



F.55(1223)/DSSSB/Exam/2016

Dated: 02.03.17

**INSTRUCTIONS FOR CENTRE SUPERINTENDENT**

**Duration of Exam : 10.30 AM to 12.30 PM**

**OBJECTIVE TYPE ONE TIER EXAM**

**Reporting Time/Place: 08.00 A.M. at Examination**

**I. INSTRUCTIONS FOR ARRANGEMENTS AND CONDUCT OF EXAMINATION:**

1. There will be one tier Objective Type Examination for 2 hours duration.
2. *There will be sealed packets each containing 24 Question Booklets of Objective Type Examination. The OMR answer sheet is inserted into question booklet just after the first page.*
3. Used OMR Sheets for Objective Type Examination will be taken back by the Invigilator immediately after two hour duration. Candidates shall strictly follow the directions of the Centre Superintendent/Invigilator in this connection.
4. A maximum of 24 candidates shall be allowed in a room.
5. 02 invigilators should be deployed at the each examination room (keeping two reserve Invigilators) out of the list of Invigilators provided to the Board. The Invigilators should be deputed from the school teaching/Clerical staff only. The Chief Invigilator shall allocate rooms to Invigilators under his/her supervision without interference of the Centre Superintendent.
6. No person other than the teaching/clerical staff of the same school is allowed for any kind of duty in the centre. Centre Superintendent shall be held responsible for the same. Strict action will be initiated for aberration, if any. Centre Superintendent should therefore ensure that the Teaching/Clerical staff of his/her school only is called for duties on the day of exam.
7. Centre Superintendent should ensure that any staff deployed on the day of exam must possess his/her identity card authenticated by the competent authority. **He/she should initiate action against Invigilators coming late as well as those coming without Identity Cards.** Chief Invigilator shall allocate the rooms to Invigilators as per instructions issued by the Board.
8. The seating plan of the candidates should be properly drawn up and pasted at the entry gate as well as in each room.
9. **For the purpose of conducting the Examination, as far as possible, rooms located on the ground floor should be avoided.** However, in case, rooms on the ground floor are being used, it may be ensured that their windows are properly secured so as to avoid any snatching of the Question Booklets or Answer Sheets. There should be sufficient gap between the window and candidate sitting near the window. **All lights and fans should be in working condition in the rooms to be used for examination.** In case the school building is having more than one entry gate, **all other gates should remain closed and all candidates are allowed entry/exit only through one gate during the examination period.**
10. e- admits cards have been issued by the Board to the candidates.
11. **The identity of the candidate should be checked at the entry gate of the school and only authorized candidates carrying e-e-admit cards duly issued by the Board should be allowed to enter in the Examination Centre.** No person other than the candidates having e-admit cards, Invigilators, Staff and representatives of Board be allowed to enter the examination centre.
12. **Candidates are NOT ALLOWED to bring cell phones, calculators, and electronic watches with calculation facilities, slide rules, books, bag/briefcases etc. inside the EXAMINATION CENTRE PREMISES.** Necessary arrangement should be made at the entry gate itself to ensure that no candidate carries any of these items. The provision for **safe keeping of the belonging** of the candidates and the staff on duty may be made at the entry gate of the Examination Centre itself. **Possession and/or use of mobile phones, pager, calculators or other electronic device even by the Invigilators at the examination centre premises are strictly prohibited.** If any candidate is found with the above items/devices in the examination hall, **the same shall be confiscated and an FIR shall be lodged by the Centre Superintendent. The invigilators in the**



rooms shall ensure that none of the candidates possesses the above-mentioned items/devices with them failing which invigilator shall be held responsible.

