



Government of Maharashtra

**Rural Development Department,
Government of Maharashtra
Recruitment for 34 Zilla Parishads of Maharashtra**

**Guidelines for Venue Officers and TCS Personnel
Part A for the exam scheduled on 29.02.2024**

Post wise- Dates of Exam	<ul style="list-style-type: none">Supervisor (Only for the candidates applied for non PESA ZPs) – 29.02.2024
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Time-Activity Schedule

Exam Name	ZPs Supervisor	
Date	29th Feb. 2024	
Shifts	Shift 1	Shift 2
Reporting Time	7:00 AM	11:00 AM
Gate Closure Time	8:15 AM	12:15 PM
Exam Start time	8:30 AM	12:30 PM
Surveillance	Yes	Yes
Biometric	Yes	Yes
IRIS	Yes	Yes
HHMD	Yes	Yes



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Detailed activities: 29th Feb. 2024

Sr. No.	Shift 1	Shift 2	Activity
Post	Supervisor		
1	07:00 a.m.- 08:30 a.m.	11:00 a.m. - 12:30 p.m.	<ul style="list-style-type: none">✓ Identification of candidates, Photo Capturing, biometric capturing, Iris capturing✓ HHMD Frisking✓ Candidate signs on the Call letter and Attendance sheet in presence of invigilator✓ Candidate provide Left Thumb impression on call letter and attendance sheet in presence of invigilator✓ Seat allocation✓ Login of Candidates
2	08:30 a.m.- 08:35 a.m.	12:30 p.m. - 12:35 p.m.	Handwriting sample (Text provided on the screen to be copied by candidates in the space provided in the call letter). This text appears in a box on the left side of the screen. Invigilator must ensure all candidates have copied the text onto the call letter) Invigilator signs on the call letter
3	08:35 a.m. - 10:35 a.m.	12:35 p.m.- 2:35 p.m.	Duration of Test
4	11:15 a.m.	3:15 p.m.	Submission of Test for PWBD candidates eligible for compensatory time
5	After the completion of the exam		Candidates will move one by one in an orderly manner and submit the call letter duly stapled with copy of Photo ID proof and rough sheets separately to the invigilator. After submission of the documents, the candidates will move out of the hall.