



Govt. of NCT OF DELHI  
Delhi Subordinate Services Selection Board FC-18, Institutional Area,  
Karkardooma, Delhi - 110 302. Ph. 22370100

### **INSTRUCTIONS FOR TECHNICAL OBSERVER IN ONLINE EXAMINATION**

1. All the staff deployed on the day of exam must possess their identity card authenticated by the competent authority.
2. The Technical Observer must ensure that they do not possess the mobile phone etc during the conduct of examination. In case they bring the mobile phone at the examination centre they must deposited the same to the overall Incharge / observer immediately after marking the attendance.
3. The Technical Observer should check for any foreign objects in the LAN viz. any bluetooth, wifi devices etc. He should also check no remote access is given to any computer.
4. Ensure that as per sitting plan all the desktops are appearing in the area earmarked for examination. No candidate in any circumstances should be allowed to sit in any other location.
5. Ensure that desktops including buffer computers to be used on examination day shall be in working condition.
6. The Technical Observer should be present in server room at the time of downloading of question paper and uploading of candidate responses.
7. The Technical Observer should function in close coordination with the overall incharge / observer and other staff deployed for Exam duty as also with the representative of the institutes and the candidates appearing in the Exams.
8. To provide technical support to the overall incharge / observer / staff deployed for Examination duty in smooth operation of Computer based examination.
9. To observe the installation of server at the Examination Centre and check that all clients are able to access the server through LAN.
10. In case of any serious lapses, the technical observer shall at once bring the matter to the notice of the overall incharge / observer.
11. Ensure during the exam, the primary server shall not be connected with internet.
12. Ensure the jammer is working fine during the exam and covering all area in the hall/lab where client machines are kept.
13. To keep constant vigil of the server room and to report to the overall observer / overall incharge if any untoward incident.

Sd/-

**Deputy Secretary (Exam)**