



INSTRUCTIONS FOR CENTRE SUPERINTENDENT

Shift – I (Morning) 10:30 AM to 01:00 PM
Shift – II (Evening) 03:00 PM to 05:30 PM

Reporting Time/Place: 08.00 A.M. at Examination Centre

I. INSTRUCTIONS FOR ARRANGEMENTS AND CONDUCT OF EXAMINATION:

1. A maximum of 15 rooms are used at every centre. A maximum of 24 candidates shall be allowed in a room. In case of Visually Handicapped (VH) Candidates five (5) candidates are to be accommodated in a room.
2. **Total 32 invigilators should be deployed at the Centre (including two reserve Invigilators) out of the list of Invigilators provided to the Board in advance. The Invigilators should be deputed from the school teaching/Clerical staff only. Two invigilators are to be deputed in each room. The Chief Invigilator shall allocate rooms to Invigilators under his/her supervision without interference of Centre Superintendent.**
3. If a person other than the teaching/clerical staff of the same school is allowed for any kind of duty in the centre, Centre Superintendent shall be held responsible for the same and necessary action will be initiated. Therefore Centre Superintendent should strictly ensure that the Teaching/Clerical staff of his/her school only is called for duties on the day of exam.
4. Centre Superintendent should ensure that all the staff deployed on the day of exam must possess their identity card authenticated by the competent authority. **He should initiate action against late coming Invigilators as well invigilator coming without Identity Cards.** Chief Invigilator shall allocate the rooms to Invigilators as per instructions issued by the Board.
5. The seating plan of the candidates should be properly drawn up and pasted at the entry gate as well as in each room.
6. **For the purpose of conducting the Examination, as far as possible avoid using the rooms located on the ground floor.** However, in case rooms on the ground floor are being used, it may be ensured that their windows are properly secured so as to avoid any snatching of the Question Booklet or Answer Sheet. There should be sufficient gap between the window and candidate seated near the window. **All lights and fans should be in working condition in the rooms to be used for examination.** In case the School building is having more than one entry gates **all other gates should remain closed and all candidates are allowed entry/exit only through one gate during the examination period.**
7. **The identity of the candidate should be checked at the entry gate of the school and only authorised candidates carrying original/duplicate admit cards duly issued by the Board should be allowed to enter in the Examination Centre. Candidates carrying only photocopy of the admit card should not be allowed entry.** No person other than the candidates having original Admit Cards, Invigilators, Staff and representatives of Board be allowed to enter the examination centre.
8. **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.** Necessary arrangement should be made at the entry gate itself to ensure that no candidate carries any of these items. The provision for safe keeping of the belonging of the candidates and the staff on duty may be made at the entry gate of the Examination Centre itself. **Possession and/or use of Mobile phones, Pager, Calculators or 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 Centre Superintendent. 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.**
9. Candidates are **NOT ALLOWED** to go out of the examination room during the examination period. Water may be arranged inside the examination room with the assistance of the Class IV employees. In case a candidate has to necessarily go to the toilet, he/she should be thoroughly checked before going and while coming back to ensure that the candidate is not carrying any Mobile phone, Pager, calculator or any other unauthorized article. Candidates must not be allowed to take Question Booklet or Answer Sheets with them, while going to toilet. During this process, one of the invigilator shall have strict vigil over the movement and conduct of the candidate.
10. Duplicate admit cards are being issued by the Board to the candidates who have not received them before the due date. Candidates with duplicate admit cards issued by the Board should be allowed in the examination. **No photocopy of the admit card will be allowed.**
11. **No vehicle as well as any person should be allowed inside the examination Centre except those on official duty.**
12. Partially Blind candidates appearing in this examination are advised to bring magnifying glasses which are to be arranged by themselves.
13. All necessary arrangements for conduct of exam should be made well in advance, prior to the day of examination.
14. The school staff should wear badges supplied to them on the day of exam and hand it over to the Centre Superintendent after completion of the examination. The Centre Superintendent shall return to the board all the badges through Asstt. Observer after the completion of the examination.
15. **Centre Superintendent should ensure that no Candidate or Invigilators or other staff possess the Mobile Phone with them in the Centre premises.** Only Observer, Centre Superintendent & Flying Squad members may keep the mobile phone, in silent mode, with them during exam duty to cope with the



