



No.F.55(1359)/DSSSB/EXAM/2018/

Dated :

INSTRUCTIONS FOR CHIEF INVIGILATOR IN ONLINE EXAMINATION

1. The Chief Invigilator should report at exam centre on the scheduled date & time as mentioned in their deployment order to supervise all the activities at the centre. All the staff deployed on the day of exam must possess identity card duly authenticated by the competent authority.
2. The Chief Invigilator must ensure that he/she do not possess the mobile phone etc. during the conduct of the examination. In case he/she bring mobile phone at the examination centre, they must deposit the same to the Overall Incharge/Observer immediately after marking the attendance.

The Chief Invigilator shall perform following duties on the day of exam:-

1. Allocation of Lab to the Invigilators

One invigilator per 15 candidates deployed by the Board, are deputed in each room out of the list provided by the Board.

Chief Invigilator shall collect "Deployment of Invigilators" from observer and fill up all details as prescribed.

Chief Invigilator shall collect "List of Invigilators" from Observer-cum-Coordinator on the day of exam.

Chief invigilator shall check Identity cards and collect copy of same of all invigilators deployed by the Board before allocation of lab. The chief invigilator shall take attendance of all the Invigilators and allocate lab of invigilators from the list only.

All the invigilators deployed by Board are in direct control of Chief Invigilator. Chief invigilator shall allocate the labs to invigilators at his own discretion.

Chief Invigilator shall not deploy/ allot labs to following: -

- a. Any person whose name is not included in the "List of Invigilators".
- b. Any person who does not possess identity card, even though his/her name is included in "List of Invigilators".

If any such case is observed, Chief Invigilator will inform immediately to Board through his wireless Tetra set and also mention in his/her report clearly. If any such case is found by Observer-cum-Coordinator, overall Incharge, Board's Team, the Chief Invigilator will be held responsible

2. Verification of All candidates:-

The Chief Invigilator shall inspect arrangements for entry and frisking of candidates and satisfy Himself that these are adequate and effective

Chief Invigilator shall carry out independent verification of each and every candidate present in labs with reference to impersonation, keeping unallowed material by candidates, cheating etc. If any case of impersonation or any fraudulent activity such as keeping mobile, bag, other materials by candidate etc. is reported by him during the visit, Chief Invigilator will immediately give report to Observer-cum-Coordinator/Overall Incharge for lodging police complaint. Chief Invigilator will submit a detailed report in prescribed format to the Board including the names of Invigilators for necessary disciplinary action against them.

Chief Invigilator shall verify the correctness of candidate with reference to photograph and signature on Attendance Sheet.

The Chief Invigilator should himself take frequent round of various labs while the exam process is on and ensure that quality of invigilation is fool proof and that candidates have been identified and are not carrying any prohibited items.

If any case of impersonation is observed by Observer-cum-Coordinator or Overall Incharge or Board Officers during their visit, which has not been reported by Invigilator and Chief Invigilator, the concerned Invigilator and Chief Invigilator will be held responsible for that and necessary action will be initiated against them.

DURING EXAMINATION CHIEF INVIGILATOR SHALL ENSURE THAT ALL THE ATTENDANCE SHEETS, e-ADMIT CARDS HAVE BEEN DULY SIGNED BY CANDIDATES AS WELL AS INVIGILATORS AND CHIEF INVIGILATOR.



Govt. of NCT OF DELHI
Delhi Subordinate Services Selection Board
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OTHERS WORK

The Chief Invigilator shall be responsible for carrying out videography of important events.

In case of any computer goes out of order during examination and requires shifting of candidate to reserve computer, Chief Invigilator in this condition will allot the new seat to candidates and shall not leave this decision to EDCIL staff. Chief Invigilator will submit the details of all such candidates i.e. Roll No., Name, Father Name, DOB, old seat No. and new seat No. in his/her report.

Chief Invigilator shall also be responsible for collecting identity cards of Invigilators deployed by Board & attached the same in the file.

PACKING INSTRUCTIONS

| Sl. No. | Packing material | Instructions/Procedure of packing |
|---------|------------------------------------|---|
| 1. | Envelope [Attendance Sheet] | Attendance sheets in ascending order of Roll No. should be kept in Envelope:- Mark "ATTENDANCE SHEET", LAB & "CENTRE NO." on Envelop. Seal the Envelop. |
| 2 | 2 nd page of Admit Card | 2 nd page of Admit Card in ascending order of Roll No. should be kept in Envelope:- Mark "2 nd page of Admit Card", LAB & "CENTRE NO." on Envelop. Seal the Envelop. |

The Instructions to Overall Incharge, Observer-cum-Coordinator, Chief Invigilator, Invigilators as well as "General Instructions to candidates" for the 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.

Sd/-
Dy. Secy.(Exam)