



## NOTE

### REVISED RATES OF REMUNERATION (EFFECTIVE FROM 1st APRIL 2003 AS PER NOTIFICATION No. MNC/1097/198/CR-57/97/ACT, DATED 17/03/2003.)

1. Paper Setting –Rs.300/- per paper, [Rs.150/- per section].
2. Correction of Answer papers. paper of three hours –Rs.20/- per paper.
3. **Oral & Practical** – Where the period of examination is more than 15 minutes – Rs.15/- per candidate.
4. For examined in advance course a minimum fee payable to examiner shall be Rs.200/. In addition to First Class or III AC Railway fare from their town of residence to the center of examination and back and daily allowance of Rs.100/. & in case of local examiners a daily allowance of Rs.75/.

## INSTRUCTIONS

1. Below Govt. of Maharashtra Finance Dept.'s Circular No. TRA 1075/SEB-5 dated 1-11-1975 "Govt.is pleased to direct that in all case of claims for journey performed by Rail in first Class the serial number of the ticket and the date marked on the ticket should invariably be mentioned in the T.A. bill against the particular item of the bill where 1<sup>st</sup> class rail fare is claimed. Money paid receipts form railway authorities will also serve the purpose."
  2. Examiners going for oral & Practical exam. at outstation have to add the Railway fare/ S.T. fare actually Spent & have to attach the tickets else claim will not be paid.
  3. Examiner must attach Postal receipts of the postage with the bill, else postage spent by him will not be paid. Supplementary claim in respect of postage & travelling ticket will not be considered.
  4. The examiner has to submit the remuneration bill on or before 31<sup>st</sup> march every year so as to settle all claims & utilize grant allotted for the purpose.
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**MAHARASHTRA STATE BOARD OF NURSING AND PARAMEDICAL  
EDUCATION  
SUPERVISION BILL**

Name of the Institution: \_\_\_\_\_  
 Name of the Examination: \_\_\_\_\_  
 Date, Month and Year of Examination: \_\_\_\_\_

**WRITTEN**

Total Candidates Appeared:		
1. Conductor		
2. Supervisor		
3. Waterman		
4. Postage (Rec. No.)		
5. Other Expenses		
<b>Total</b>		

**ORAL & PRACTICALS**

Date of Examination from \_\_\_\_\_ to \_\_\_\_\_

For Arranging the Examination Hall:

1. Sister		
2. Servant		
<b>Total</b>		

No. of Candidates for Oral & Practical's, examination \_\_\_\_\_

Supervision

Servant		
Amount paid to Patients		
<b>Total</b>		
<b>Grand Total</b>		
<b>Less Advance</b>		
<b>Balance to be Paid</b>		

Certified that the above expenses have been incurred for conducting Oral and Practical's Examination and necessary receipts are obtained and attached herewith.

Signature & Official Stamp

**RECEIPT**

This is to certify that I have received Rs. \_\_\_\_\_ as an advance and Rs. \_\_\_\_\_ being the balance of Supervision charges for \_\_\_\_\_ examination held in \_\_\_\_\_ Total receipt is for Rs. \_\_\_\_\_

Place :  
Date :

(Signature of The Matron)  
with Revenue Stamp Affixed

This Bill is to be prepared at the following rates: —

1. Supervisors (Written) Rs. 50 per shift (up to 30 candidates—one supervisor)
2. Waterman (Written) Rs. 25 per day.
3. Arranging the hall for Oral & Practical's Examination  
(a) Sister Rs. 50 per day. (b) Servant Rs. 25 per day
4. Supervisor (Oral & Practical) Rs. 50 per day
5. Servant (Oral & Practical) Rs. 25 per day
6. Patients for Oral & Practical Rs. 5 per patient.

(One patient should not be examined for more than FOUR candidates) The above revised rates are effective from 1st April 2003.

# MAHARASHTRA STATE BOARD OF NURSING AND PARAMEDICAL EDUCATION

## Instructions to Conductor (Written Examination)

1. Blank answer-books for the use of the candidates will be supplied by the Office of the Exam Board. These answer-books are to be checked with stationery account statement.
2. No Candidate should be admitted to the examination hall without a Hall Ticket which should be verified from the list of number allotted to the candidate. A candidate should not be admitted to the examination hall if she/he is late by more than 30 minutes or a candidate be allowed to leave the examination hall unless 30 minutes have elapsed from the time of commencement of the examination.
3. The question papers are sent to mofussil centres about ten days before the date of the examination. If they are not received by that time the Registrar should be informed about it immediately.
4. Before taking the packets of question papers to the examination hall it should be seen that all the seals are intact and if it is suspected that the packets have been tampered with, a report to the effect should immediately be sent to the Exam Board.
5. The packets of question papers are to be opened in the examination hall in the presence of the Candidates & Supervisor and distributed at the time marked on the question paper. Signature of two candidates with seat numbers other than your own candidates should be taken & should be sent to the Exam Board.
6. No Candidates should be permitted to write anything in answer-book after the close of the examination time. If any one does so, necessary remarks should be made in the answer-books in accordance with the rules in this connection given in "Instructions to Candidates".
7. No Candidates should be allowed to bring any books, paper, chits, mobiles, calculators & pagers in the examination hall. All the candidates should be closely supervised. All the educational material should be removed from the examination hall.
8. After completion of examination, the answer-books should be packed and sealed according to the instructions issued from the office of the Exam Board.
9. Statements of a stationery account with the bill of supervision should be sent soon after the examination.
10. To avoid delay in distribution of the question papers help of the tutors who accompany the candidates may be taken, and in case the distribution is still delayed time should be allowed to the candidates concerned at the closed of examination.
11. If there is any discrepancy in the paper setting of English or regional languages and if it is not possible to decide which is the correct question set English version should be considered as correct and the candidates may be advised accordingly. Attention of the Exam Board should also be drawn to it.
12. Each answer booklet and supplementary given to the candidate should be initialled by the Supervisor.
13. Supervisor at the time of written examination have to check the name of the institutions and verify the seat number written by the candidates on the answer-books with their Hall Ticket issued by the Exam Board.
14. **Question Paper should not be sent out of the examination hall till the examination is over.**
15. Answer papers should be sealed in the examination hall itself.
16. Students should be in the examination hall 1/2 an hour before the examination timing.
17. Students should be in uniform.
18. Question papers should not be read & prevent wastage of time & only queries should be amicably resolved.
19. Only complaint in writing through proper channel will be entertained.
20. Supervision bill with the required receipts should be sent to the Exam Board's Office so that advance amount given can tally with the bill amount.
21. Tutors accompanying from other institute can be appointed by the Chief Conductor as Supervisor so there will be no chance for complaints.
22. The Supervisor should sign if he or she changes the ink while answering the questions.
23. Students should make note of number of supplements attached, on answer-book.
24. The seat numbers of absent or exempted candidates should be written on both copies of examiner's report.
25. The answer paper bundle, should include a copy of examiner report. One copy of same report should be pasted on the bundle, since the outer copy could be damaged in transit.
26. Candidate should be informed that they should not write anything than the answers to their questions. e.g. Songs. Poetry etc.