



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

Dated: 02.03.17

INSTRUCTIONS FOR THE INVIGILATOR

Reporting at Centre at 08:00 AM

Duration of Exam : 10.30 AM to 12.30 PM

OBJECTIVE TYPE ONE TIER EXAM

1. There will be an Objective Type one tier Examination of 2 hours duration.
2. ***There will be a single packet containing 24 Question Booklets of Objective Type Main Examination. The OMR sheet is inserted into question booklet just after first page.*** Candidate must complete the details of Roll Number etc., in OMR sheet as well as in question Booklets wherever needed, before he/she actually start answering the questions, failing which answer-Sheet will not be evaluated and “**ZERO**” mark will be awarded. Question Booklet's seals shall be opened at 10.30 AM.
3. Only Used OMR Sheets for Objective Type Main Exam will be taken back by the Invigilator immediately after two hour duration. Candidates shall strictly follow directions of the Centre Superintendent/Chief Invigilator in this connection.

I. ACTIVITY-WISE TIME SCHEDULE

Time schedule	Activity
08:00 AM	Report to your Centre Supdt. and get instructions from Centre Supdt. regarding conduct of examination.
08:20 AM	Collect the Attendance Sheets, copy of Absentee Statement Performa & proceed to the examination room allotted to you.
08:30 AM	Ensure that the unmeshed windows of the ground floor are closed to avoid any untoward incident like snatching away the Question-cum-Answer Booklets. Invigilators shall also ensure that there is sufficient gap between the windows and the candidates seated near the windows.
08:30 AM to 09:30 AM	Entry of candidates in the examination centre is allowed during this period only. <u>Ensure that candidates entering your room possess e-admit cards and have been allotted the same centre/room. The e-admit Card carries the photograph of the candidate scanned on it. Check the correctness of candidate from photograph & signature on Attendance Sheets as well as e-admit Card. The face of candidate should match with photograph on attendance sheet as well as e-admit card. In case of any mismatch, candidate should not be allowed to appear in exam & the case will be referred to Centre Superintendent for lodging Police Complaint. Invigilator has to ensure that the candidate must have two page Admit Card and 2nd page Admit card is required to be taken by the Invigilator after filling the necessary column and pasting the photo of candidate.</u> If any candidate fails to bring second page of Admit Card with post card photograph, the Invigilator will not allowed the candidate to sit in the exam.
09:45 AM	After verification of the identity of the candidate, get his signature on the Attendance sheet and -admit card in your presence. Verify his signature also by comparing with the scanned signature of the candidate on the Attendance sheet. Ensure that no candidate keeps with him mobile/cell phones or any other communication/calculation device including calculators etc. If any violation is noticed, the concerned candidate shall be debarred from the examination.
10.10 A.M.	Open the packet containing Question Booklets of Objective Type Main Examination (along with OMR sheets inserted into it just after first page) supplied by the Centre Superintendent and count them. Each packet will contain 24 Booklets serially numbered post code wise. There are 4 series of the Question Booklets namely Series A, B, C & D. Arrange the Question Booklets as per chart enclosed. The intention is to ensure that any two candidates sitting adjacent to each other should not have the same series of Question Booklet. This has to be doubly ensured by the Invigilators before he/she signs the OMR Sheet. Any mistake in this would disqualify the candidature since the OMR are computer evaluated.



	<p>MAKE THE FOLLOWING ANNOUNCEMENT:</p> <p>“Now the Question Booklets of Objective Type Main Examination along with OMR sheets will be distributed. Please enter your name, roll number, date of birth, gender and category, preference, if required, in the respective columns in the OMR Sheet and also shade the appropriate circles. Also write the declaration given in the OMR Sheet in your own handwriting. You must enter relevant entries in the cover page of Question booklet as well as of OMR Answer Sheet.. You must also sign at the relevant place but the signature should be put only in the presence of the invigilator. You should also go through the instructions given in the Answer Sheet and follow them carefully. KEEP YOUR e-ADMIT CARD ON THE DESK .Candidates is not allowed to leave the examination room before the completion of examination under any circumstances even for water or toilet”.</p> <p>Thereafter, the invigilator should check and ensure that each candidate has filled the relevant columns in the OMR Sheet and shaded the appropriate circles correctly and that the candidate has put his/her signature in the presence of the invigilator. One of the invigilators should sign on the OMR Sheet. Tally the number of undistributed Question Booklets of Objective Type Main Examination along with OMR sheets with the number of absent candidates. Prepare the absentee statement. Undistributed combined Question Booklets of Objective Type Main Examination along with OMR sheets and absentee statement shall be collected by the Centre Supdt .</p>
10.20	Ensure that Question Booklets & OMR sheets are distributed to all candidates. It is also ensured that no candidate opens the seal of Question Paper before 10.30 AM.
10.30 A.M.	<p>Bell rings. Make announcement:</p> <p>“EXAMINATION STARTS. NOW YOU MAY OPEN THE QUESTION BOOKLET. REMOVE THE PAPER SEAL OF QUESTION BOOKLET CAUTIOUSLY”.</p> <p>Tally the number of unused Question Booklets with the absent candidates and keep them ready for collection by Centre Superintendent and ensure that the e-admit card and attendance sheet have been signed by the candidate in the presence of the invigilator. Handover the Attendance Sheet, unused question booklets and unused answer sheets to the Centre Supdt. as per the time schedule. In the Attendance Sheet absent candidates should be marked 'ABSENT' with red pen and in no case this space should be left blank.</p> <p>Ensure that the examination is conducted smoothly. No candidate shall be allowed to leave the hall until the examination is over.</p>
12.30 P.M.	<p>MAKE ANNOUNCEMENT</p> <p>“EXAMINATION IS OVER. NO CANDIDATE SHALL LEAVE THE EXAMINATION HALL UNTILL ALLOWED TO DO SO”.</p>
12.35P.M	Collect ONLY the Used OMR Answer Sheets from the candidates. First page of <u>e-Admit card & Question Booklet shall be taken back by the candidates.</u> Second page of Admit card shall be taken from the candidate and hand over the same to Centre Suptd. Tally the number of used OMR Answer sheets with total number of candidates present in the room. Arrange the used OMR Answer Sheets serially. Hand over the used OMR Answer Sheets to the Centre Supdt. Invigilators will sign Annexure No. XIV and hand over the same to Centre Supdt.