- unusual situation and specially when wireless system fails. In case of violation of this instruction Centre Superintendent shall be held responsible.
16. **The Centre Superintendent shall make a briefing to all invigilators at least one day before the day of exam regarding instructions to be followed during the conduct of the examination. The Centre Superintendent shall distribute "Instructions to Invigilators" to all invigilators in advance. These instructions are available on official website of the Board.**
 17. **The Centre Superintendent should send a letter to the area SHO to provide adequate police personnel [male /female both] for the day of examination for maintaining law and order as well as carrying out frisking at the entry gate.**
 18. **The Centre Superintendent should ensure that no unauthorised article, books, papers, mobile phone etc are kept in the toilet block. The Centre Superintendent should take a round of the toilet block himself immediately after start of the examination.**
 19. **Centre Superintendent should make all necessary arrangements to prevent the cases of impersonation/cheating etc. during the examination. Centre Supdt should instruct the Invigilators to prevent all these activities strictly. If any case of impersonation and fraudulent activity is reported by the Observer-cum-Coordinator, Flying Squad Team or any team of the Board, the Centre Superintendent will also be held responsible for the same along with concerned Invigilators of the room.**
 20. **After the Conduct of Examination of Part – I & Part – II, packing of material should be made strictly as per "Packing Instructions" given below.**

II. Deployment of Exam Functionaries at Centre:

1. Appointment of Invigilators:-

The Centre Superintendent shall provide a list of at least 32 teaching staff of school (with I.D. Nos.) to be deployed as invigilators to the Board in advance. Centre Superintendent shall brief them well in advance and ensure their attendance on the day of examination.

On the day of exam, Chief Invigilator shall check identity cards and take attendance of all Invigilators with reporting time. He shall allot rooms to Invigilators independently. Chief Invigilator shall not deploy persons without identity cards as well as persons other than of that school. In such situation he/she will inform to Board also on wireless. Two Invigilators shall be deployed in each room in which 24 candidates will be accommodated. In halls where more accommodation is available, two Invigilators should be appointed for every 24 candidates. The Chief Invigilator should not engage separate Invigilators for a marginal hike over and above 24 candidates. Two Invigilators in a room shall be deployed in such a way that one teaching staff of school and one Delhi Government Clerk be deployed in a room (in case Board deploys Delhi Government Clerk for duties as Invigilator)

2. Asst. Centre Superintendent:-

The Centre Superintendent can engage an Asstt. Centre Superintendent upto 360 registered candidates.

3. Clerk:-

The Centre Superintendent can appoint a clerk to assist him in the examination work.

4. Class IV employees:

Five class IV employees may be appointed on the day of the examination (Chowkidar/Sweeper/waterman/peon) to assist Centre Superintendent for making all necessary arrangements for examination and also for serving drinking water to candidates.

