
MTS MANUAL 2010

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BYELAWS OF THE MTS EXAMINATION

1. INTRODUCTION

Soon after the formation of the Majlisu Ta'aleemil Islami, Kerala, a programme to identify and nurture the talents of students took up the shape of a scheme called Majlis Talent Search Examination (MTS Examination). The objective of this programme is to identify talented students and award them with scholarships. During the first few years of the implementation of this examination, it was confined to a few Majlis affiliated schools. But now it has encompassed a wide range of schools both Majlis affiliated and others. The increase in enrolment of students every year testifies the espousal and popularity the MTS has received in a short span of time.

MTS Examination is held on the first Saturday of January every year for students of Classes I to X. This year it falls on 2 January, 2010. The guidelines/rules for the conduct of the examination are furnished below.

2. BASIS OF GRADING

Grade A	Top 1/10 of the candidates
Grade B	Next 1/10 of the candidates
Grade C	Next 2/10 of the candidates
Grade D	Next 2/10 of the candidates

3. PRIZES AND CERTIFICATES

Category	I-VII	VIII-X
First Prize	Rs.1500	Rs.2000
Second Prize	Rs.1000	Rs.1500
Third Prize	Rs.750	Rs.1000
Grade A	Medals and Merit Certificates	
Grade B	Medals and Grade Certificates	
Grade C	Grade Certificates	
Grade D	Grade Certificates	
Remaining candidates	Participation Certificates	

The Majlis will award *merit certificates* and *medals* to all the Rank holders along with the cash award.

Special Prizes:

- ◆ For the school which gets the highest number of ranks.
- ◆ For the school which bags the highest percentage of A Grades.
- ◆ For the school which presents the highest percentage of candidates for the examination.

However, the last two awards will be subject to the condition that a minimum of 200 candidates are registered for the examination.

4. SYLLABUS AND THE QUESTION PAPER

1. The MTS Examination has two parts viz. (1) Scholastic Aptitude Test (SAT), (2) Mental Ability Test (MAT) and General Knowledge (G.K).
2. There is no prescribed syllabus for Scholastic Aptitude Test. However, the question paper will be appropriate to the level of the students in each class.
3. 50% of the questions will be to gauge the Scholastic Aptitude of the candidates in English, Mathematics, General Science/EVS and Social Studies of the respective classes.
4. The remaining 50% of the questions will be to test the Mental Ability and General Knowledge.
5. Each question paper will be of 2 hour duration. Each question will carry 1 mark. Classes I-IV will have 50 questions and classes V-X will have 100 questions.
6. All the questions will be of Objective Type and the candidates will have to mark the answers on the OMR Sheet provided along with the question paper.
7. Candidates of **Class I and II** should shade the bubbles on the OMR Sheet **only with a pencil**. From **Class III onwards**, a **blue/black ball point pen only** should be used for this purpose.

The area suggested for MAT and G.K will be as follows:

Mental Aptitude (MAT):

Class	Area
I to X	The power of reasoning, ability to judge, ability to evaluate or discriminate, visualize in the space, spatial orientation etc. A variety of questions like analogy, classification, completion of series, patterns, perceptions, hidden figures, coding-decoding, block assembly, problem solving.

General Knowledge (G.K):

Class	Area
I & II	Our neighbourhood, People who serve us, important socio-religious institutions, important national leaders, Everyday science, state capitals and important historical monuments of India.
III & IV	Important socio-religious institutions, people who serve us, the state government and its leadership, state capitals, important national leaders and Indian freedom fighters, sportsmen and sportswomen of India, renowned scientists, and important historical monuments-world and national.
V & VI	The union and state government and their leadership, national capitals, national and international leaders and freedom fighters, sportsmen and sportswomen of India and the world, abbreviations/acronyms, discoveries and inventions, monuments both national and world.
VII-X	The union and state governments and their leadership, national capitals, the Indian constitution, national leaders and freedom fighters, sportsmen and sportswomen of India and the world, inventions and discoveries, monuments, important historical facts, books and authors, international organizations, abbreviations/acronyms, superlatives (fastest, deepest, tallest etc.), latest who's who and sobriquets.

5. HOW TO REGISTER

The registration fee will be as follows:

- ◆ Classes I to VII : Rs.60 for each candidate.
- ◆ Classes VIII-X : Rs.70 for each candidate.

The Majlis will supply the following materials to the affiliated schools before **30 June, 2009** for the purpose of registration.

