

VILLAGE/WARD SECRETARIAT STAFF RECRUITMENT EXAMINATIONS – 2020  
GUNTUR DISTRICT  
**CHECK LIST FOR INSPECTION OF EXAMINATION CENTER  
BY THE CENTER SPECIAL OFFICER(CSO)**

[As a Representative of the District Collector in the Exam Centre, Please visit the Examination Centre immediately after receiving the appointment order and Submit this Check Slip duly filled to the District Collector & Chairman, DSC, Guntur at the time of 2<sup>nd</sup> Training Class. Further, Please mail a scanned copy to edpccellzpgnt@gmail.com]

1.	Date of Inspection	:			
2.	Name of the Mandal / Municipality	:			
3.	Exam Center (Venue) Code	:			
	Name & Address	:			
4.	Type of Institution (Govt./Aided/Private)	:			
5.	Distance from Police Station / Strong Room( in Kms.)	:			
6.	Whether Transport Convenience is available from Bus Stop to Examination Center? (Yes/No)	:			
7.	No. of Candidates Assigned to the Center for the 1st Day of Examination	:	<b>for FN Session</b>	<b>for AN Session</b>	
8.	No. of Rooms Available in <b>Ground Floor</b> with Seating Capacity of 12/16/24 per Room as per COVID-19 Norms	:	<b>12</b> PER ROOM	<b>16</b> PER ROOM	<b>24</b> PER ROOM
9.	No. of Rooms Available in <b>Other</b> (1 <sup>st</sup> , 2 <sup>nd</sup> ...) <b>Floors</b> with Seating Capacity of 12/16/24 per Room as per COVID-19 Norms	:	<b>12</b> PER ROOM	<b>16</b> PER ROOM	<b>24</b> PER ROOM
10.	Total No. of Rooms Available in the Center with Seating Capacity of 12/16/24 per Room as per COVID-19 Norms ( <b>9 + 10</b> )	:	<b>12</b> PER ROOM	<b>16</b> PER ROOM	<b>24</b> PER ROOM
11.	<b>Total Seating Capacity of the Center</b>	:			
12.	Whether Ramp is available for Differently Abled Candidates? (Yes/No)	:			
13.	Whether Each Room is having proper ventilation? (Yes/No)	:			
14.	Whether sufficient No. of Desks / Furniture is available in All Rooms? (Yes/No)	:			

[P. T. O.]

15. Whether Notice Boards are available in the premises to display Seating Plan? **(Yes/No)** :
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16. Whether Each Room is having sufficient No. of Tube Lights in working condition? **(Yes/No)** :
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17. Whether sufficient No. of Toilets – separately for Boys / Girls available? **(Yes/No)** :
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18. Whether arrangements for Drinking Water is tied-up? **(Yes/No)** :
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19. Whether arrangements for maintenance of Sanitation is tied-up? **(Yes/No)** :
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20. Whether place for collection and safe keeping of Mobiles / Hand Bags has been identified and tied-up? **(Yes/No)** :
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21. Whether Compound Wall is available to the Institution? **(Yes/No)** :
- If “No” Sufficient Bundobust has to be planned.**
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22. Whether Additional Room(s) for Isolating COVID-19 +ve / Symptomatic Candidates has been identified and tied-up? **(Yes/No)** :
- If “No” 1 or 2 Additional Rooms should be identified for COVID-19 +ve / Symptomatic**
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23. Whether Videographer @ One per Center has been tide-up? **(Yes/No)**
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24. Head of The Institution Details
- a) Name :
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- b) Designation :
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- c) Mobile No. :
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- d) Land Line No. of the Institution :
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- e) e-Mail ID of the institution :
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25. Remarks / Other information to be furnished by CSO to the District Collector :

Signature of the Head of The Institution	Signature of the Center Special Officer
	<b>NAME</b> :
	<b>DESIGNATION:</b>
	<b>MOBILE No.</b> :