I. OTHER INSTRUCTIONS

- (1) All the staff deployed on the day of exam must possess their Identity Card authenticated by the competent authority. The school staff should wear badges supplied to them on the day of exam and hand it over to the Centre Superintendent after completion of the examination.
- (2) Candidates are **NOT ALLOWED** to go out of the examination room during the examination period. Water may be arranged inside the examination room with the assistance of the Class IV employees. In case a candidate has to necessarily go to the toilet, he/she should be thoroughly checked before going and while coming back to ensure that the candidate is not carrying any Mobile phone, Pager, calculator or any other unauthorized article. Candidates must not be allowed to take Question Booklet or Answer Sheets with them, while going to toilet. During this process, one of the invigilators shall have strict vigil over the movement and conduct of the candidate.



- (3) Candidates are **NOT ALLOWED** to bring cell phones, calculators, and electronic watches with calculation facilities, slide rules, books and bag/briefcases etc. inside the EXAMINATION CENTRE PREMISES. Necessary arrangement should be made at the entry gate itself to ensure that no candidate carries any of these items. The provision for safe keeping of the belonging of the candidates and the staff on duty may be made at the entry gate of the Examination Centre itself. Possession and/or use of Mobile phones, Pager, Calculators or other electronic device even by the Invigilators at the examination centre premises are strictly prohibited. If any candidate is found with the above items/devices in the examination hall, **the same shall be confiscated and an FIR shall be lodged by the Centre Superintendent.** The invigilators in the rooms shall ensure that none of the candidates possess the above-mentioned items/devices with them **failing which invigilator shall be held responsible.**
- (4) In case any Question Booklet is found defective, it may be replaced with another Question Booklet of the same series, from the Unused Question Booklets. In case, there is further requirement, the Centre Supdt. may be approached.
- (5) In case, there is any minor discrepancy like wrong spelling, etc in the e-admit card/attendance sheet for a candidate, such candidate may be allowed to take the examination but an undertaking may be obtained from the candidate that he/she is being allowed to take the examination provisionally subject to the final decision of the Delhi Subordinate Services Selection Board (D.S.S.S.B.). However no change in post code or centre shall be entertained.
- (6) Only those candidates possessing e-admit Cards for the concerned center should be allowed to take the examination. In case, any candidate arrives with an e-admit card valid for the some other center, such candidates **should not be allowed in.**
- (7) **The invigilators should conduct the examination in a fair and impartial manner. They should be active and vigil enough to ensure that no impersonation takes place in their room. They should restrain themselves from helping directly or indirectly to any candidate. Any violations of this, if noticed or reported to the Board, would be viewed seriously. The invigilators are individually and collectively responsible for smooth and fair conduct of examination.**
- (8) **Possessing mobile/cell phones, calculators etc inside the examination room by candidates as well as Invigilators is strictly prohibited. Violation will be viewed seriously.**
- (9) The Distribution pattern of Question Booklet will be as follows:-

A	C	A	C
B	D	B	D
C	A	C	A
D	B	D	B
A	C	A	C
B	D	B	D

III. Disciplinary Action

- The invigilator refuses to accept duty order.
- The invigilator remains absent unauthorized from duty on day of exam.
- The invigilator reported late for duty
- The invigilator not performed duty as per instructions issued by the board.
- The Invigilator shall be held responsible if any case of impersonation, cheating, possession of un- allowed material, mobile phone etc is observed by Chief Invigilator, Centre Supdt, Observer-cum- Coordinator, Flying Officer, DSSSB team during their visit and appropriate disciplinary action will be initiated against erring invigilator.

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 should be downloaded from the official website of the board i.e. www.dsssb.delhigovt.nic.in. These instructions should be read carefully and to be strictly complied with. The Board will not send the said instructions to the exam functionary separately.

Sd/-
Dy. Secy.(Exam)