



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

REPORT OF CHIEF INVIGILATOR

Centre Name _____

Name of Examination _____

Date & Time of the Examination _____

Arrival Time at the Centre _____

S.No.	Subject	Remarks
1	Whether identity cards of all invigilators deployed by the Board was checked & found correct. Further(in case of any discrepancy, please report with name/designation of invigilators)	
2	Whether all invigilators reported on prescribed time?(Give name of invigilators who reported late)	
3	Whether any person was deployed as invigilator who was not included in the list of invigilator provided by the Board to you? Yes, give details.	
4	Whether independent verification of all candidates present in examination hall carried out?	
5	Whether any case of impersonation, wrong candidature was observed? If yes, provide details including Name of candidate against whom wrong person appeared, Roll No., Name & Address of person caught for impersonation, names of all invigilators in that lab. Action taken against defaulters, details of police complaint lodged etc.	
6	Whether all Attendance Sheets and Admit Cards are duly signed by candidates as well as invigilators as per instructions. (Strictly ensure)	
7	Complaint of invigilators, if any (Give full details with name etc.)	
8	Details of candidates who required shifting of seat, Name, Roll No., Father Name, DOB, old seat No. and New Seat No.	

I certified that no person was allowed to work as invigilator in the centre which was not deployed by the Board

Signature of Chief Invigilator
Name of Chief Invigilator
Deptt.
Mobile No.

REPORT OF TECHNICAL OBERVER

Centre No. : _____

Name of the Centre : _____

Date Time of Examination : _____

Name of Examination : _____

Sr. No.	Particulars	Observations
1)	Whether mobile jammer, if installed was working properly or not. If not, then what are the reasons thereof.	
2)	Whether any candidate was found engaged in any type of malpractice during the examinations. If yes, state his/her roll number, name and other details. Complete details of disputed candidates who were allowed to attend conditional basis should be reported.	
3)	Whether any candidate was caught in cheating through blue tooth device, wi fi device. If yes, the details thereof.	
4)	Whether the primary server was attach to the internet any time during the exam or not.	
5)	Date and time of uploading of data of candidates responses on data centre.	
6)	Any other remarks	

Signature of the Technical Observer

Name: _____



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

REPORT OF OVERALL INCHARGE

Centre No. & Name _____

Name of Examination _____

Date & Time of the Examination _____

1	Name and Designation of Overall Incharge	
2	Reporting time of Observer-cum-Coordinator	
3	Reporting time of Chief Invigilator	
4	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?	
5	Whether Absent has been marked on attendance sheets for absent candidates?	
6	Whether any candidates 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)	
7	Whether police complaint has been lodged against such candidates?(enclosed a copy of police complaint/FIR (Prepare Special Report in Prescribed format)	
8	Name and Designation of invigilators of the lab, wherein any case of impersonation or illegal possession of mobile phone/books etc. is reported by any exam functionary on duty.	
9	Whether proper lighting, sanitation, drinking water, sitting facility was provided to the candidates?(provide details of any discrepancy)	
10	Whether police personnel (male/female both) reported for duty at prescribed time.	
11	Whether adequate arrangement was made by EDCIL for frisking of candidates at entrance gate of centre.	
12	Whether any examination functionary was found indulging in malpractice before/ during/ after the examination? (provide details, if any)	
13	Whether the mobile jammer, if installed was functioning properly?	
14.	Did any of the jammers reported any technical glitch during the period of operation.	
15	Any other point?	

Certified that all instructions issued by the Board regarding conducted 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,

(Name, Signature, Deptt. & Mobile no. of Overall Incharge)

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

