre/login> for the latest information regarding the examination.**

Regards

*Sadhana Parashar*

**Dr. Sadhana Parashar  
Senior Director, NTA**



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**Annexure-1**

**NEET (UG) 2022  
NO RELATION CERTIFICATE**

Centre No.	City	Centre Name with Address

I do hereby declare that

- None of my dependents or near relative(s)\* is/are appearing in the **NEET (UG) 2022** conducted by NTA on the **17 July 2022 (Sunday)**

S. No.	Name and address of Centre Superintendent/ Deputy Centre Superintendent/ Invigilator/ Other Staff	Duty Room No.	Designation in the School/College	Signature	Mobile No./ Telephone No.
1					
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**For more Invigilators/Staff at the Centre, this page may be photocopied as per requirement.**

	Name in Capital letters	Mobile No./Telephone No.	Signature with Date
NTA Observer			
Centre Superintendent			

**Dated: 17.07.2022**

**Note: \* Father, mother, wife, son, daughter, grandson, granddaughter, brother, sister, daughter in law, son in law, brother-in-law, sister-in-law, nephew and niece.**



एनटीए मंजिल, एनएसआईसी-एमडीबीपी बिल्डिंग, ओखला इंडस्ट्रियल एस्टेट, नई दिल्ली -11001  
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F No N14/NTA/CS-NEET(UG)-2021/2021

Date:28 August 2021

[Highly Confidential]

To  
SWAMI SHASHIKANT VEERBHADRA  
Mobile: 9860067789, Email: swamisv@yahoo.com  
CentreID: NTA-EC-C-01015

Sub: Appointment as Centre Superintendent for the conduct of NEET (UG)-2021 to be held on 12 September 2021 (Sunday)- Reg.

Dear Centre Superintendent,

- As per Section 14 of the National Medical Commission Act (2019), the **National Eligibility Cum Entrance Test [NEET(UG)]** is to be conducted as a common/uniform Entrance Examination for admission to all Undergraduate medical courses in all medical institutions *in the country*. **NEET (UG)-2021 will be conducted by National Testing Agency (NTA) on 12 September 2021 (Sunday) from 02:00 pm-05:00 pm in 202 cities across the country and overseas.**
- I am pleased to inform you that you have been appointed as a **Centre Superintendent (CS)** by the Director-General, National Testing Agency (NTA) for the conduct of NEET (UG) - 2021 as per the following details-

Centre ID	Centre details	No. of candidates allotted
3109002	<b>Name:</b> DAYANAND COLLEGE OF COMMERCE LATUR <b>Address:</b> BARSHI ROADKHADGAON ROADMIDC RoadLATURMAHARASHTRA413512	660

No amount of money can compensate for the effort you and your team would put in towards conducting this examination, especially during COVID-19 pandemic days. However, for conducting NEET (UG) -2021 your Centre would be paid on the basis of the norms as given in the guidelines, and 90% of the admissible amount, would be sent to you once you verify the bank details submitted online through Exam Centre Portal([www.nta.ac.in/examCentre/login](http://www.nta.ac.in/examCentre/login)).

- It is pertinent to mention here that Centre Superintendent (CS) is the Head/Senior faculty of the Institution/ Examination Centre. The CS needs to ensure that NEET(UG) -2021 is conducted smoothly and fairly with the support of **Observers, and other Staff** at the Centre. Detailed guidelines in this regard have been shared through the dashboard available at the Exam Centre Portal.
- The **Centre Superintendent** is also primarily responsible for the implementation of **SOPs and Advisory regarding COVID-19 related social distancing and safety guidelines**, discussed during the briefing and shared on the dashboard as well as along with the Centre Kit. For maintenance of proper social distancing outside the Exam Centre campus area, before and after the exam, please also get in touch with the local police authorities, in case you need police support. Letters in this regard have already been written to the concerned DMs/SPs (copies enclosed).

