



GOVERNMENT OF NCT OF DELHI
Delhi Subordinate Services Selection Board
FC-18, Institutional Area, Karkardooma, Delhi-110092
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No.F.55(1223)/DSSSB/EXAM/2016/

Dated: 02.03.2017

INSTRUCTION FOR OBSERVER-CUM-COORDINATOR

Reporting at DSSSB as per time schedule given in duty order

Duration of Exam : 10.30 AM to 12.30 PM

OBJECTIVE TYPE ONE TIER EXAM

1. There will be one tier Objective Type Examination of 2 hours duration.
2. Used OMR Sheets for Objective Type Examination will be taken back by the Invigilator immediately after two hour duration. Candidates shall strictly follow directions of the Centre Superintendent/Invigilator in this connection.

I. EXAMINATION SCHEME & COLLECTION OF EXAMINATION MATERIAL.

The Observer-cum-Coordinator along with the Asstt. Observer-Cum-Asstt. Coordinator should report at DSSSB on the scheduled date & time as mentioned in their deployment order and will collect the examination material from the distribution counter, allotted to him, setup at the office of the Board, on the day of exam and deliver the same to the Centre Supdt. of the examination centre allotted to him, as per activity schedule.

The Observer-Cum-Coordinator should report at the scheduled time at the specified counter at DSSSB without fail. Any delay in this regard would be viewed seriously and the same would be communicated to the H.O.D. and Secretary (Services) for necessary disciplinary action.

After completion of the examination, the Observer-Cum-Coordinator shall collect the examination material as per packing instructions from the examination centre and shall deposit the same in the office of this Board.

- A) BEFORE THE EXAMINATION:** The Observer-Cum-Coordinator will collect the following examination material from the office of the DSSSB on the day of exam:-
- a. **Question-cum-OMR Answer Booklets of Objective Type One Tier Examination:-** The Question-cum-OMR Answer Booklets are packed room wise and center wise in sealed cartons. The codes of the examination centres along with other details will be written on the cartons. **Please ensure that correct cartons have been received by you.**
 - b. **Asstt. Observer & Home Guard:** - Each Observer-Cum-Coordinator will **be accompanied by one Asstt. Observer and one Home Guard** (to be provided by the Board). The Asstt. Observer shall assist the Observer in the discharge of exam duties.
 - c. **Frisking of Candidates:-** The Observer shall ensure that Centre Superintendent has made all necessary and adequate arrangements for frisking of all candidates at Entry Gate of Examination Centre. The assistance of Security Personnel deployed at Centre should be taken.
 - d. **Handing over of Material:** - The Observer shall handover the cartons as well as other material i.e. canvas bags etc. to the Centre Superintendent, as per the activity schedule.
 - e. **Opening of Cartons:-** The seal of the Cartons shall be opened by the Centre Supdt. at the examination centre in presence of the Observer-Cum-Coordinator & Assistant Observer. **Content inside the cartons will be checked. They should tally with the figures/numbers displayed on the cartons. If any discrepancy is observed, it should be conveyed through mobile phone/landline telephone to Control Room of the Board and same should also be mentioned in your report.**
 - f. There will be a Question Booklet and OMR Answer sheet for Objective Type Examination sealed by a paper seal. Candidates can open the Question Booklets as per instructions of room invigilator. Used OMR Answer Sheets shall be collected immediately after Exam is over i.e. 12.30 PM sharp.
 - g. The Question Booklets and OMR Answer sheets for Objective Type one tier Examination have to be distributed 15

minutes before start of exam by the Invigilator under the supervision of the Centre Superintendent, in all the rooms at the centre. During this period, the extra booklets, if any, shall be kept under the custody of Observer-cum-Coordinator. The booklets which could not be distributed to the absentee candidates have to be collected back by the Chief Invigilator under the supervision of Centre Superintendent from all the rooms within 5 minutes after the start of the exam and should be handed over to the Observer-cum-Coordinator. The Observer-cum-Coordinator shall count all the unused question booklets and OMR sheets and tally the same with the absentee statement vis-à-vis the total number of booklets supplied. **All the above process must be completed within 15 minutes after the start of the exam and the unused Question Booklets of examination and OMR sheets must be kept in the canvas bag, as per packing instruction.** Immediately thereafter, the Observer-cum-Coordinator shall inform the control room about the number of absentees at the center and the fact that the unused question booklets and OMR sheets of these absentees candidates have been kept in safe custody. It is the responsibility of the Observer-cum-Coordinator to ensure that no question booklet or OMR sheets is, thereafter, taken out from the canvas bag.

