

**SPECIAL INSTRUCTIONS FOR INSTRUCTORS/CHIEF INVIGILATORS/
OBSERVERS/FLYING OFFICERS FOR THE EXAM DATED 29.10.2017**

1. Candidates are allowed to enter the exam premises between 11 AM and 12.30 PM. Gates should be strictly closed at 12.30 PM and no entry allowed thereafter.
2. Dress code instructions are to be strictly followed. Candidates are not allowed to carry any item with them except the admit card and photo ID proof. The list of prohibited items and prescribed code is available on the website of DSSSB at WWW.DSSSB.DELHI.GOV.NIC.IN
3. Frisking is to be done thoroughly. It should be ensured that only open toed footwear is worn by the candidates. High heels are not permitted. For female candidates, hair should not hide the ears. Further, hair clips or other ornamentation and any jewelery is not permitted.
4. No person on exam duty is permitted to carry mobile phones. Tetra sets are being provided for communication. All mobile phones should be deposited in a box and locked by Centre Superintendent.
5. The trunks containing question paper booklets should not be opened before 1 PM. Time of opening shall be recorded and countersigned by the observer and flying officer.
6. The candidates should not be allowed to open the individual packings of question papers before 1.20 PM. OMR sheets may be taken out by them for filling up details. The actual seal tags of question papers may be opened only at 1.30 PM.
7. The unused question paper booklets should be sealed by the invigilators inside the examination rooms immediately after the distribution of question papers to the candidates is over. It is to be strictly instructed that the sealing of the unused booklets should be

done immediately and that unused question booklets are not taken out of the exam room.

8. A thorough inspection should be made of Toilets/Washrooms which may be used for hiding mobile phones/bluetooth equipment. Candidates may be found to be clean during frisking and then pick up the equipment after coming into the centre.
9. Special attention should be paid to footwear/hair styles as these may be used for concealing bluetooth equipment. High heeled footwear should not be allowed. Similarly, hair styles worn by candidates should be simple and not hide the ears.
10. No candidates should be allowed to go out of the exam room for using washroom before 2.30 PM. Candidates cannot leave the premises before 3.45 PM. The gates of the exam centres shall be kept locked between 12.30 PM – 3.45 PM and no entry shall be allowed.
11. The OMR answer sheets should be sealed inside the tamper proof envelopes immediately after the end of exam. Sealing should be done inside the exam room.