1. Letter cum Registration Forms (to be distributed to the parents through the students)
2. Pro forma-A for consolidated list of candidates (to be prepared by heads of participating schools). **This must be forwarded to the Majlis on line.** The Pro forma will be available in the Majlis website, www.majliskerala.org also.
3. Pro forma-B for writing the abstract (to specify the number of candidates, fee details and the collection of exam materials)

The class teacher will distribute the *Letter cum Registration Forms* to all parents and encourage students to partake in the Examination. The students should return the filled up registration forms along with the prescribed fee to the class teacher on or before **31 July, 2009**.

The Registration forms are to be retained by the school. The school can retain Rs.5 per candidate from the total amount collected to meet the expenses incurred for conducting the examination. The remaining amount should be remitted in the Majlis Office along with Pro forma-B on or before **24 August, 2009**. Pro forma-A prepared class wise, boys first then girls, and also in alphabetic order should be forwarded **on line** on or before **26 September, 2009**. No kind of corrections or additions shall be incorporated after this date.

6. EXAMINATION CENTRES

The examination centres are divided into four categories as shown below on the basis of the number of candidates in each centre.

1. **Request Centre:** The minimum number of candidates for sanctioning a centre is 60. A school registering less than 60 candidates has to send its candidates to the nearest centre. However, a centre will be sanctioned for less number of candidates against a request from the Head of an affiliated institution. Such centres will be known as '**Request Centres**'. A Request Centre should meet all the expenses including allowances of the officials appointed there.
2. **B Grade Centre:** These are centres where the number of candidates is 60 to 150. In such centres, a C.S. and invigilators at the rate of one for each 32 candidates will be appointed.
3. **A Grade Centre:** These are centres where the number of candidates is between 151 and 320. In such centres, in addition to the D.S, invigilators at the rate of one for 32 candidates will be appointed. Additionally, an attender will also be appointed. Contingency allowance will be granted to such centres.
4. **Special Grade Centre:** These are centres with more than 320 candidates. In these centres, a D.S and a clerk will be appointed additionally. Contingency allowance will be granted.
5. A school not affiliated to the Majlis can also register its students for MTS Examination. Clauses 6.1 to 6.4 are applicable to such a school. In case the Majlis decides to allocate a centre in an unaffiliated school, such a centre will be manned entirely by the Majlis officials. The head of the school will act as the Chief Superintendent of such a centre. Allocation of such a centre shall be at the discretion of the Majlis.

Note: As far as classes I and II are concerned, a minimum of 15 students should be registered for the examination in each class. In case of candidates being less than 15, the allowance for the invigilators appointed there is to be borne by the centre.

7. MODEL QUESTION PAPER

Model Question Papers and a copy of the OMR answer sheet will be available in the Majlis website. The heads of the institutions can make necessary arrangements to distribute the same to the candidates.

8. ADMISSION TICKETS

Admission Ticket Packets will be distributed through the Regional Collection/Distribution Centres on **30 December, 2009**. Heads of the schools should depute a staff member to collect the materials from these centres. A filled-up delivery note issued by the Majlis has to be submitted at the distribution centre for receiving the packet. T.A. for receiving the Admission Ticket Packet is to be borne by the institution. These tickets have to be issued to the candidates on **31 December, 2009**.

The school seal should be affixed on the admission ticket. The candidates should sign in the admission ticket in the presence of the head of the school. Candidates must produce the admission ticket at the time of examination.

The following materials will also be distributed on the same day.

1. List of the candidates.
2. Attendance sheet.
3. Abstract of the attendance.
4. Vouchers.
5. Delivery Notes for receiving the Q.P bundles.
6. Observation Report of the D.S.
7. List of the Exam Officials.

List of Regional Collection/Distribution Centers

1. Kauser Complex, Kaltex Junction, Kannur.
2. Majlis Office, Kozhikode.
3. Falahiya College, Malappuram.
4. MIT Hostel, Hashmi Tower, Thrissur.
5. Dawa Centre, Kaloor, Ernakulam.

9. EXAM MATERIALS

Exam materials will be distributed at 11.00 am on **30th December 2009** through the Regional Collection/Distribution Centres listed above. Heads of the schools have to depute a staff member to collect the materials from these centres. For receiving the bundle of examination materials, a filled-up delivery note issued by the Majlis has to be submitted at the centre.

