



GOVERNMENT OF NCT OF DELHI
Delhi Subordinate Services Selection Board
FC-18, Institutional Area, Karkardooma, Delhi-110092
www.dsssb.delhigovt.nic.in, Ph. 011-22370100

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

dated:

INSTRUCTION FOR OBSERVER-CUM-COORDINATOR in online Exam

1. The Observer-cum-Coordinator 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. All the staff deployed on the day of exam must possess their identity card duly authenticated by the competent authority.
2. The Observer 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
3. The Observer should satisfy himself regarding arrangements 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.
4. Photograph and signature of the candidates have 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 so that a complaint is lodged in the concerned Police Station by Overall Incharge & Observer jointly. In such cases the names and designation of all invigilator in that lab should be communicated to the Board on wireless as well as in their reports. The responsible invigilators should be immediately removed form their duties.
5. 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.

1) DURING THE EXAMINATION:

- 1) Candidates are allowed to take away the 1st page of e-admit Card subject to condition of completion of examination. However, no candidate is allowed to leave the Examination Centre before the completion of exam except in medical emergency. 2nd and 3rd page of Admit card is required to be taken from candidate by the Invigilator deployed by the Board
1. 2) Observer-Cum-Coordinator will **supervise** thorough checking of the candidates appearing in the examination. They have to visit the exam rooms frequently and ensure that the Invigilators & Chief Invigilator checks all the candidates to ensure that there is case of no impersonation. Observer-Cum- Coordinator shall also ensure that Jammers are installed at the examination centre. If jammers are not installed then it should be specifically mentioned in his/her report.
- 3) The Observer shall inspect the toilets meant for use of candidates thoroughly just after starting of exam to ensure that no material is kept there by anybody which can be misused during the exam.