~1~





5. You are requested to also complete the following pre-examination preparedness exercise-
- Update/verify/validate** your credentials, including bank details on the Exam Centre Dashboard. For this, you will need to log in [www.nta.ac.in/examcentre/login](http://www.nta.ac.in/examcentre/login) with your Centre ID and Password shared through SMS on your registered mobile number. In case, you face any technical difficulty, please email at [neet-centre@nta.ac.in](mailto:neet-centre@nta.ac.in).
  - Ensure that no one in the exam Centre has any relation with the Candidates appearing from the Centre. The “**No Relation Certificate**” has to be filled in by all staff associated with the exam, in the enclosed format **Annexure-I**, individually by all staff concerned. The scanned documents may be e-mailed at [neet-centre@nta.ac.in](mailto:neet-centre@nta.ac.in). There is no need to send these documents by post.
  - Read Guidelines and COVID-19 related norms carefully.
6. Centre Superintendents (CS) are required to attend the virtual meeting/s convened by the City Coordinator to understand the examination practices, and also CC briefing one day before the examination.
7. Centre Superintendent would also convene a meeting in the second half a day before the examination, with Invigilators and all other officials of the school/organization involved before, during and on the day of the conduct of NEET (UG)-2021. This is in order to ensure that instructions are implemented appropriately and strictly on the day of examination by Invigilators and Support Staff.
8. The NTA has appointed an agency to provide frisking/ security services at each Centre. The agency is responsible for-
- Supply of thermoguns to be used for thermal scanning,
  - Providing frisking personnel with HHMD metal detectors
- The Agency has been given your contact details and they will get in touch with you.
9. NEET (UG)-2021 is a highly sensitive Entrance Examination of National importance. Sometimes, modern communication devices and impersonators may be involved in unfair means activities. Therefore, it is very essential to be extra vigilant during the conduct of NEET (UG)-2021.
10. This year is unprecedented due to challenges faced by the COVID -19 pandemic. The NTA has prepared comprehensive advisory (as mentioned in point 4 above) in consultation with renowned experts in the medical/examination field. Strict implementation of the same would ensure that we are able to conduct the NEET (UG) - 2021 in a safe, healthy, and secure way without compromising anyone’s health as well as examination’s integrity.
11. You are strongly advised to go through the Centre Superintendents Guidelines with special emphasis on “**Guidelines for the conduct of National Eligibility cum Entrance Test (UG) -**

2021”, so as to make yourself completely ready. You are also referred to the videos available at Exam CentreDashboard to better understand the entire process.

12. Management of confidential material is one of the very sensitive and key responsibilities of CS. They are expected to handle the material carefully once they receive it from the Custodian. The CS needs to follow all instructions regarding the packing of documents after the conduct of the examination and seal them as per the packing plan. The CS is also required to hand over these packed and sealed materials to the Collection Centre of the respective City Coordinator on the same day of the examination, viz. 12 September 2021.
13. Centre material as part of the Centre Kit is being dispatched separately to you in two phases. The first pack of Centre Material (as per **List 1**) is to be received through your City Coordinator. The second part of the material will be dispatched by the NTA (as per **List 2** enclosed) to reach you before the examination also through the City Coordinator. You are requested to verify the quantity received, and confirm the receipt of an adequate quantity of the same.
14. The City Coordinators have also been appointed by the NTA to guide you in the conduct of NEET (UG) -2021. The details are available in your dashboard. Please get in touch with him/her immediately.
15. In case of any emergency relating to NEET (UG) – 2021 you may contact the following Authorities:

<b>Dr. Sadhana Parashar, Senior Director, NTA</b>	<b>(M) +91-9811491725</b>
<b>Sh. B. M. Gupta, Sr. Consultant, NTA</b>	<b>(M) +91-9312112728</b>
<b>Dr. Devvrat, Consultant (Exams), NTA</b>	<b>(M) +91-7015508857</b>
<b>Sh. Piyush Priy, Sr. Software Developer, NTA</b>	<b>(M) +91-9455666767</b>
<b>Sh. Nitish Jaiswal, Office Assistant, NTA</b>	<b>(M) +91-7827980293</b>

The NTA has reposed its faith in you and we are confident that you would be very alert and careful throughout the conduct of the examination. I am sure that together we can change society by ensuring fair conduct of this prestigious examination.

Keep visiting the NTA Exam Centre Portal through <https://www.nta.ac.in/examcentre/login> for the latest information regarding the examination.

Regards



(Dr. Sadhana Parashar)  
Senior Director, NTA



NEET (UG) – 2021  
NO RELATION CERTIFICATE

Centre No.	City	Centre Name with Address

I do hereby declare that

- None of my dependents or near relative(s)\* is/are appearing in the NEET (UG)-2021 for admission to MBBS/BDS Degree Course being conducted by NTA on the 12 September 2021.
- I am not involved in the coaching of the Medical Entrance Examination in anyway whatsoever.

Sl. No.	Name and address of Centre Superintendent/Deputy Centre Superintendent/ Invigilator/ Other Staff	Duty Room No.	Designation in the School/College	Signature	Mobile No./ Telephone No.
1					
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For more Invigilators/Staff at the Centre, this page may be photocopied as per requirement.

