



EXAMINATION BRANCH
Instructions to the Invigilators

(A copy of the Instructions should be given to each Invigilator)

- 1) All the Invigilators should report to the Centre Superintendent one hour before the commencement of each Examination.
- 2) All the Invigilators should reach the Examination Hall at least 10 minutes before the commencement of each Examination.
- 3) The Invigilator should be **VIGILANT** throughout the duration of the Examination.
- 4) The Invigilators should ensure that no Candidate shall carry any type of unauthorized material in the Examination Hall.
- 5) No Candidates should be permitted in the Examination Hall without Hall Ticket.
- 6) The Answer Script should be handed over to the Candidate who possesses proper Hall Ticket only.
- 7) The Question Paper should be given to the candidate as per the timetable and the date/time mentioned on the envelope of the Question Papers.
- 8) **The Invigilators are requested to maintain high standard of discipline in the Examination Hall. No Candidate shall be permitted to take the Examination by any unfair means. No Candidate shall be permitted to talk in the Examination Hall.**
- 9) **It is the primary duty of the Invigilator to ensure the fair conduct of Examinations. Non compliance shall attract disciplinary action.**
- 10) No Candidate should be permitted in the Examination Hall after 15 minutes of the commencement of the Examination.
- 11) No Candidate should be permitted to leave the Examination Hall till the completion of the Examination time.
- 12) **The Invigilator should ensure that the Enrollment Number entered by the Candidate on the answer booklet must be correct and in proper format.**
- 13) The Invigilator should take the attendance of the Candidates on the printed D-Form after 15 minutes of the commencement of the Examination. Observer / Flying Squad visiting the Examination Hall shall verify the D-Form.



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- 14) All absent cases should be distinctly written in red ink in the D-Form.
- 15) The invigilator should cautiously verify the identity of the Candidate with his Hall Ticket and compare his/her particulars with the ID Card of the Candidate and the duplicate Hall Ticket provided by the Centre Superintendent.
- 16) The Invigilator should verify all the entries on the Answer Script of the Candidate and sign the Answer Script. The Candidate should be asked to fill all the blanks on the answer sheet. (Answer scripts without the signature and name of the Invigilators shall NOT be evaluated.)
- 17) There shall be no additional Answer Scripts for those writing in new format of answer booklets containing 32 pages.
- 18) If any Candidate caught with any unauthorized material, he should be immediately debarred from that Examination. The unauthorized material should be tagged properly to the Answer Script, and the front page of the script should be marked across in red as 'Malpractice Case'.
- 19) All Malpractice cases should be reported to the Centre Superintendent separately.
- 20) Candidate caught in malpractice cases should be immediately moved out of the Examination premises.
- 21) The Invigilator should announce the time at each hour and at the last half an hour.
- 22) No Candidate should be permitted to write anything on the Answer Script after the completion of the Examination time.
- 23) Immediately after the completion of the Examination, the Invigilators should handover the Answer Scripts, D-Forms, remaining question papers, stationary items, details of MP cases, etc., to the Centre Superintendent and obtain acknowledgement.
- 24) The Observer at the Examination Centre and Flying Squad on surprise visits shall be asked to submit their report on the duties performed by the Invigilators.

Sd/-

Controller of Examinations