



F.55(1223)/DSSSB/Exam/2016/

Dated: 02/03/17

INSTRUCTIONS FOR ASSISTANT OBSERVERS

Reporting at DSSSB as per time schedule given in duty order

Duration of Exam : 10.30 AM to 12.30 PM

OBJECTIVE TYPE ONE TIER EXAM

1. There will be an Objective Type Main Examination of 2 hours duration.
2. Used OMR Sheets for Objective Type Main Examination will be taken back by the Invigilator immediately after two hour duration. Candidates shall strictly follow the directions of the Centre Superintendent/Invigilator in this connection.

One/two/three Assistant Observer as per the number of rooms in the centre will be appointed at each examination centre. The following are the duties/functions of the Assistant Observer:

1. The Assistant Observer/s is/are required to report at the Board's office on the day of examination at the time specified in the duty order. He/She will mark attendance and collect material along with Observer from the counter allotted to him/her (colour coded).
2. He/she will assist the Observer-Cum-Coordinator in collection of examination material from the concerned Distribution Counter (**as per the colour code**) of the Board and also deposit the same after completion of the examination at the same Counter. **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. He/ She will accompany the Observer-Cum-Coordinator during the examination duty and assist him/her.
4. He/she has to ensure that the arrangements made by the Centre Superintendent are satisfactory especially with respect to drinking water, seating, lighting and sanitation arrangements etc.
5. **He/she has to ensure that there is only one entry gate at the examination centre. If he/she finds that there are more than one gate, he/she should ensure that the Centre Supdt closes the additional gate(s). He/she should also ensure that no candidate except those with e-admit Cards are allowed into the Centre premises.**
6. The Observer-cum-Coordinator and Assistant Observer shall hand over the examination material to the Centre Superintendent as per activity schedule. The seal of the cartons shall be opened by the Centre Superintendent in the presence of Observer-cum-Coordinator as well as Assistant Observer and a certificate of opening shall be prepared and signed by all.
7. The Question Booklets of examination along with attached OMR sheets have to be distributed 15 minutes before the start of the exam by the Assistant Observer and the Assistant Central Superintendent under the supervision of the Centre Superintendent in all the rooms of the center. The Question Booklets along with OMR sheets of the absentee candidates will be collected back by the Assistant Observer and Assistant Centre Superintendent from all the rooms within five minutes after the start of exam and hand over to the Observer-cum-Coordinator for tallying with the absentee statement. All this process must be completed within 15 minutes after the start of the exam and extra booklets received back must be kept in the Canvas Bag as per packing instructions.
8. **He/she is required to visit the exam rooms frequently and ensure that the invigilators check all the candidates to prevent any case of impersonation. He/she will check candidates for impersonation in all the rooms with reference to photograph & signature on Attendance Sheet and note down the roll numbers of candidates checked in the enclosed Performa (Report – 4).**
9. **If any instance of impersonation /cheating in examination hall, by whatever means is observed, the material, if used in the above process, have to be confiscated and an FIR has to be lodged by Centre Superintendent immediately and duly intimating to the Control Room followed by a “special report” (Report – 2) by the Centre Superintendent & Observer-cum-coordinator. A copy of this report shall be attached with the e-admit card of the Candidate and a copy of this report shall be submitted to the Board along with other annexure/reports.**
10. He/she will collect the Annexure of “Acquaintance Roll (Annexure VI) ” and “Bill of Contingency (Annexure – V)” in respect of contingency amount of Rs.500/- from the Centre Supdt. The Acquaintance Rolls and Contingency Bills must be duly signed and stamped by the Centre Supdt. He/she should ensure that the payment given to the Centre Supdt. in advance must tallies with the total of Acquaintance Roll and Contingency Vouchers.
These annexure shall be handed over to Observer-cum-Coordinator for further submission to the Board.
11. Assistant Observer is directed to bring his/her Identity Card on the day of Examination.



