

**Recruitment of IT Operators in IT & T Wing-2011  
Guidelines for Invigilators**

1. SCHEDULE OF WRITTEN TEST :

- |      |                     |   |   |
|------|---------------------|---|---|
| i.   | Date of Examination | : | Sunday, May 29, 2011                      |
| ii.  | Reporting Time      | : | 10.00 am                                  |
| iii. | Time                | : | 11.00 am to 01.00 pm                      |
| iv.  | Venue               | : | Lovely Professional University, Phagwara. |

2. PATTERN OF QUESTION PAPERS: Multiple choice (four alternatives) objective type, one mark each. There will be no negative marking. There will be only one answer for each question. Candidates are required to mark the answers on the OMR Sheet. After the examination candidates are allowed to take question booklet along with them.

3. PRINTING & COLLECTION OF EXAMINATION MATERIAL:

- i. The Question paper Booklet will be prepared and got printed by Sh. Kunwar Vijay Pratap Singh IPS Comdt 82 Battalion Chandigarh (hereafter called Coordinator Exam).
- ii. The examination materials including Question Papers and OMR sheets will be handed over by Coordinator Exam to Sh Rakesh Agrawal IPS SSP Hoshiarpur (hereafter called Exam Observer) in Room wise packets in the morning of May 27, 2011.
- iii. The packing and sealing of materials should be checked. The material is to be handed over to the SPs/DSPs (hereafter called Sector Incharges) on May 29, 2011 at 9.00 am.
- iv. Sector Incharges will hand over the material to invigilators at 9.30 am as per the Performa.
- v. Examination materials should be kept in the strong room at the venue of examination under lock & key and sealed properly. The keys of the almirah containing the examination materials should be kept by Exam observer. Proper security should be provided at the strong room by the Exam Observer.

4. CONDUCT OF EXAMINATION

- i. The identity of each candidate must be checked against the name, photographs, roll number etc. given in the 'Attendance Sheet'. Please ensure that the candidate writes the same Roll No. as allotted to him / her on the question Paper at the place provided for it and nowhere else on the question paper.
- ii. Every candidate has been issued an admit card bearing a photograph of the candidate, with signature of SDC of concerned district with SDC's stamp on it. The admit card should be checked by the invigilators at least once during the test.
- iii. Every Invigilator will be given one photocopy of the admit card of all the candidates sitting in his/her room. Identity of the candidates should be checked from the photocopy of the admit card and one original photo should be collected from each of the candidate and should be stapled/ pasted on the photocopy of the said admit card and the said photo should also be signed by the invigilator.
- iv. The packet containing Question Papers should be opened 30 minutes before the start of test in the presence of all the Invigilators. The invigilator should

- count the number of question booklet of each series and should ensure that they have received required number of question booklets and OMR Sheets.
- v. The Question Paper Booklet shall bear the code A, B, C and should be distributed to the students in order of their Roll Nos. The paper should be distributed two minutes before the start of test.
  - vi. It should be ensured that no question paper is to be taken out of the centre by any candidate before the end of examination. In case of any such happening the Sector Incharge should lodge FIR with the police and a copy of FIR should be handed over to the Exam observer for onward submission to Chairman Recruitment Board.
  - vii. A candidate reaching the centre without admit card may be allowed to appear in the examination after checking his identity with Attendance Sheet. The names of the candidates issued provisional admit cards shall be reported in Form 'B'. Their OMR sheets should be packed in the same envelope with rest of the OMR sheets.
  - viii. If the name of a candidate having a valid admit card is not included in the Roll List and Attendance Sheet, he may be allowed to appear in the examination with the consent of the Exam observer. All such cases be reported on the Form 'B'. Their OMR sheets should be packed in the same envelope with rest of the OMR sheets.
  - ix. No candidate should be allowed to enter the centre 15 minutes after the start of the test and leave the centre before the end of test. In case of serious illness or accident, the Centre Supdt. In consultation with the Exam observer, will give permission in writing.
  - x. The attendance of each candidate shall be properly recorded, both by thumb impression and signatures on attendance sheet. Candidates not appearing in the examination should be marked 'ABSENT' in red ink by the invigilator incharge and countersigned by the Centre Supdt.
  - xi. The Question papers of ABSENT candidates be collected 15 minutes after the start of test. The unused papers are to be put in an envelope and submitted back after the end of examination.
  - xii. The roll number of the candidates indulging in copying or adopting any other unfair means are to be recorded on Form 'C'.
  - xiii. The decision regarding the cases involving violation of instructions or misconduct by a candidate shall be jointly taken by Invigilator, Centre Supdt. and Exam observer and reported to Chairman Recruitment Board for final decision.
  - xiv. Admit cards of the candidates are NOT TO BE COLLECTED.
  - xv. The candidates are required to mark their answers on the OMR sheet only. after the examination only OMR sheet is to be collected and candidates can keep the question booklet with them.
  - xvi. During the written exam all the candidates will be necessarily video graphed by the Sector Incharge.

