



F.55(927)/DSSSB/Exam/2013/

Dated:

## **INSTRUCTIONS FOR ASSISTANT OBSERVERS IN THE ONLINE EXAM**

1. The Assistant Observer should report at DSSSB on the Scheduled date & time as mentioned in their deployment order and will collect the examination material from the distribution centre, allotted to him, setup at the office of the Board, on the day of exam.
2. The Assistant Observer should report at the scheduled time at the specified counter at DSSSB without fail. Any delay in this regard would be viewed seriously and the same would be communicated to the H.O.D and Secretary(Services) for necessary disciplinary action.
3. The Assistant Observer will collect the examination material as per checklist from the office of the DSSSB on the day of exam & handed over to concerned Observers/Overall Incharge.
4. The Board shall provide a vehicle to Assistant Observer at Board's Office for delivery of examination material at exam centre. The Assistant Observer shall process to the centre allotted to him after collecting material from the Board for delivery of examination material to concerned Observer/ Overall Incharge. He should ensure to reach the centre as per scheduled time.
5. After completion of the examination, the Assistant Observer shall collect the examination material as per packing instruction from the Observer (Lab wise ) /Overall Incharge and shall deposit the same in the office of this Board.
6. Payment of remuneration would be made to the Assistant Observer only after submission of all Annexures & reports, duly filled & signed by all required exam functionaries, along with complete material,(as per check list) in the Board's office on the same day.