



GOVERNMENT OF NCT OF DELHI
Delhi Subordinate Services Selection Board
FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI-110092
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F.55(1223)/DSSSB/Exam/2016/

Dated:02.03.2017

INSTRUCTION FOR FLYING OFFICER/OVERALL INCHARGE

Duration of Exam: 10.30AM to 12.30 PM

The Board has deputed Flying Officer/Overall incharge, who shall be Senior Officer of the Govt., to overview and supervise the conduct of examination for every center so as to ensure proper conduct of examination and to eliminate possibilities of use of unfair means by the candidates. Each Flying Officer/Overall incharge will be allotted one center so the Flying Officer/Overall incharge will visit the allotted examination centers directly from his/her residence and should submit the proforma of report to the designated Observers and also collect remuneration from the same. **A sum of Rs. 1,000/- (maximum) will be paid to the Flying Officer/Overall incharge towards vehicle allowance, if he/she used his/her own vehicle or hired one on submission of undertaking.**

The following is an illustrative list of duties assigned to the Flying Officer/Overall incharge:

1. The entry of candidates in the exam centre is allowed between 09:00 a.m. to 10:00 a.m. The flying officer/Overall Incharge should satisfy himself regarding arrangement made for frisking of candidates at entry gate. He/she should report to Control Room about any kind of mismanagement or non-arrangement in frisking.
2. Photograph and signature of the candidates have been scanned on the attendance sheet and only photograph on the Admit Card so as to facilitate proper identification and to avoid impersonation. This point should be taken into consideration while conducting surprise check in the examination centers. Cases of impersonation should be reported to the Board as well as to the Center Supdt., who will in-turn lodge a complaint in the concerned Police Station. In such cases the names and designation of all invigilators in that room should be communicated to the Board on wireless as well as in his report. These invigilators should be immediately removed from their duties.
3. The flying Officer shall check that the steel trunk containing used OMR answer sheet is duly sealed after the examination is over.
4. 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.
5. Ensure that no unauthorized person is appearing in the examination. For this purpose the Flying Officer/Overall incharge shall test check attendance of the genuine candidates at every centre under his/her charge by comparing their identities with their photos scanned on the attendance sheet and admit card. This is the primary duty of the Invigilators assigned in each room.
6. Ensure that no books, calculators, mobile phones or any other material is being carried by candidates into the examination hall/room. Flying Officer/Overall incharge should ensure that Centre Superintendent has identified a proper almirah under lock & key to

keep all such type of material and it is not accessible to anybody.

7. Ensure that Chief Invigilator has allotted rooms to Invigilators in such a way that one teaching staff of school and one Delhi Government Clerical staff is deployed in one room. (This will be applicable only when Board deploys Delhi Government Clerical staff on duty as Invigilator).
8. Ensure that no candidate takes recourse to any unfair means and possesses any unauthorized paper or material with him/her. The Flying Officer/Overall incharge will also have the authority to inspect and search any person/candidate in the event of suspicion.
9. The flying officer/Overall incharge will submit the report regarding visit to the examination centers to the Observer.
10. Flying Officer/Overall incharge should also observe the conduct of the Centre Supdt., Invigilators and other 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 the Centre Supdt and Observer-Cum-Coordinator present at the centre.
11. Flying Officer/Overall incharge must also check that no unauthorized person is moving / present in the premises of the examination centre. In case of suspicion the identity of such person should immediately be checked and in case of unauthorized person necessary action should be initiated.
12. Possession and use of mobile phone by the candidates as well as the Invigilators in the centre premises is strictly prohibited.
13. Blind (VH) candidates are allowed an extra 20 minutes per hours in this examination in addition to the normal time allowed. Further, these candidates are allowed to bring their own scribe as per the instructions given.
14. Report of Flying Officer/Overall incharge: (Report – 6): The Flying Officer/Overall incharge shall prepare a detailed report of all examination centers separately and shall handover to the designated Observer for further submission to the Board and collect remuneration.

NOTE: YOU ARE REQUIRED TO BRING YOUR IDENTITY CARD ON THE DAY OF DUTY.

The instructions to Flying Officer/Overall incharge, 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. These instructions should be read carefully and complied with strictly. The Board will not send the said instructions to the



FINAL REPORT OF FLYING OFFICER/OVERALL INCHARGEIN OFFLINE EXAM

Centre Name_____

Name of Examination_____

Date & Time of the Examination_____

1	Name and Designation of Overall Incharge	
2	Reporting time of Overall Incharge	
3	Reporting time of Observer-cum-Coordinator	
4	Reporting time of Chief Invigilator	
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 Absent has been marked on attendance sheets for absent candidates?	
7	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 reach case? (If necessary use separate sheet)(Prepare Special report on prescribed format)	
8	Whether police complaint has been lodged against such candidates?(enclosed a copy of police complaint/FIR (Prepare Special Report in Prescribed format)	
9	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.	
10	Whether proper lighting, sanitation, drinking water, sitting facility was provided to the candidates?(provides details of any discrepancy)	
11	Whether police personnel (male/female both) reported for duty at prescribed time.	
12	Whether adequate arrangement was made by Centre Supdt. for frisking of candidates at entrance gate of centre.	
13	Whether any examination functionary was found including in malpractice before during after the examination? (provide details, if any)	
14	Whether the mobile jammer, if installed was functioning properly?	
15	Mobile phones of all the persons present in the examination centre premises has been sealed in the steel trunk prior to close of main entry gate of examination centre. If no reason thereof.	
16	Any other point?	

Certified that all instructions issued by the Board regarding conducting 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 Overall Incharge)

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