5. Distribution of OMR and Question Paper Booklet :

- i. The OMR sheets shall be distributed 15 minutes before the start of the Examination for filling the Name, Father's Name, Roll No., Gender, Caste, Category, Mobile no, Date of Birth etc.
- ii. The question paper (coded A, B, C) shall be distributed 2 minutes before the start of the Examination. Only the OMR sheets will be collected at the end of test.
- iii. The invigilators should make an announcement that any question paper containing torn pages or less number of pages should be exchanged immediately.

- iv. Candidates should write question paper booklet code as written on top of the question booklet at the designated place on the OMR sheet.
- v. The invigilators should warn the candidates that any violation of instructions already issued to or possession of any kind books or written material or adoption of unfair means of any kind shall lead to disqualification from the test.
- vi. The candidates are not supposed to bring calculators, slide rules, pagers, mobile etc. in the centre.
- vii. Please ensure that the candidate writes his / her roll number in the space provided on the cover page of question booklet and no where else on the question paper and puts his /her signatures with date.
- viii. Candidates should mark their answers on the OMR sheet using only **DARK BLACK BALL PEN**.
- ix. Candidates should be told how to fill the OMR sheet. Entries on both the sides of OMR sheet should be same as that on the Admit Card and as entered in the Application Form. Invigilator shall check these and should also sign on cover page of OMR Sheet. Correct ways of making entries on OMR sheet is explained on the OMR sheet itself.
- x. In case a candidate marks the wrong choice on the OMR sheet and want to correct it, he/ she can demand whitener from the invigilator. such corrections must be signed by the invigilator on the front page of OMR Sheet.
- xi. The admit card of every candidate should be checked thoroughly and any doubt regarding the identity of the candidate should be brought to the notice of the Observer and the Centre Supdt.

## 6. SEATING PLAN AND ITS DISPLAY

Kindly verify the seating plan in each hall and ensure that seating Plan should be prepared in accordance with guidelines. Also ensure that proper distance between two candidates is maintained. There should be 6, 10, 14.... students in each row. See that the seating plan is displayed prominently and collect a copy of the same. sitting plan of each room should be displayed on the wall of room and on the main notice board of the center.

Roll No.	Test Booklet Code	Roll No.	Test Booklet Code	Roll No.	Test Booklet Code	Roll No.	Test Booklet Code
1	A	7	C	13	A	19	C
2	B	8	A	14	B	20	A
3	C	9	B	15	C	21	B
4	A	10	C	16	A	22	C
5	B	11	A	17	B	23	A
6	C	12	B	18	C	24	B

## 7. DECLARATION :

Please get the declaration from Observer/ Centre Supdt./SDCs/ invigilators that none of their relative is appearing in the said examination.

## 8. ATTENDANCE

Please ensure that the attendance of the candidates is properly recorded on "Attendance Sheet" by obtaining thumb impression as well as signatures of each candidate. Absentees in each paper should be clearly marked 'ABSENT' on the "Attendance Sheet" the invigilator and countersigned by the Centre Supdt. after proper verification.

## 9. APPOINTMENT OF INVIGILATORS

The invigilators shall be issued appointment letter by the Observer and the list will be made available to the observer well in advance. There should be one invigilator for every 15 students or part thereof with at least two invigilators in each room. A meeting of the invigilators shall be called 3-4 days before the test date and instruction sheet shall be distributed to them.

## 10. PROBLEMS AND ACTION TO BE TAKEN

The usual problems encountered and the actions to be taken are given below. In case of an emergency, the matter be brought to the notice of Chairman Recruitment Board.

Problems		Suggested Actions	
I.	Candidates for a variety of reasons desire exchange of question papers from invigilators.	I.	Proper Question paper of same series should be given.
II. (a) (b) (c) (d)	<b>ADMIT CARD</b> Invalid Admit Card Admit Card has been tampered with. Admit Card not in possession or lost or not received due to postal delay. Candidates issued provisional admit card - subject to production of some document.	II.	In case of a. b. c, d particulars of the candidates should be verified from the "Attendance Sheets" as well as photocopy of admit cards and permitted to appear in the examination. For such case, collect relevant documents and fill in the Form No 'D'.
III.	Identity of a candidate is in doubt.	III.	The candidate should be allowed to take the examination provisionally. Form No. 'D' must be filled. Exam observer should collect three specimen signatures of the candidate.
IV	Candidate takes away the question paper and OMR Sheets from the examination Hall.	IV	Try to recover the same, otherwise the Sector Incharge. should lodge an FIR with the police and a copy of the FIR should be handed over to the EXAM Observer.