10. CHIEF SUPT., DEPUTY SUPT. AND THE INVIGILATORS

Chief Superintendents (C.S), Deputy Superintendents (D.S) and Invigilators are appointed at each centre for the conduct of the examinations. Their duties and responsibilities are given below.

1. Duties of the Chief Superintendent.

1. The head of the school will be the Chief Superintendent.
2. The responsibility of setting-up of the examination centre and the smooth conduct of the examination lie with the C.S.
3. The C.S. should convene a meeting of the Deputy Superintendent and Invigilators at 9.30 am on the exam day. He/She should explain all the procedures, as contained in the manual, related to running the examination smoothly and efficiently.
4. The allotment of work to invigilators has to be done in advance. The C.S. should allot examination rooms to each invigilator by giving him/her the attendance sheet of the respective room.
5. The C.S. must display the following information:
 - a. A consolidated chart of candidates indicating Roll numbers, From – To, with allocation of Room number be displayed at prominent places in the School compound, such as Entry Gate, Notice Boards of each floor and also in the room of the C.S. This important information must be clearly and adequately displayed so that candidates do not face any difficulty.
 - b. Instructions to the effect that:
 - i. Candidates from Class I and II should use only HB pencils for marking the OMR Answer Sheet.
 - ii. Candidates from class III-X should use only Blue/Blackball point pen for marking the OMR Answer Sheet.
 - iii. Candidates should neither fold the Answer Sheet nor make any stray marks on it.
 - iv. Candidates are not allowed to carry any other material except the Admission Ticket and writing materials inside the examination hall/room.
 - v. Candidates are not allowed to use correction/white fluid on the Answer Sheet.
6. The C.S. should ensure that none of the exam officials carry mobile phones to the examination rooms.

2. Duties of the Deputy Superintendent.

1. The D.S. will be appointed by the Majlis, normally a staff from a Majlis affiliated school.
2. Deputy Superintendent will assist the C.S. in running the whole examination activity smoothly and efficiently.
3. In the case of exigency, the D.S. has to act as an invigilator also.
4. He should distribute the Question papers to the Invigilators in the rooms.
5. He should collect the attendance sheets half an hour after the commencement of the Exam.
6. He should go round and see that the Examination is going on smoothly.
7. He may give relief to the Invigilators if necessary.
8. He should confirm that external Invigilators are allotted for classes I and II and that they read out the questions to students loudly and clearly.
9. He will not be relieved of duty until the packing and sealing of the answer packets are done.
10. The D.S. has to send an Observation Report to the MTS section of the Majlis on the day of the examination.

3. Duties of the Invigilators.

1. Invigilators are appointed from other schools. No persons other than the appointed invigilators/officials are allowed to enter the exam halls.

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2. They should report at the Examination Centre before 9.30 am.
 3. 10.30 am (First bell): Ask the candidates to enter the room.
 4. Frisk the candidates to ensure that none is in possession of mobile phone, any electronic device or any other material concerning the examination.
 5. 10.35 am (Second bell): Prayer
 6. See that the candidates have occupied their correct seats. Get the attendance sheet signed by the candidates and verify the same with the admission ticket within half an hour.
 7. The attendance sheet (Form C) supplied should be duly filled up.
 8. 'Absent' should be marked in *red* against the names of the absentees in the 'signature' column.
 9. 10.50 am (Third Bell): Distribute the OMR Answer Sheets. Ask candidates to write their register numbers and verify them. Put the signature on the space provided in the Answer sheet. Inform the candidates that rough work, if any, can be done in the space provided in the last page of the Question Paper and not to write anything in the OMR Answer Sheet.
 10. 11.00 am (Fourth bell): Distribute the Question Papers. Announce that the candidates can start marking their answers.
 11. 11.30 am (Single bell): Announce half an hour is over.
Hand over the attendance sheets to the Deputy Superintendent.
 12. 12.00 noon (Single bell): Announce one hour is over.
 13. 12.30 pm (Single bell): Announce half an hour more.
 14. 12.55 pm (Single bell): Announce five minutes more.
 15. 1. 00 pm (Long bell): Ask the candidates to stop writing and stand up.
 16. Collect the Answer Sheets. Arrange them serially and class wise and hand them over to the C. S. in his office along with the question paper account.

IMPORTANT

- ◆ In classes, I & II the invigilator must read out the questions one by one to the candidates giving 1 minute to mark each answer.
- ◆ The questions should not be translated. But instructions may be briefly explained.
- ◆ In other classes the questions *should not be read out* or explained to help the candidates in answering them.

