



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

REPORT-1

FINAL REPORT OF CENTRE SUPERINTENDENT

CENTRE NO: _____

CENTRE CODE: _____

Name of the Centre : _____

Name of the Examination : _____

Date and Time of Examination: _____

1	Name and designation of the Centre Superintendent	
2	Reporting time of Observer-cum-Coordinator & Assistant Observer at Center.	
3	Reporting Time of Chief Invigilator at Centre.	
4	Whether any person other than teaching or clerical staff of your school was deployed as invigilator? If yes, why? Whether the prior approval of the Board was taken?	
5	Whether any person was deployed as invigilator, who was not included in the list of invigilators provided by you to DSSSB in advance? If yes, why?	
6	Whether the Packets/Cartons containing the Question Booklets/ OMR Answer Sheets were found intact?	
7	Whether the inner packing of the question papers was found sealed & intact?	
8	Whether the Number of Question Booklets/ OMR Answer Sheets and the subject as specified on the outer cover were found correct in each case?	
9	Whether the Question Booklets/ OMR Answer Sheets were distributed to the candidates at the prescribed time?	
10	Whether 'Absent' has been marked on Attendance Sheets for Absentee Candidates?	
11	Whether any candidate(s) was sent out of the examination hall for violating any of the rules for candidates? If so, state their names, roll numbers and the nature of the offence in each case? (If necessary use separate sheet). (Prepare Special Report on prescribed format)	

12	Whether Police Complaint has been lodged against such candidate (s)? (enclose a copy of police complain/FIR. (Prepare Special Report in Prescribed format)	
13	Names and Designation of invigilators of the room wherein any case of impersonation or illegal possession of mobile phone/books etc. is reported by any exam functionary on duty, except invigilator of that room during the exam time.	
14	Whether any candidate(s) left the examination hall without the permission of Centre superintendent before the close of the examination?	
15	Whether proper lighting, sanitation, drinking water, sitting facility was provided to the candidates? (provides details of any discrepancy)	
16	Whether Police personnel (male/female both) reported for duty at prescribed time.	
17	Whether adequate arrangement was made for frisking of candidates at entrance gate of centre.	
18	Whether any examination functionary was found indulging in malpractice before, during, after the examination? (provide details, if any)	
19	Whether sitting arrangement was displayed on entrance as well as at all rooms?	
20	Whether proper arrangement was made for keeping the mobile phones/books etc of candidates, invigilators and other exam functionaries?	
21	Whether the mobile jammer, if installed, was functioning properly?/s	
22	Any other point?	

Certified that all instructions issued by the Board regarding conduct of this examination were followed and that the process of examination has not been vitiated in any manner what so ever.

Certified that no case of impersonation or any fraudulent activity was reported during exam, except mentioned above.

(Signature of Centre Superintendent)

Note: - In case of any discrepancy found out and mentioned in this report, complete factual details should be given on separate sheet.