V	Cases involving violation of any of the instructions and / or misconduct by a candidate / using unfair means.	V	The candidate should be allowed to appear in the examinations. Form No. 'E' should be filled in the details.
VI.	Permission to leave the examination hall before the end time of test.	VI.	Based on the reason or exigency, discretion may be used. However question paper and OMR sheet should be collected from the candidate.
VII.	Any other irregularity or problem.	VII	Use your discretion and act according.

#### 11. UNFAIR MEANS AND MISCONDUCT

The roll numbers of the candidates adopting unfair means should be noted and forwarded to the Exam Observer for further action. Such candidates should be allowed to write their papers and these papers should be packed in a separate packet. A list of such candidates should be prepared and recorded in Form-B.

#### 12. PACKING OF QUESTION PAPERS and OMR ANSWER SHEETS

- i. The OMR sheets used for objective type questions shall be packed in plastic covers in ascending order including absent and stray cases and then should be put in cloth lined envelopes and a forwarding memo as per Form- D be pasted on each packet.
- ii. The unused Question Papers shall be sealed in separate packets by the invigilator.
- iii. The EXAM observers shall issue a receipt for the same after taking over all the material.

#### 13. HANDING OVER THE EXAMINATION MATERIALS

- i. After the end of exam the invigilators will return all the unused question booklets, unused OMR sheets, Attendance sheet, Filled OMR sheets, Photocopy of Admit cards and other misc material to Sector Incharges.
- ii. The Sector Incharges will deposit the said material with Exam Observer and obtain a receipt of the same.
- iii. Submit all forms received from the Observer / Centre Supdt. of the centre along with all other relevant papers and also "Centre Assessment Report" .

#### 14. CENTRE EXPENSES:

The centre charges are to be paid in cash. Exam Observer should settle all bills and get appropriate receipts at the examination centre. The remuneration to all private personnel employed at the centre is also to be paid in cash and receipts are to be obtained.

15. Assignment of Duties:

- i. Coordinator Exam : Kunwar Vijay Pratap Singh, IPS Comdt 82 Bn.
- ii. Exam Observer : Sh Rakesh Agrawal IPS SSP Hoshiarpur.
- iii. Sector Incharge. : SP/ DSP incharge of the sector.
- iv. Dy Sector Incharge. : SDC incharge of the sector
- v. Invigilators : officials present in the exam rooms.

The Inspector General of Police,  
IT & T wing cum  
Chairman Central recruitment Broad  
IT & T Punjab, Chandigarh



Form - B

## Recruitment of IT Operators in IT &amp; T Wing-2011

List of Provisionally Admitted Candidates

Sector No. :

Block No. :

Room No. :

The following candidates were allowed to appear in the test provisionally (in lieu of loss of Admit Card or Non Receipt of Admit Card). The admission of the candidates is purely provisional and the decision of the Chairman Recruitment Board shall be final & binding.

S. No.	Roll Number	Name of Candidate	Fathers Name	Mobile Number	Signature of Candidate
1					
2					
3					
4					
5					
6					
7					
8					

Name &amp; Signature of Invigilator

Name &amp; Signature or Centre Supdt

## Recruitment of IT Operators in IT &amp; T Wing-2011

List of Candidates using Unfair Means/ Violating Instructions/  
Misconduct during Examination.

Sector No. :

Block No. :

Room No. :

The following candidates were found to indulge in use of unfair means/  
misconduct during the written test. The admission of the candidates is purely  
provisional and the decision of the Chairman Recruitment Board shall be final  
& binding.

S. No.	Roll Number	Name of Candidate	Nature of Complaint/Offence	Signature of Candidate	Action Taken
1					
2					
3					
4					
5					
6					
7					
8					

Name &amp; Signature of Invigilator

Name &amp; Signature or Centre Supdt

Form - D

## Recruitment of IT Operators in IT &amp; T Wing-2011

Receipt of Material from Invigilators

Sector No. :  
 Block No. :  
 Room No. :  
 No. of Candidates :  
 Roll Nos : From: To  
 From To

S. No	Items	Allotted	Used	Returned	Remarks
1	Question Papers				
2	OMR Sheets				
3	Attendance Sheet				
4	Photocopy of admit cards				
5	Form B				
6	Form C				
7	Misc Items				

Name &amp; Signature of Invigilator

Name &amp; Signature of Centre Supdt