



GOVERNMENT OF NCT OF DELHI
Delhi Subordinate Services Selection Board
FC-18, Institutional Area, Karkardooma, Delhi-110092
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No.F.55(1359)/DSSSB/EXAM/2018/

dated:

INSTRUCTION FOR OBSERVER-CUM-COORDINATOR in online Exam

1. The Observer-cum-Coordinator should report at Exam centre on the scheduled date & time as mentioned in their deployment order in order to supervise all the activities at the centre. All the staff deployed on the day of exam must possess their identity card duly authenticated by the competent authority.
2. The Observer must ensure that he/she do not possess the mobile phone etc. during the conduct of the examination. In case he/she bring mobile phone at the examination centre, they must deposit the same to the Overall Incharge/Observer immediately after marking the attendance
3. The Observer should satisfy himself regarding arrangements 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.
4. Photograph and signature of the candidates have scanned on the attendance sheet and 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 observer so that a complaint is lodged in the concerned Police Station by Overall Incharge & Observer jointly. In such cases the names and designation of all invigilator in that lab should be communicated to the Board on wireless as well as in their reports. The responsible invigilators should be immediately removed from their duties.
5. 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.

I) DURING THE EXAMINATION:

- 1) Candidates are allowed to take away the 1st page of 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. 2nd and 3rd page of Admit card is required to be taken from candidate by the Invigilator deployed by the Board
1. 2) Observer-Cum-Coordinator will **supervise** thorough checking of the candidates appearing in the examination. They have to visit the exam rooms frequently and ensure that the Invigilators & Chief Invigilator checks all the candidates to ensure that there is case of no impersonation. Observer-Cum- Coordinator shall also ensure that Jammers are installed at the examination centre. If jammers are not installed then it should be specifically mentioned in his/her report.
- 3) The Observer shall inspect the toilets meant for use of candidates thoroughly just after starting of exam to ensure that no material is kept there by anybody which can be misused during the exam.

II) AFTER THE EXAMINATION:

1. The Observer will also collect the report of Overall Incharge and also make payment to Overall Incharge after collecting the report on the receipt.
2. Prepare all reports and annexure along with Overall Incharge, Technical Observer, Chief Invigilator & Invigilators carefully. Observer will also sign concerned Annexures.

III PACKING INSTRUCTIONS

| Sl. No. | Packing material | Instructions/Procedure of packing |
|---------|--|--|
| 1. | Envelope [Attendance Sheet] | Attendance sheets in ascending order of Roll No. should be kept in Envelope:- Mark "ATTENDANCE SHEET", LAB & "CENTRE NO." on Envelop. Seal the Envelop. |
| 2. | 2 nd & 3 rd page of Admit card | 2 nd & 3 rd page of Admit card in ascending order of Roll No. should be kept in Envelope:- Mark "2 nd page of Admit card", LAB & "CENTRE NO." on Envelop. Seal the Envelop |

IV. REPORT OF OBSERVER

Observer shall collect the Proforma of "Report of Observer-cum-Coordinator" Observers-Cum- Coordinator shall submit a detailed report of overall conduct of the examination at his centre. This report should also include the following along with other prescribed information:

- Law and order during the course of exam.
- Any late reporting by the candidates and how the situation was dealt with.
- Any dereliction of duty by any of the exam functionary engaged on the examination duty.
- Any case of impersonation reported either by the Invigilator, Observer-cum-Coordinator, Chief Invigilator, Overall Incharge.
- Any other discrepancy observed in making necessary arrangements at the exam centre
- Whether the Jammer, if provided were properly working.

Note:- The Observer-cum-Coordinator shall handover the above said material along with various Annexures and Exam functionaries Reports as per Check List, along with unspent amount of remuneration, acquaintance roll to the Asstt. Observer who shall submit the same in DSSSB same day.

V. Disciplinary Action

The Board will recommend disciplinary action against erring Observer-cum-Coordinator to the cadre controlling authority in the following circumstances.

- i. Officer refuses to accept duty order.
- ii. Officer remains absent unauthorizedly from duty on day of exam.
- iii. Officer reported late for duty
- iv. Officer not performing duty as per instructions issued by the board.

VI. Other Instructions to be complied with :

- a. Blind candidates are allowed an extra time & scribe as per the provision of DOPT instruction.
- (b) Observer-cum-coordinator should ensure that only candidates with e-admit cards are permitted in the centre premises.

- (c) Observer should ensure that no candidate or Invigilators or other staff shall possess the cell phone or any other electronic gadget in the Lab with them in the centre premises.
- (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 the Overall Incharge immediately, duly intimating to the Control Room followed by a Report by the Observer-cum-coordinator. A copy of this report shall be attached with the copy of attendance sheet 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 logical sequence. The decision of the Board, after verifying the facts of the case, would be final and binding on the candidate. The original copy of the undertaking shall be kept. 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 Overall Incharge & Observer-cum-coordinator.

VII Lodging of FIR

1. 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. Possession an/or use of Mobile phones, pager, calculators of 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 Overall Incharge & Observer jointly. The invigilator in the lab shall ensure that none of the candidates possesses the above mentioned items/devices with them failing which invigilator shall be held responsible.
2. 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 as FIR has to be lodged by Overall Incharge immediately and duly intimating to the control room followed by a report Overall Incharge. 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 annexures/reports.

The instructions to Overall Incharge, Observer-cum-coordinator, Technical Observer, Chief Invigilators, 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.delhi.govt.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)