13. Candidates are **NOT ALLOWED** to go out of the examination room during the examination period. Water may be arranged inside the examination room with the assistance of the Class IV employees. In case a candidate has to necessarily go to the toilet, he/she should be thoroughly searched before going and while coming back to ensure that the candidate is not carrying any mobile phone, pager, calculator or any other unauthorized article. Candidates must not be allowed to take Question Booklet or Answer Sheets with them, while going to toilet. During this process, one of the invigilators shall have strict vigil over the movement and conduct of the candidate.
14. **No vehicle as well as any person should be allowed inside the examination Centre except those on official duty.**
15. Partially Blind candidates appearing in this examination are advised to bring magnifying glasses which are to be arranged by themselves.
16. All necessary arrangements for conduct of exam should be made well in advance, prior to the day of examination.
17. The school staff should wear badges supplied to them on the day of exam and hand it over to the Centre Superintendent after completion of the examination. The Centre Superintendent shall return to the Board all the badges through Asstt. Observer after the completion of the examination.
18. **Centre Superintendent should ensure that no candidate or Invigilators or other staff possesses the mobile phone with them in the Centre premises.** Only Observer, Centre Superintendent & Flying Squad members may keep the mobile phone, in silent mode, with them during exam duty to cope with the unusual situation and especially when wireless system fails. In case of violation of this instruction Centre Superintendent shall be held responsible.
19. The Centre Superintendent shall make a briefing to all invigilators at least one day before the day of exam regarding instructions to be followed during the conduct of the examination. The Centre Superintendent shall distribute "Instructions to Invigilators" to all invigilators in advance. These instructions are available on official website of the Board.
20. **The Centre Superintendent should send a letter to the area SHO** to provide adequate police personnel [male & female both] for the day of examination for maintaining law and order as well as carrying out frisking at the entry gate.
21. The Centre Superintendent should ensure that no unauthorized article, books, papers, mobile phone etc are kept in the toilet block. The Centre Superintendent should take a round of the toilet blocks himself immediately after start of the examination.
22. Centre Superintendent should make all necessary arrangements to prevent the cases of impersonation/cheating etc. during the examination. Centre Supdt should instruct the Invigilators to prevent all these activities strictly. If any case of impersonation and fraudulent activity is reported by the Observer-cum-Coordinator, Flying Squad Team or any team of the Board, the Centre Superintendent will also be held responsible for the same along with concerned Invigilators of the room.
23. **After the Conduct of Examination, packing of material should be made strictly as per "Packing Instructions" given below.**
24. **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.**

## II. **Deployment of Exam Functionaries at Centre:**

1. **Appointment of Invigilators:-**



The Centre Superintendent shall provide a list of teaching staff of school (with I.D. Nos.) to be deployed as invigilators to the Board in advance. Centre Superintendent shall brief them well in advance and ensure their attendance on the day of examination. On the day of exam, Chief Invigilator shall check identity cards and take attendance of all Invigilators with reporting time. He shall allot rooms to the Invigilators, independently. Chief Invigilator shall not deploy persons without identity cards as well as persons other than of that school. In such situation he/she will inform to Board also on wireless. Two Invigilators shall be deployed in each room in which 24 candidates will be accommodated. In the halls where more accommodation is available, two Invigilators should be appointed for every 24 candidates. The Chief Invigilator should **not** engage separate Invigilators for a marginal hike over and above 24 candidates. Two Invigilators in a room shall be deployed in such a way that one teaching staff of school and one Delhi Government Clerk be deployed in a room (in case Board deploys Delhi Government Clerk for duties as Invigilator)

2. **Asst. Centre Superintendent:-** The Centre Superintendent can engage an Asstt. Centre Superintendent from his own school.
3. **Clerk:-** The Centre Superintendent can depute a clerk to assist him in the examination work.
4. **Class IV employees:** Class IV employees (one each for three rooms) for candidates may be appointed on the day of the examination (Chowkidar/Sweeper/waterman/peon) to assist the Centre Superintendent for making all necessary arrangements for examination and also for serving drinking water to candidates.