I. ACTIVITY WISE TIME SCHEDULE:

Time as per duty order	To reach office of the Board mark attendance and collect examination material from the allotted counter (colour coded and proceed to the Examination Centre).
08:15 AM	To reach the examination center and report the presence of Center Supdt., School staff and Security personnel (Home Guard and Police).
08:30 AM to 09:30 AM	Open only one Entry Gate for Candidates. Ensure that proper frisking arrangements are made at Entry Gate by Centre Superintendent with the help of Security Personnel. No candidate is allowed after reporting time.
09:30 AM	Examination material will be delivered by the Observer-Cum-Coordinator to Centre Superintendent at 09.30 AM. Ensure the seal on the cartons is intact and not tampered with. Centre Superintendent shall Open the cartons in presence of the Observer-cum-coordinator & Asstt. Observer and the Certificate of opening shall be handed over to Observer-cum- coordinator by Centre Superintendent.
09:30 AM	Ensure that the entry gate of the examination center is closed and locked.
10:00 AM	Instruct the Invigilator in each room to close the unmeshed windows of the ground floor to avoid any untoward incident like snatching away the Question Booklets/OMR Sheets. Invigilator shall also ensure that there is sufficient gap between the windows and the candidates seated near the windows.
10.10AM	Ensure that Centre Supdt along with Asstt Centre Supdt & Asstt. Observer distributes the Question Booklets & OMR answer sheets (already inserted into booklet just after first page) in the respective rooms.
10:20A.M	Ensure that Invigilators have distributed Question Booklets to the candidates. Ensure that no candidate opens the seal of Question Paper before 10.30 AM.
10:30 AM	Ensure that the bell Rings indicating the Start of examination . Start checking the candidates for their genuineness and ensure that they do not carry any prohibited material including mobile phones, calculators, books and note books etc.100% checking of candidates is to be done.
10:45 AM to 12.30 PM	Ensure that the unused Question Booklets are tallied with the absentee report and pack and seal them as per packing instruction and keep under your custody. Make frequent rounds in all the examination rooms and ensure that the examination is being conducted in fair manner.
12:30 PM	1. Make announcement in all the rooms that the candidates have to return the OMR answer sheets only to the room Invigilators before leaving the examination halls. 2. Ensure that the bell rings indicating the completion of the examination. Invigilators collect the OMR answer sheets only immediately after the bell rings.
12.35 PM:	Get all the used OMR Sheets collected and count them properly. Ensure the used OMR sheets are arranged in order of Roll Number serially and sealed in the envelop provided by the board and packed them as per the packing instructions.
12.40 PM	The Centre Supdt shall collect all the used OMR Answer sheets only Candidates are allowed to take away the Question Booklet and his/her e-admit Card . Count the Attendance Sheet brought by the Invigilators arrange them in the order of Roll No. & seal them in the envelope in the presence of the Observer-cum-Coordinator as per the packing instructions. It is to be ensured that Attendance Sheets are duly signed by the Invigilators and Chief Invigilator. The Attendance Sheets should not be kept inside the steel trunk.. The assistant observer will sign a joint certificate in Annexure No. XIII duly signed by Centre Supdt. , Observer and Chief Invigilator.
	Prepare all reports and annexure along with Centre Superintendent, Observer-cum Coordinator and Chief Invigilator carefully. Proceed to Board's Office with entire material.



IV. **PACKING INSTRUCTIONS**

Invigilators will bring the used Question Booklets and OMR Sheets to the room of the Centre Superintendent which should be received and counted. These should be packed & sealed as per instructions given below:-

Sl. No.	Packing material	Instructions/Procedure of packing
1.	<u>Canvas Bag (to be used for packing unused Question Booklets and OMR sheets)</u>	Unused Question booklet/OMR answer Sheets should be packed in the following manner: - <u>Unused Question booklet/OMR Answer Sheets</u> should be collected and counted at 10.40 A.M. from all the rooms. These should be arranged and counted serially room wise, packed in envelopes and kept in the canvas bag which will be provided to the Centre Supdt. on the day of the examination. The hard board provided by the Board should be kept at the bottom of the packet of Unused Question Booklets and OMR Answer sheets for each room. Note: The hard board and the room wise packet should NOT be packed with jute rope (Sutli). Use only RUBBER BANDS to keep the unused Question Booklet and OMR sheet intact.
2.	<u>Steel Trunk (Duly marked for used OMR sheets)</u>	After the examination is over the <u>used OMR sheets</u> collected from the room invigilators should be arranged and counted serially, packed in envelopes and kept in the steel trunk provided by the board. The envelop shall be sealed in the presence of Observer. Thereafter, the steel trunk will finally be locked and sealed in the presence of Observer by Centre Supdt. The Steel trunk containing only used OMR Answer Sheets will be handed over to Observer-cum-Coordinator for onward submission to DSSSB on the day of examination. N.B.: The OMR Sheets packet should NOT be tied with plastic or jute rope (Sutli). Use only RUBBER BANDS to keep the used OMR Sheets intact.
3.	<u>Small Envelope</u>	Key of the steel trunks should be sealed in the envelope and handed over to Observer-Cum- Coordinator separately.
4.	<u>Envelope [Attendance Sheet]</u>	Attendance sheets in serial order of Roll No. should be kept in Envelope:- Mark "ATTENDANCE SHEET" & "CENTRE NO." on Envelop. Seal the Envelop. NOTE: Don't keep this envelop inside any trunks.