11. SEATING ARRANGEMENT

1. Seating arrangement including writing the register number of the candidates on the desks should be done on the previous day.
2. Charts and other learning materials, if any, displayed on the walls have to be removed or covered.
3. The seating arrangement should be done in such a way that there is no scope for copying/cribbing.
4. Candidates from classes III - X should be shuffled. Candidates of classes I & II should be seated in separate rooms.
5. Girls and boys have to be seated separately.

6. One Invigilator should be in charge of 32 candidates in one room.
7. In the case of a hall, there should be one Invigilator for every 32 candidates.

12. OPENING OF THE QUESTION PAPER PACKETS

The Question Paper Packets should be opened at 10.00 am in the presence of the Deputy Supt. and an external invigilator. At 10.40 am question papers should be distributed to the Invigilators.

The certificates furnished on the Question paper envelopes have to be signed by the Chief Supt., Deputy Supt. and the same external Invigilator.

These certified envelopes should be forwarded to the Majlis along with the Answer Sheets.

13. COLLECTION AND DISPATCH OF EXAM MATERIALS

1. The Answer Sheets received from the Invigilators should be arranged class wise and serially and packed in the covers supplied by the Majlis. All columns on the covers should be duly filled up. The packets should be sealed with wax.
2. The Attendance sheets (Form C), Abstract of attendance (Form D), Observation Report of the D.S. and Certificates signed in the Question Paper envelopes should also be packed in a separate cover. These packets should be handed over to the Majlis officials at the Regional Collection/Distribution Centre at 4 pm on the day of the exam.
Acquittance of allowance (Form E) should be submitted in a separate envelop. The amount should be collected from the collection centre concerned at the time of handing over the answer sheet packet. No claim for allowance will be entertained there after.

14. ALLOWANCES

Allowance of the Examination centers.

Category		Request Centre	B Grade	A Grade	Special Grade
Invigilator	DA	125	125	125	125
	TA	Ordinary bus fare/ second class train fare			
Deputy.Supt.	DA	Nil	Nil	175	200
	TA	Nil	Nil	Ordinary bus fare/ second class train fare	
Chief Supt.	DA	175	175	225	275
	TA	The expense for taking delivery of the examination materials and handing over them back.			
Clerk	DA	Nil	Nil	Nil	125
	TA	Nil	Nil	Nil	Nil
Attender	DA	Nil	Nil	100	100
	TA	Nil	Nil	Nil	Nil
Contingency Allowance		Nil	Nil	Max:200	Max:300

Note: T.A will be the actual bus/II class train fare from the institution where one is working to the Examination centre. The travelling expense of the C.S. for receiving the examination materials and for handing them over to the Collection Centre should be included in the acquittance (Form E). The rates shown in the above table is the D.A for one day.

15. VALUATION

The valuation of answer books will be conducted at the Majlis Office. The valuation process will be completed before 11 January, 2010.

16. RESULT

The examination result will be published on 22 January, 2010 in the Majlis website, www.majliskerala.org

17. AWARD DISTRIBUTION

Cash awards, medals and certificates will be distributed to the winners on 30 January, 2010 at National Huda Central School, Orumanayur, Thrissur. Awards and prizes should be collected at the award function. No claim thereafter will be entertained.

18. T.A. FOR ATTENDING THE AWARD FUNCTION

Travelling Allowance as actual bus fare/II class train fare will be admissible to every award winner and an escorting staff from the institution for attending the award function. T.A. will also be admissible to one delegate from each school and the members of the MTS Board. The T.A. has to be claimed on the day of the award function. No claim thereafter will be granted.



ATTENTION PLEASE

30 June, 2009	Supply of Preparatory Materials through Regional Centres.
30 July, 2009	Student returns the filled-up registration form.
24 August, 2009	Last date of fee remittance.
26 September, 2009	Last date of Online Registration.
30 December, 2009	Distribution of exam materials and Admission Ticket through Regional Centres.
31 December, 2009	Issue of Admission Tickets to the candidates.
2 January, 2010	Examination at 10.30 am. Answer Sheet Packet collection at Regional Centres (before 4 pm).
11 January, 2010	Valuation
22 January, 2010	Publishing of Result at www.majliskerala.org
30 January, 2010	Award Distribution @ National Huda Central School, Orumanayur, Thrissur.

*Ability is nothing
without opportunity*



MTS

MAJLIS TALENT SEARCH

Examination

On 2nd January 2010

MANUAL -2009-'10

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