- h. **Candidates are allowed to take away the Question Booklet and 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.**

B) DURING THE EXAMINATION:

- (i) Observer-Cum-Coordinator, along with Asstt.-Observer-Cum-Coordinator, will **supervise** through checking of the candidates appearing in the examination. **They have to visit the exam rooms frequently and ensure that the Invigilators, Chief Invigilator and Asstt. Observer checks all the candidates to ensure that there is case of no impersonation. They should also check whether the mobile jammers, if provided, are properly functioning and also mention in their report.**
- (ii) 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.

(C) AFTER THE EXAMINATION;

- The Invigilators will bring only the used OMR Sheets and Attendance Sheets to the room of Centre Supdt which should be received and counted by the Centre Supdt as per activity time schedule .These should be packed and sealed at the end of examination by the Centre Supdt. in the presence of Observer-cum-Coordinator, as per packing instructions given below.**
- The Observer (designated Observer i.e. Observer of examination center having even number, for example Centre no. 2, 4 6..) will also collect the report of Flying Officer (deputed by the Board to visit two examination centers on the day of exam) and also make payment to Flying Officer after collecting the report on the receipt. It may be ensured that the report/payment is given/taken on w.r.t. the flying officer attached to his centre.**

II. ACTIVITY WISE TIME SCHEDULE:

Time as per duty order	To reach office of the Board, mark attendance and collect examination material from the allotted counter (colour coded) and proceed to the Examination Centre.
08:15 AM	To reach the examination center and report the presence of Center Supdt., School staff and Security personnel
08:30 AM to 09:30 AM	Open only one Entry Gate for Candidates. Ensure that proper frisking arrangements are made at Entry Gate by Centre Superintendent with the help of Security Personnel. No candidate is allowed after reporting time.
09:30 AM	Examination material will be delivered by the Observer-Cum-Coordinator to Centre Superintendent at 09.30 AM. Ensure the seal on the cartons is intact and not tampered with. Centre Superintendent shall Open the cartons in presence of the Observer-cum-coordinator & Asstt. Observer and the Certificate of opening shall be handed over to Observer-cum- coordinator by Centre Superintendent.
09:30 AM	Ensure that the entry gate of the examination center is closed and locked.
10:00 AM	Instruct the Invigilator in each room to close the unmeshed windows of the ground floor to avoid any untoward incident like snatching away the Question Booklets/OMR Sheets. Invigilator shall also ensure that there is sufficient gap between the windows and the candidates seated near the windows.
10:10 AM	Ensure that Centre Supdt along with Asstt Centre Supdt & Asstt. Observer distribute the <u>sealed packets</u> Question booklet (along with OMR answer sheet inserted into booklet just after first page) in the respective rooms.

