



F.55(1359)/DSSSB/Exam/2018/

Dated:

## INSTRUCTION FOR THE INVIGILATOR IN THE ONLINE EXAM

1. The Invigilator should report at Exam centre on the scheduled date & time as mentioned in their deployment order. All the staff deployed on the day of exam must possess their Identity Card duly authenticated by the competent authority alongwith a copy of same to be handed over to the Chief Invigilator before allocation of Lab
2. The Invigilator 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. Ensure that candidates entering your room possess e-admit cards and have been allotted the same centre/LAB. The e-admit Card carries the photograph of the candidate scanned on it. Check the correctness of candidate from photograph & signature on Attendance Sheets as well as e-admit Card. The face of candidate should match with photograph on attendance sheet as well as e-admit card. In case of any mismatch, candidate should not be allowed to appear in exam & the case will be referred to Overall Incharge for lodging Police Complaint. Invigilator has to ensure that the candidate must have three page Admit card and 2<sup>nd</sup> and 3<sup>rd</sup> page of Admit Card is required to be taken by the invigilator after filling the necessary column and pasting the photo of candidate. If any candidate fails to bring second page of Admit Card with post card photograph, the invigilator will not allowed the candidate to sit in the exam.
4. On third page of Admit Card, Invigilator shall take undertakings both Hindi & English.
5. The invigilator after verification of the identity of the candidate will get his signature on the attendance sheet and admit card at the relevant place in his presence. He shall also verify his signature by comparing with the scanned signature of the candidate on the attendance sheet. The Invigilator shall ensure that he/she does not keep with his/her mobile/cell phones or any other communication/calculation device including calculators etc. which are banned by the Board. If any violation is noticed, the concerned candidate shall be handed over along with the devise and a written report to the Chief Invigilator/Observer/Overall Incharge whosoever is available at the centre for further action.
- 5 Candidates are NOT ALLOWED to go out of the examination Lab during the examination period. Arrangement of Water inside the the examination room with the assistance of the Class IV employees may be ensured. In case a candidate has to necessarily go to the toilet, he/she should be thoroughly checked before going and also while coming back to ensure that the candidate is not carrying any Mobile phone, Pager, calculator or any other unauthorized article. During this process, one of the invigilators shall have strict vigil over the movement and conduct of the candidate. ,
6. Candidates are NOT ALLOWED to bring cell phones, calculators, and electronic watches with calculation facilities, slide rules, books and bag/briefcases etc. inside the EXAMINATION CENTRE PREMISES. The list of Banned items is attached. Possession of banned items 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. The invigilators in the rooms shall ensure that none of the candidates possess the above-mentioned items/devices with them failing which invigilator shall be held responsible.
7. In case, there is any minor discrepancy like wrong spelling, etc in the e-admit card/attendance sheet for a candidate, such candidate may be allowed to take the examination but an undertaking may be obtained from the candidate that he/she is being allowed to take the examination provisionally subject to the final decision of the Delhi Subordinate Services Selection Board (D.S.S.B.). However no change in post code or centre shall be entertained.
8. Only those candidates possessing e-admit Cards for the concerned center should be allowed to take the examination. In case, any candidate arrives with an e-admit card valid for the some other center, such candidates should not be allowed in.
9. The invigilators should ensure the conduct the examination in a fair and impartial manner. They should be active and vigil enough to ensure that no impersonation takes place in their room. They should restrain themselves



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from helping directly or indirectly to any candidate. Any violations of this, if noticed or reported to the Board, would be viewed seriously. The invigilators are individually and collectively responsible for smooth and fair conduct of examination.

10. Possessing mobile/cell phones, calculators etc inside the examination room by candidates as well as Invigilators is strictly prohibited. Violation will be viewed seriously.

III. **Disciplinary Action**

- i. The invigilator refuses to accept duty order.
- ii. The invigilator remains absent unauthorized from duty on day of exam.
- iii. The invigilator reported late for duty
- iv. The invigilator not performed duty as per instructions issued by the board.
- v. The Invigilator shall be held responsible if any case of impersonation, cheating, possession of un- allowed material, mobile phone etc is observed by Overall Incharge, Observer-cum- Coordinator, Chief Invigilator, DSSSB team during their visit and appropriate disciplinary action will be initiated against erring invigilator.

The instructions to Overall Incharge, Observer-cum-coordinator, Chief Invigilators, invigilators as well as "General instructions to candidates" for this exam should 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 to be strictly complied with. The Board will not send the said instructions to the exam functionary separately.

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