



F.55(1359)/DSSSB/Exam/2018/

Dated:

INSTRUCTIONS FOR OVERALL INCHARGE IN THE ONLINE EXAM

1. The Overall Incharge should report at Exam centre on the scheduled date & time as mentioned in their deployment order in order to supervise all the activities at the centre. The Board has deputed Overall Incharge who shall be Senior Officer of the Govt., to overview and supervise the conduct of examination for every center so as to ensure proper conduct of examination and to eliminate possibilities of use of unfair means by the candidates. Overall Incharge will be allotted one centre so the Overall Incharge will visit the allotted examination centers directly from his/her residence and should submit the proforma of report to the designated Observers and also collect remuneration from the same.

The following is an illustrative list of duties assigned to the Overall Incharge:

1. The Overall Incharge should satisfy himself regarding arrangement made for frisking of candidates at entry gate. He/she should report to Control Room about any kind of mismanagement or non-arrangement in frisking.
2. Photograph and signature of the candidates have been scanned on the attendance sheet and on the Admit Card so as to facilitate proper identification and to avoid impersonation. This point should be taken into consideration while conducting surprise check in the examination centers. Cases of impersonation should be reported to the Board as well as to the Observer, who will in-turn lodge a complaint in the concerned Police Station. In such cases the names and designation of all invigilators in that room should be communicated to the Board on wireless as well as in his report. These invigilators should be immediately removed from their duties.
3. Ensure that no person other than those deployed for duty is present in the examination centre. Their duty orders as well as their identity cards should be checked.
4. Ensure that no unauthorized person is appearing in the examination. For this purpose the Overall Incharge shall test check attendance of the genuine candidates at every centre under his/her charge by comparing their identities with their photos scanned on the attendance sheet and admit card. This is the primary duty of the Invigilators assigned in each room.
5. Ensure that no books, calculators, mobile phones or any other material is being carried by candidates into the examination hall/room.
6. Ensure that no candidate takes recourse to any unfair means and possesses any unauthorized paper or material with him/her. The Overall Incharge will also have the authority to inspect and search any person/candidate in the event of suspicion.
7. The Overall Incharge will submit the report regarding visit to the examination centers to the Observer, of the even numbered centre, as explained above.
8. Overall Incharge should also observe the conduct of the Exam functionaries deployed for examination duty, to ensure that no one helps any candidate directly or indirectly. Any violation should be brought to the notice of the Observer-Cum-Coordinator present at the centre.