Note:- The Observer-cum-Coordinator & Assistant Observer shall handover the above said material along with various Annexure (I to XIV) and Reports (1 to 5), as per Check List, along with unspent amount of remuneration with Centre Supdt. at the Receiving Counter of DSSSB on the same day.

SPECIAL NOTE : **The unspent amount of the remuneration with Centre Superintendent (already provided to them 2-3 days before the exam) is to collected and deposited in the Board office along with acquaintance roll and contingency voucher on the same day after completion of Exam.**

III. **REPORT OF ASSISTANT OBSERVER (Report – 4).**

Assistant Observer shall obtain the Proforma of "Report of Assistant Observer (Report – 4)" from Centre Superintendent. It may also be down loaded from the official website of the Board. Assistant Observers shall submit a detailed report of checking of all the candidates at the examination center and carefully match the Photo of candidate on the e-admit Card with the Candidate taking the exam.

IV. **Transportation Arrangement**

The Assistant Observer shall accompany the Observer-cum-Coordinator in the same vehicle either provided by the Board or Observer-cum-Coordinator's own vehicle, and shall proceed to the centre allotted to him for delivery of examination material along with Observer-cum-Coordinator with one Home Guard. After completion of the examination, the vehicle shall be utilized to handover the examination material at the same counter setup in the office of the Board.



V. **Rate of Remuneration:**

Payment of remuneration would be made to the Observer-cum-Coordinator and Assistant Observer only after submission of all unspent amount of remuneration with Centre Supdt./material/Annexure/Reports duly filed in and signed by all required exam functionaries in the Board's office, on the same day.

VI. **Disciplinary Action**

The Board will recommend disciplinary action against erring Assistant Observer to the cadre controlling authority in following circumstances.

- i. Official refuses to accept duty order.
- ii. Official remains absent unauthorisedly from duty on day of exam.
- iii. Official reported late for duty
- iv. Official not performed duty as per instructions issued by the board.

VII. **Other Instructions to be complied with**

- (a) Centre Superintendent should ensure that only candidates with e-admit cards are permitted in the centre premises.
- (b) **Centre Superintendent should ensure that no candidate or Invigilators or other staff possess cell phone with them in the centre premises.** Only Observer, Centre Superintendent & Flying Squad officer, may keep the mobile phones (in silent mode) with them during exam duty, to cope with the unusual situation and especially when wireless system fails.
- (c) If any instance of impersonation /cheating in examination hall, by whatever means is observed, the material if used in the above process have to be confiscated and an FIR has to be lodged by the Centre Superintendent immediately, duly intimating to the Control Room followed by a "special report" (Report – 2) by the Centre Superintendent & Observer-cum-coordinator. A copy of this report shall be attached with the attendance sheet of the candidate, and a copy of this report shall be submitted to the Board along with other annexure/reports.
- (d) In case, a candidate is being allowed to appear for the examination after taking permission from the Control Room, an undertaking in this regard may be taken from the candidate bringing all the facts of the case in logical sequence. The decision of the Board, after verifying the facts of the case, would be final and binding on the candidate. The OMR Sheet of such candidate has to be sealed in a separate cover inscribing over it 'ÓMR Sheet under Sealed Cover'. The original copy of the undertaking shall be kept along with the sealed OMR Sheet. The duplicate copy of the undertaking shall be submitted to the examination branch/control room along with general observer's report. The undertaking must be countersigned by Centre Superintendent & Observer-cum-coordinator.

The instructions to Flying Officer, Observer-cum-coordinator, Assistant Observer, Chief Invigilators, Centre superintendent, invigilators as well as "General instructions to candidates" for this Exam may be downloaded from the official website of the board i.e. www.dsssb.delhigovt.nic.in. These instructions should be read carefully and complied with strictly. The Board will not send the said instructions to the exam functionary separately.