### III. ACTIVITY- WISE TIME SCHEDULE:

Time	
<b>08:00 AM:</b>	Reach your examination centre. Inspect the centre for cleanliness, sanitation, lights and security and other arrangements etc. Deploy staff at entry gate. Only one gate should be used. Other gates if any should be locked. The Chief Invigilator shall take attendance of Invigilators and allot rooms to them. Two Invigilators shall be deployed in one room. Give instructions to invigilators and other staff on duty. Staff on duty be directed to reach their examination rooms by <u>08:30 a.m.</u> <u>One of the invigilators should collect Attendance Sheets</u> and then proceed to the examination room assigned to him. Mobile phones/calculators, if any, of the staff on duty in the examination rooms should be collected and kept in the lock and key of Centre Superintendent.
<b>08:30 AM:</b>	<b>Entry of candidates in the Examination Centre to be allowed only between 08:30 a.m. and 09:30 a.m. Entry of candidates after 09:30 a.m. is not allowed under any circumstances.</b>
<b>09:30 AM:</b>	Examination material will be delivered by the Observer-Cum-Coordinator to you at 09.30 AM. Ensure that the seal on the cartons is intact and not tampered. Open the Cartons in presence of the Observer-cum-coordinator & Asstt. Observer. The Certificate of opening should be handed over to Observer-cum-coordinator.
<b>09:30 AM:</b>	Close the entry gate of the examination Centre. Centre Supdt. along with Observer-cum-coordinator will ensure that all the candidates are seated in their respective rooms.
<b>10:00 AM</b>	Instruct the Invigilators 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.
<b>10:10 AM</b>	Centre Supdt along with Asstt Centre Supdt & Asstt. Observer will distribute sealed packets containing Question Booklets of Objective Type Main examination along with OMR sheets (already inserted into booklet just after first page) in the respective rooms.
<b>10.20</b>	Ensure that invigilators has distributed Question Booklets to all candidates.
<b>10:30 AM</b>	Ring the Bell indicating the start of examination.



<b>10:40 AM</b>	Centre Supdt and Asstt Centre Supdt & Asstt. Observer should go to examination rooms and collect the unused Question Booklets of Objective Type Main examination and unused OMR Answer Sheets after checking their paper seal and tallying the number with absent students.
<b>10:45 AM</b>	Keep unused Question Booklet/ along with OMR sheets in canvas bag as per packing instructions.  <b>NOTE :</b> Take frequent rounds of the examination rooms and school premises to ensure that the exam is conducted smoothly. No unauthorized person should be allowed entry into the premises.
<b>12.30 PM</b>	<p>a) Ring the bell for completion of Exam and ask the candidates to stop answering.</p> <p>b) Collect all used OMR Answer sheets and Attendance Sheets only from Invigilators. Count all the used material properly. Arrange the used OMR Answer sheets in order of Roll No. serially and seal them in the presence of Observer-cum-Coordinator as per the packing instructions.</p> <p>c) Collect <u>attendance sheets</u> after examination is over, from the Invigilators. Chief Invigilator shall count and sign the attendance sheets. Centre Superintendent shall keep them in one big envelope, mark “attendance sheet” and “Center No” on the envelope, seal the envelope and hand over to Observer-cum-Coordinator. <b>This envelope should NOT be kept inside the steel trunk.</b></p> <p>e) Ensure that the Invigilators have submitted a certificate in Annexure No. XIV.</p> <p>f) Centre Supdt. will also submit a joint certificate in Annexure No. XIII duly signed by Chief Invigilator, Observer and Asstt. Observer.</p>

**IV. 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:-

Sl. No.	Packing material	Instructions/Procedure of packing
1.	<b><u>Canvas Bag (to be used for packing unused Question Booklets and OMR sheets )</u></b>	<p>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.</p> <p><b>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.</b></p>
2.	<b><u>Steel Trunk (Duly marked for used OMR sheets )</u></b>	<p>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.</p> <p><b>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.</b></p>
3.	<b><u>Small Envelope</u></b>	Key of the steel trunks should be sealed in the envelope and handed over to Observer-Cum- Coordinator separately.



