



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

Dated:

INSTRUCTION FOR THE INVIGILATOR IN THE ONLINE EXAM

Delhi Subordinate Staff Selection Board (DSSSB) conducts recruitment examinations for various posts under Government of NCT of Delhi (GNCTD), its autonomous bodies and urban local bodies. Conducting such examinations with integrity and impartiality is the foundation for merit based and transparent recruitment process. Hence DSSSB deputed Senior Officers of GNCTD as the Invigilators to overview and supervise the conduct of examination at the examination hall / lab. The following is an illustrative list of duties assigned to the Invigilator:

1. The invigilators are individually and also collectively responsible for smooth and fair conduct of examination and for eliminating possibilities of use of unfair means by any candidate.
2. The Invigilator should reach at the allotted examination center directly from his/her residence and should report at the scheduled date & time as mentioned in the deployment order. He should bring IDENTITY CARD, duly issued /authenticated by the competent authority, and a copy of the same on the day of duty. He should hand over the copy of the IDENTITY CARD to the Chief Invigilator before allocation of Lab.
3. The 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.
4. The Invigilator must ensure that candidates entering examination lab / room possess e-Admit cards and have been allotted that centre/LAB only. Only those candidates possessing e-admit Cards for the concerned center should 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.
5. Each candidate is required to carry his photo Identity Proof (Aadhaar card, Voter EPIC card, PAN card, Passport, etc) and the 1st page of e-Admit card. The 2nd page of e-Admit card will be provided by DSSSB through the OARS Portal/directly at the center. While the 1st page carries the passport sized photograph of the candidate; the 2nd page of e -Admit Card carries the post card size photograph of the candidate scanned on it and also has space for recording handwriting of the candidate.
6. Once candidate be seated on the allotted seat, the Invigilator should verify identity of the candidate based on his photograph & signature on his Identity

Proof and the 1st page of e-Admit card and by matching the photograph with the 2nd page of e-Admit card.

7. The face of candidate should match with photograph on e-admit card. In case of any mismatch, the case will be referred to Chief Invigilator/ Observer / Overall In-charge for thorough investigation and examination. If they come to the conclusion that it is a case of impersonation, candidate should not be allowed to appear in exam and a police complaint must be lodged then and there in the prescribed format (Annexure).
8. The invigilator after verification of the identity of the candidate will get his signature on the photo attendance sheet. He should also take the signature and his hand-written undertakings both in Hindi & English on the 2nd page and keep such 2nd pages of all the valid candidates in proper custody.
9. He shall also verify his signature by comparing with the scanned signature of the candidate on the attendance sheet.
10. Possessing mobile/cell phones, calculators etc at the examination lab / hall/ premises by the candidates as well as Invigilators are strictly prohibited. Violation will be dealt with seriously.
11. The Invigilator shall ensure that the candidate does not keep with him/ her mobile/cell phones / Bluetooth device / electronic watches /any other communication/calculation device including calculators /bag/briefcases etc. which are banned by the Board. The list of Banned items is attached. Possession of such banned items even by the Invigilators is strictly prohibited.
12. If any violation is noticed or if any candidate is found with any prohibited items/devices in the examination lab /hall, the same shall be confiscated and an FIR shall be lodged by the Invigilator and Overall In-charge. The concerned candidate shall be rusticated from the examination and should be handed over along-with the device and a written report to the Chief Invigilator/Observer/Overall In-charge whosoever is available at the centre for further action.
13. Candidates are NOT ALLOWED to go out of the examination Lab during the examination period. Arrangement of Water inside the examination room may be ensured. In case a candidate has to necessarily go to the toilet, he/she should be thoroughly checked before going and also while coming back to ensure that the candidate is not carrying any Mobile phone, Pager, calculator or any other unauthorized article. During this process, the invigilator shall have strict vigil over the movement and conduct of the candidate and ensure that he/she occupies the same seat that was allocated to him/her and that some other candidate has not occupied the same during his/her absence.

14. 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, in the attached format, 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 the post code or centre shall be entertained.
15. The invigilators should ensure the conduct of the examination in a fair, orderly, and impartial manner. They should be active and vigilant throughout the examination to ensure that no impersonation takes place in their exam hall/ lab / room.
16. The invigilators should not influence or help any candidate directly or indirectly. 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.
17. The Invigilator shall be held responsible if any case of impersonation, cheating, possession of un- allowed material, mobile phone etc is observed by Overall Incharge, Observer-cum- Coordinator, Chief Invigilator, or DSSSB team during their visit and appropriate disciplinary action will be initiated against erring invigilator.
18. Disciplinary Action will be initiated by the concerned department, based on the recommendation of DSSSB, in case of the following -
 - I. The invigilator refuses to accept duty order.
 - II. The invigilator remains absent unauthorizedly from duty on day of exam.
 - III. The invigilator reported late for duty at the examination centre.
 - IV. The invigilator failed to perform duty as per instructions issued by the Board.

The instructions to Overall Incharge, Observer-cum-coordinator, Chief Invigilators, 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.delhiaovt.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.

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Dy. Secy.(Exam)