



Government of NCT of Delhi
Delhi Subordinate Services Selection Board
FC-18, Institutional Area, Karkardooma, Delhi – 110 302.
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Dated:

INSTRUCTIONS FOR OVERALL INCHARGE IN ONLINE EXAMINATION

Delhi Subordinate Staff Selection Board (DSSSB) conducts recruitment examinations for various posts under Government of NCT of Delhi (GNCTD), its autonomous bodies and urban local bodies. Conducting such examinations with integrity and impartiality is the foundation for merit based transparent recruitment process. Hence DSSSB deputed Senior Officer of GNCTD as the Overall Incharge is required to have complete overview and supervise the conduct of examination at the examination centre. The main role of Overall Incharge of each centre is to ensure proper conduct of examination and to eliminate possibilities of use of unfair means by any candidate. He has to submit a report in the proforma (Annexed) and handover the report to the designated Observers before leaving the examination centre. The following is an illustrative list of duties assigned to the Overall Incharge:

1. Overall Incharge should reach at the allotted examination center directly from his/her residence and should report at the scheduled date & time as mentioned in the deployment order. He should carry IDENTITY CARD on the day of duty and produce when same demanded at entry.
2. As Overall Incharge has to supervise all the activities at the examination centre, he should make himself aware about the entire process of examination, including the duties to be performed by other exam functionaries. He should also acquaint himself with the officer in charge of the nearest Police Station and keep contact numbers for ready reference.
3. On reaching the examination centre he should immediately take the attendance of all exam functionaries deputed by DSSSB. He should also acquaint himself with the exam functionaries deputed by EdCIL.
4. On reaching the exam centre, he should immediately check up if the Mobile Jammers have been installed at the required places and are in working condition. In case of any deficiency and / or malfunctioning of Jammers, he must immediately direct the representative of jammer providing company (Bharat Electronics Ltd) present at the centre to rectify such deficiencies immediately and before the start of examination.

5. Overall Incharge should satisfy himself regarding all arrangements at the examination centre, including the arrangements made for frisking of candidates at entry gate. He/she should inform Control Room of DSSSB about any kind of mismanagement or non-arrangement.
6. Possession and use of mobile phone by all the examination functionaries including persons deployed by EdCIL in the centre premises is strictly prohibited. Overall Incharge must ensure that mobile phone and such other goods belonging to all the examination functionaries including persons deployed by EdCIL present in the Examination centre are collected and kept at one secure place till the examination is over. If anyone is found with the above items/devices in the examination hall, the same shall be confiscated and an FIR shall be lodged by the Overall Incharge through Observer-Cum-Coordinator deputed at the centre.
7. Photograph and signature of the candidates have been scanned on the attendance sheet and also on the Admit Card so as to facilitate proper identification of candidates and to avoid impersonation. Cases of impersonation, if any, should be reported to the Board immediately as well as to the Observer. The Overall Incharge will lodge a complaint with concerned Police Station in such cases of impersonation or breach of discipline by any candidate.
8. Overall Incharge should ensure that the invigilators (a) verify the identity of the candidates based on the above photographs and his/her identity proofs; (b) record his / her photograph before start of examination; (c) obtain handwriting sample in Hindi and English and signature of the candidate; (d) authenticate the photograph and handwriting sample of the candidate by signing on the 2nd page of Admit Card; (e) maintain proper discipline, tranquility, and order in the exam centre.
9. Overall Incharge should ensure that no person other than those deployed for duty is present in the examination centre. Their duty orders as well as their identity cards should be checked and in case of any such unauthorized person is found, necessary action should be initiated against him.
10. Overall Incharge should ensure that no unauthorized candidate / person is appearing in the examination. For this purpose, the Overall Incharge shall test check the candidates at the centre under his/her charge by comparing their identities with their photos scanned on the attendance sheet and the admit card. He will also remind Chief Invigilator/s and Invigilator/s to do this process in respect of each candidate as that is one of the primary duties assigned to them.
11. 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. Possession and/or use of mobile phones, pager, calculators or other electronic device even by the Invigilators at the examination centre premises is also strictly prohibited.

12. 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 Overall Incharge through Observer-Cum-Coordinator deputed at the centre. It must categorically be told by Overall Incharge that Chief Invigilator/s and Invigilator/s shall ensure that none of the candidates possesses the above-mentioned items/devices with them failing which invigilator shall be held responsible.
13. If any instance of impersonation /cheating etc in examination hall is observed, the material, if any, used in the above process has to be confiscated and an FIR has to be lodged by Overall Incharge immediately through Observer-cum-Coordinator deputed at the centre. Overall Incharge shall duly intimate the incidence to the Control Room followed by a report. 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.
14. Overall Incharge should ensure that no candidate takes recourse to any unfair means and possesses any unauthorized paper or material with him/her. The Overall Incharge will also have the authority to inspect and search any person/ candidate in the event of suspicion.
15. Overall Incharge should ensure that the invigilators verify the identity proof (s) of each candidate and obtain the biometric finger print data and the handwritten declaration of each candidate at the time of examination.
16. Overall Incharge should ensure that the examination is conducted in orderly and peaceful manner without causing any disturbance to appearing candidates. He will ensure that all functionaries and candidates observe all the health safety measures.
17. Overall Incharge should observe the conduct of the Exam functionaries deployed for examination duty, to ensure that no one helps any candidate directly or indirectly. Any violation should be brought to the notice of Controller of Examination, DSSSB and also the Observer-Cum-Coordinator deputed at the centre.

18. Blind (VH) candidates are allowed extra time @ 20 minutes per hour examination as per DOPTs/ guidelines. Further, these candidates are allowed to bring their own scribe as per the instructions given.

Report of Overall Incharge: (Report — 6): The Overall Incharge shall prepare a report of examination center separately and shall handover it to the Observer for further submission to the Board. The instructions to Overall Incharge, Observer-cum-coordinator, Chief Invigilators, invigilators as well as "General instructions to candidates" for this exam may be downloaded from the official website of the board. These instructions should be read carefully and complied with strictly.

Sd/-

Deputy Secretary (Examination)

DSSSB



UNDERTAKING
(In case of personal/hired vehicle used)

1.	Flying Officer No.	
2.	Name of the Overall Incharge	
3.	Designation	
4.	Department	
5.	Phone No.	Mobile
		Office
		Residence

Certified that I have used personal/hired vehicle No.....
..to
visit the exam centres (Number and Name). ...

.....dated : ...

I have received Rs..... (Subject to a maximum of Rs. 1000/-) towards charges of vehicle (voucher, if any, is attached).

Dated:.....

Signature of Overall Incharge