4.	<b>Envelope [Attendance Sheet]</b>	Attendance sheets in serial order of Roll No. should be kept in Envelope:-  Mark "ATTENDANCE SHEET" & "CENTRE NO." on Envelop. Seal the Envelop.  <b>NOTE: Don't keep this envelop inside any trunks.</b>
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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 be handed over to the Observer, who will deposit the same in the Board office along with acquaintance roll and contingency voucher on the same day after completion of Exam.**

**V. REPORT OF CENTRE SUPERINTENDENT (REPORT – 1 & REPORT – 2):**

- i. Centre Superintendent shall submit a detailed report of over all conduct of examination separately in prescribed proforma (Report – 1). This report should be exhaustive covering all information regarding the conduct of examination.
- ii. Centre Superintendent shall also submit a Special Report (Report 2) in prescribed proforma, in duplicate. This report should include the details of case of misbehavior/malpractice resorted to by any candidate. This report should be prepared for each case separately. This report should be prepared in duplicate. One copy to be attached with the Admit Card of the candidate found involved in the malpractice and other copy to be submitted along with other annexure /reports to the Board.
- iii. The prescribed proforma for these reports may be downloaded from official website of the Board.

**VI. Payment of remuneration:**

The rates of remuneration payable to the Centre Superintendent and the other functionaries, whose services will be utilized for the examination, are indicated below:

Shift	Centre Supdt.	Asstt. Centre Supdt	Invigilators	Clerks	Group 'D' Staff
Single Shift Exam	1500	1100	900	900	600
Two & More Shift Exam	2500	1800	1500	1500	900

**Note:**

1. **The remuneration to the exam functionaries shall be paid to the Centre Supdt. 2-3 days before the exam.**
- 2.. The remuneration should be paid according to the prescribed rates only. Any excess payments other than those authorized by the Board will have to be refunded by the Centre Superintendent.
3. No remuneration should be paid for briefing the Invigilators.
4. Contingency Amount : A maximum of Rs. 500/- will be paid per centre as contingency amount for the miscellaneous expenditure like cotton cloth, wrapping paper, sealing wax, sutli etc. This amount can also be utilized for payment to labourers for shifting of furniture. The Centre Supdt. has to keep the contingency expenditure at the minimum and must submit cash memo/bill in support thereof. Unnecessary expenditure should be avoided. Purchase of consumables stationary items like papers, tag, sealing wax, gum, sutli, cello tapes etc. are allowed only. As far as possible, all the expenditure statement and bill/payment vouchers may be submitted back to Board immediately, duly countersigned and stamped by the Centre Superintendent.
5. Centre Superintendent shall submit Annexure – V (Bill of Contingency Expenditure incurred) & Annexure – VI (Acquaintance Roll), duly signed & stamped with the seal of school/Centre and to be handed over to Observer-cum- Coordinator on the same day.

**VII. Disciplinary Action**

The Board will recommend disciplinary action against erring Centre Superintendent to cadre



controlling authority in following circumstances ;

- i. Centre Superintendent remains absent unauthorizedly from duty on day of exam,
- ii. Centre Superintendent report late for duty,
- iii. He does not perform duty as per the instructions issued by the board such as deployment of persons on duty other than that of same school, allowing school staff on duty without identity card, allowing mobile phones in exam centre.

**VIII. Other Instructions to be complied with**

- (a) Blind candidates are allowed an extra 40 minutes in addition to the normal time (2 hours) allowed. 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 valid 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 members may keep the mobile phones, in silent mode, with them during exam duty to cope with the unusual situation and specially 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 Centre Superintendent immediately and 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 e-admit card 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 a 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 ‘OMR 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](http://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.

Sd/-  
Dy. Secy.(Exam)