10:20A.M	Ensure that Invigilators have distributed Question Booklets with OMR answer sheets to the candidates. Ensure that no candidate opens the seal of question paper before 10.30 AM.
10:30 AM	Ensure that the bell Rings indicating the Start of examination . Start checking the candidates for their genuineness and ensure that they do not carry any prohibited material including mobile phones, calculators, books and note books etc.100% checking of candidates is to be done.
10:45 AM to 12.30PM	Ensure that the unused Question Booklets are tallied with the absentee report and he should pack and seal those as per packing instruction and keep under your custody. Make frequent rounds in all the examination rooms and ensure that the examination is being conducted in fair manner.
12:30 PM	1. Make announcement in all the rooms that the candidates have to return the OMR Answer Sheets to the Invigilators before leaving the examination halls. 2. Ensure that the bell rings indicating the completion of the examination. Invigilators collect the OMR Answer Sheets immediately after the bell rings.
12.35 PM:	Get all the used OMR Sheets collected and count those properly. Ensure the used OMR sheets are arranged in order of Roll Number serially and sealed in the envelop provided by the board and packed them as per the packing instructions.
12.40 PM	The Centre Supdt shall collect all the used OMR Answer sheets only. Candidates are allowed to take away the Question Booklet and his/her e-admit Card. Count the Attendance Sheet brought by the Invigilators, arrange them in the order of Roll No. & seal them in the envelop in presence of the Observer-cum-Coordinator as per the packing instructions. It is to be ensured that Attendance Sheets are duly signed by the Invigilators and Chief Invigilator. The Attendance Sheets should not be kept inside the steel trunk.
-	Prepare all reports and annexure along with Centre Superintendent, Assistant Observer and Chief Invigilator carefully. Proceed to Board's Office with entire material. Observer will also sign Annexure No XII and submit the same in the Board. Observer will sign a joint Certificate in Annexure No XIII duly signed by Centre Supdt., Chief Invigilator and Asstt. Observer.

III PACKING INSTRUCTIONS

Invigilators will bring the used Question Booklets and OMR Sheets to the room of the Centre Superintendent which should be received and counted. These should be packed & sealed as per instructions given below:-

SI. No.	Packing material	Instructions/Procedure of packing
1.	<u>Canvas Bag (to be used for packing unused Question Booklets and OMR sheets)</u>	Unused Question booklet/OMR answer Sheets should be packed in the following manner: <u>-Unused Question booklet/OMR Answer Sheets</u> should be collected and counted at 10.40 A.M. from all the rooms . These should be arranged and counted serially room wise, packed in envelopes and kept in the canvas bag which will be provided to the Centre Supdt. on the day of the examination. The hard board provided by the Board should be kept at the bottom of the packet of Unused Question Booklets and OMR Answer sheets for each room. Note :The hard board and the room wise packet should NOT be packed with jute rope(Sutli). Use only RUBBER BANDS to keep the unused Question Booklet and OMR sheet intact.
2.	<u>Steel Trunk (Duly marked for used OMR sheets)</u>	After the examination is over the <u>used OMR sheets</u> collected from the room invigilators should be arranged and counted serially, packed in envelopes and kept in the steel trunk provided by the board. The envelop shall be sealed in the presence of Observer . Thereafter, the steel trunk will finally be locked and sealed in the presence of Observer by Centre Supdt. The Steel trunk containing only used OMR Answer Sheets will be handed over to Observer-cum-Coordinator for onward submission to DSSSB on the day of examination. N.B.: The OMR Sheets packet should NOT be tied with plastic or jute rope (Sutli). Use only RUBBER BANDS to keep the used OMR Sheets intact.
3.	Small Envelope	Key of the steel trunk should be sealed in the envelope and handed over to Observer-Cum- Coordinator separately.

4.	Envelope [Attendance Sheet]	Attendance sheets in serial order of Roll No. should be kept in Envelope:- Mark "ATTENDANCE SHEET" & "CENTRE NO." on Envelop. Seal the Envelop. NOTE: Don't keep this envelop inside any trunks.
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Note:- The Observer-cum-Coordinator & Assistant Observer shall handover the above said material along with various Annexure (I to XIV) and Reports (1 to 5), as per Check List, along with unspent amount of remuneration with Centre Supdt. at the Receiving Counter of DSSSB on the same day.

