

Instructions for the Invigilators

1. The invigilators must collect the following examination material from the office of Sector Incharge:
 - i) 01 sealed packet containing question paper booklet.
 - ii) 01 sealed packet containing OMR Sheets
 - iii) Attendance sheet
 - iv) Copy of Seating Plan
 - v) Instructions for candidates to be given by invigilators.
 - vi) 01 packet containing the photocopy of admit cards.
 - vii) 01 empty envelop for keeping filled OMR Sheets.
2. Ensure that the candidates must fill their attendance sheet properly by mentioning their name, signature, OMR Sheet Sr. No., Left Thumb Impression (Male) and Right Thumb Impression (Female) etc.
3. OMR sheets should be given to the candidates at least 15 minutes before the start of Exam, suppose the examination is going to start at 11:00 am so at 10:45 am the OMR sheets should be given to the candidates. Correction fluid may be used to correct the name only, not the option marked for any question. If used this will make the answer invalid.
4. Invigilator must ensure that the candidates fill their OMR sheet by mentioning their name, father's name, roll no., date of birth, caste and category clearly as per the instructions.
5. Each candidate should be given a specific Question Paper A, B or C (which will be mentioned in front of their Roll No on the seating plan), at least 2 minutes before the scheduled start of examination.
6. One Photographs will be taken from each candidate so that they can be verified from admit cards. The Photograph should be stapled with the photocopy of the admit card of the candidate available in the record.
7. If the candidate is not having the admit card, verify it from the copy of admit card which is in your possession. If his or her record of admit card is not available, do not allow the candidate to sit in the examination. Send such cases to Recruitment Board Office (Block 16-Level 3).
8. In case, if the candidate is absent mention "ABSENT" in full form, not in short form 'A'.
9. Do not allow any candidate to leave the examination before the completion of 2 hours.

10. After the completion of the exam, all used OMR Sheets should be sealed in the office of the Sector Incharge and ensure that, all the necessary information required are duly filled in the specified box given on the envelop.
11. The candidates can take the question paper along with them. All unused OMR Sheets, Unused question paper booklet, attendance sheet, Form B, Form C and any other material must be handed over to the Sector Incharge.
12. Invigilators must make the announcement 'last 10 minutes are left' for the candidates at appropriate time to warn the candidate.
13. During the written exam all candidates will be video graphed once. During this video graphy candidates will speak his/her name in the camera.