	Name in Capital letters	Mobile No./Telephone No.	Signature with Date
NTA Observer			
Centre Superintendent			

Dated: 12.09.2021

Note: \* Father, mother, wife, son, daughter, grandson, granddaughter, brother,



sister, daughter in law, son in law, brother in law, sister in law, nephew and niece.

**List – 1**

Sl. No.	Items	Quantity
1.	Information Bulletin	One
2.	Guidelines for City Coordinators, NTA Observers, Centre Superintendents, Deputy Centre Superintendents, and Invigilators	Two
3.	All Appendices and Annexures	Two Copies -in a rubber band
4.	I Cards: for Centre Superintendents and Deputy Centre Superintendents	As per Requirement
	for Invigilators and staff at Centre.	As per Requirement
5..	<b>Ballpoint pens</b>	One Poly pack of 26 for every 24 candidates
6..	<b>White Paper Envelopes (10x12)</b> for bringing UNUSED Test Booklets from examination Room to CONTROL ROOM by Invigilators	One for every 12 candidates
7..	<b>Yellow Paper Envelope (10x12 laminated):</b> for packing OMR Answer Sheets (ORIGINAL as well as OFFICE Copy) of Impersonation/Unfair Means along with Examination materials confiscated from the candidates.	Two for each Centre
8.	<b>Pulp Board (12x14)</b>	Four for every 720 Candidate
9.	<b>Pink Paper Envelopes (10x12), Pink Tamper Evident Envelope (12x14) and Pink Fabric Bag (16x18) for packing OMR Answer Sheets (ORIGINAL Copy) only</b>	
	(a) <b>Pink Paper Envelopes (10x12)</b> for bringing OMR Answer Sheets (ORIGINAL Copy) from Rooms to Examination Control Room by Invigilators	One for every 12 candidates
	(b) <b>Pink Tamper Evident Envelope(12x14)</b> for packing OMR Answer Sheets (ORIGINAL Copy) of 10 Rooms in CONTROL ROOM	One for every 120 candidates
	(c) <b>Pink Fabric bag (16x18):(Parcel-1)</b> for packing upto Six Pink Tamper Evident Envelopes (12x14) packed @ Sl.No.-5(b) between two Pulp Boards and tied with strong thread. The tied packet along with Yellow Paper Envelope packed @ Sl. No.- 3 is put in one Pink Fabric Bag.	One for every 720 candidates
10.	<b>Blue Paper Envelopes (10x12), Blue Tamper Evident Envelope (12x14) and Blue Fabric Bag (16x18) for packing OMR Answer Sheets (OFFICE Copy) only</b>	
	(a) <b>Blue Paper Envelopes (10x12)</b> for bringing OMR Answer Sheets (OFFICE Copy) from Rooms to Examination Control Room by Invigilators	One for every 12 candidates
	(b) <b>Blue Tamper Evident Envelope(12x14)</b> for packing OMR Answer Sheets (OFFICE Copy) of 10 Rooms in CONTROL ROOM	One for every 120 candidates
	(c) <b>Blue Fabric bag (16x18):(Parcel-2)</b> for packing upto Six Pink Tamper Evident Envelopes (12x14) packed @ Sl.No.-6(b) between two Pulp Boards and tied with strong thread. The tied packet is put in one Blue Fabric Bag.	One for every 720 candidates
11.	<b>Green Fabric Bag (16x18) : (Parcel-3) for packing Packet-3 and Packet-4</b>	One for each Centre
	(a) <b>Green Paper Envelope (12x16 with Jali): (Packet-3)</b> for Packing of Attendance Sheets (Appendix-2) in a rubber band and OMR based Absentee Proforma(Appendix-3) in Polythene with interlocking	One for each Centre



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(b) <b>Green Paper Envelope (10x12 laminated): (Packet-4)</b> for Packing of All Appendices. All Appendices be tagged in serial order.	One for each Centre
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**List –2**

Sl. No.	Items	Quantity
1.	List of candidates appearing at the Centre.	One – Stapled
2.	Attendance Sheets of candidates appearing at the Centre.	One-in rubber band
3.	Adhesive stickers of Roll No of candidates for pasting on Table/ Desk.	One- in Polythene with interlocking
4.	OMR based Absentee Proforma of candidates appearing at the Centre.	
5.	Sample OMR Answer Sheets	Two