SPECIAL NOTE : **The unspent amount of the remuneration with Centre Superintendent (already provided to them 2-3 days before the exam) is to collected and deposited in the Board office along with acquaintance roll and contingency voucher on the same day after completion of Exam.**

IV. REPORT OF OBSERVER (Report – 3).

Observer shall obtain the Proforma of "Report of Observer-cum-Coordinator" from Centre Superintendent. It may also be down loaded from the official website of the Board. Observers-Cum- Coordinator shall submit a detailed report of overall conduct of the examination at his centre. This report should also include the following along with other prescribed information:

- Law and order during the course of exam.
- Any late reporting by the candidates and how the situation was dealt with.
- Any dereliction of duty by any of the exam functionary engaged on the examination duty.
- Any case of impersonation reported either by the Invigilator, Centre Supdt. or Observer-cum- Coordinator, Chief Invigilator, Flying Officer.
- Any other discrepancy observed in making necessary arrangements at the exam centre
 - Whether the Jammer, if provided were properly working

V. Transportation Arrangement

The Board shall provide a vehicle to Observer-cum-Coordinator at Board's Office for delivery of examination material at exam center. The Observer-Cum-Coordinator shall proceed to the centre allotted to him after collecting material from the Board for delivery of examination material along with Asstt.-Observer and one Home Guard attached with him. He should ensure to reach the centre as per scheduled time. After completion of the examination, the vehicle shall be utilized to handover the examination material at the same counter setup in the office of the Board.

The Observer-Cum-Coordinator can arrange his/her own vehicle, which should accommodate at least 2 persons including by Asstt. Observer and one Home Guard and at least 2/3 cartons (approximate size -30x18x12 inches) and two Canvas Bags containing examination material. For the expenditure incurred on this account, suitable reimbursement, in cash, shall be made to the Observer-Cum-Coordinator after examination. This amount is in addition to the remuneration, as fixed by the Board.

Note :**The Observer-cum-Coordinator shall have to provide advance information to the Board (atleast three days in advance) for using own Vehicle(if by the Board), otherwise no payment for own vehicle will be made.**

VI Payment of remuneration

Payment of remuneration would be made to the Observer-cum-Coordinator & Assistant Observer only after submission of all annexure & reports, duly filled & signed by all required exam functionaries, along with complete material, (as per check list available with Centre Superintendent) in the Board's office on the same day.

VII. Disciplinary Action

The Board will recommend disciplinary action against erring Observer-cum-Coordinator to the cadre controlling authority in the following circumstances.

- i. Officer refuses to accept duty order.
- ii. Officer remains absent unauthorizedly from duty on day of exam.
- iii. Officer reported late for duty
- iv. Officer not performing duty as per instructions issued by the board.

VIII. Other Instructions to be complied with :

- a. Blind candidates are allowed an extra 40 minutes in addition to the normal time (2 hours). Further, these candidates are allowed to bring their own scribe as per the instructions already provided.
- (b) Centre Superintendent should ensure that only candidates with e-admit cards are permitted in the centre premises.
- (c) **Centre Superintendent should ensure that no candidate or Invigilators or other staff possess the cell phone with them in the centre premises.** Only Observer, Centre Superintendent & Flying Squad officers, may keep the mobile phones (in silent mode) with them during exam duty to cope with the unusual situation and especially when wireless system fails.
- (d) If any instance of impersonation /cheating in examination hall by whatever means, is observed, the material if used in the above process have to be confiscated and an FIR has to be lodged by the Centre Superintendent immediately, duly intimating to the Control Room followed by a “special report” (Report – 2) by the Centre Superintendent & Observer-cum-coordinator. A copy of this report shall be attached with the copy of attendance sheet of the candidate and a copy of this report shall be submitted to the Board along with other annexure/reports.
- (e) In case a candidate is being allowed to appear for the examination after taking permission from the Control Room, an undertaking in this regard may be taken from the candidate bringing all the facts of the case in logical sequence. The decision of the Board, after verifying the facts of the case, would be final and binding on the candidate. The OMR Sheet of such candidate has to be sealed in a separate cover inscribing over it ‘ÓMR Sheet under Sealed Cover’. The original copy of the undertaking shall be kept along with the sealed OMR Sheet. The duplicate copy of the undertaking shall be submitted to the examination branch/control room along with general observer’s report. The undertaking must be countersigned by Centre Superintendent & Observer-cum-coordinator.

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

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