III. ACTIVITY WISE TIME SCHEDULE

Shift – I	Shift - II	
08:00 AM:	-	Reach your examination centre. Inspect the centre for cleanliness, sanitation, lights and security and other arrangements etc. Deploy staff at entry gate. Only one gate should be used. Other gates if any should be locked. The Chief Invigilator shall take attendance of Invigilators and allot rooms to them. Two Invigilators shall be deployed in one room. Give instructions to invigilators and other staff on duty. Staff on duty be directed to reach their examination rooms by 09:00 a.m. <u>One of the invigilators should collect Attendance Sheets</u> and then proceed to the examination room assigned to him. Mobile phones/calculators, if any, of the staff on duty in the examination rooms should be collected and kept in the lock and key of Centre Superintendent.
09:00 AM:	01:30 PM:	Entry of candidates in the Examination Centre to be allowed only between 09:00 a.m. and 10:00 a.m. for shift I and between 1.30 PM and 2.30 PM for shift II. Entry of candidates after 10:00 a.m. and after 02:30 PM is not allowed under any circumstances.
09:30 AM:	02:00 PM	Examination material for shift I & II will be delivered by the Observer-Cum-Coordinator to you at 09.30 AM. However, the keys of boxes of Shift II will not be handed over by Observer to Centre Supdt at this time. The keys of Shift II will be handed over at 02.00 PM. Ensure that the seal on the Steel Trunk and OMR Sheets is intact and not tampered. Open the Steel Trunk in presence of the Observer-cum-coordinator & Asstt. Observer. The Certificate of opening may be handed over to Observer-cum-coordinator.
10:00 AM:	02:30 PM	Close the Entry Gate of the Examination Centre. Centre Supdt along with Observer-cum-coordinator will ensure that all the candidates are seated in their respective rooms.



10:10 AM	02:40 PM	Instruct the Invigilators in each room to close the unmeshed windows of the ground floor to avoid any untoward incident like snatching away the Question Booklets/OMR Sheets. Invigilator shall also ensure that there is sufficient gap between the windows and the candidates seated near the windows.
10:20 AM:	-----	Centre Supdt along with Asstt Centre Supdt & Asstt. Observer will distribute sealed packets containing OMR Sheets in the respective rooms.
10:25 A.M:	02:55 PM	Centre Supdt along with Asstt Centre Supdt & Asstt. Observer will distribute sealed packets containing Question Booklets (Shift-I) or Question-cum-Answer Booklets (Shift-II) in the respective rooms. The spare Question Booklets/Question-cum-Answer Booklets should be kept carefully and intact in the custody of Centre Superintendent.
10:30 AM:	03:00 PM	Ring the Bell indicating the start of examination.
10:35 AM:	03:05 PM	Centre Supdt and Asstt Centre Supdt & Asstt. Observer should go to examination rooms and collect the unused Question Booklets and unused Answer Sheets after checking their paper seal and tallying the number with absent students.
10:45 AM:	03:15 PM	Pack and seal unused Question Booklets in the presence of Observer-Cum-Coordinator.
		Take frequent rounds of the examination rooms and school premises to ensure that the exam is conducted smoothly. No unauthorised person should be allowed entry into the premises.
01:00 PM:	05:30 PM	Ring the bell for completion of the examination.
01:05 PM:	----	Collect all the used Question Booklets, OMR Sheets. Count all the used material properly. Arrange the used OMR sheets and used Question Booklets in order of Roll Number serially and seal them in the presence of the Observer-Cum-Coordinator. Get the signatures at appropriate places and pack them as per the packing instructions.
-----	05:35 PM	a) Collect all used Question-cum-Answer Booklets, Admit Cards, Attendance Sheets from Invigilators. Count all the used material properly. Arrange the used Question-cum-Answer Booklet in order of Roll Nos serially and seal them in the presence of Observer-cum-Coordinator. b) The Admit Cards to be arranged in order of Roll No. serially after Part-II examination and keep them in one big envelope and properly seal the envelope and mark "Admit Card" and "Centre No" on the Envelope and hand over to the Observer-cum-Coordinator. This Envelope should NOT be kept inside the steel trunks of Part-I and II Examination. c) Collect attendance sheets after Part-II examination from Invigilators. Chief Invigilator shall count and sign the attendance sheets. Centre Superintendent shall keep them in one big envelope, mark "attendance sheet" and "Center No" on the envelope, seal the envelope and hand over to Observer-cum-Coordinator. This envelope should NOT be kept inside the steel trunks of Part-I & Part-II examination.

IV. PACKING INSTRUCTIONS

Invigilators will bring the used Question Booklets and OMR Sheets to the room of the Centre Superintendent which should be received and counted. These should be packed & sealed as per instructions below **at the end of the each shift of the examination.** Material from all the examination rooms should be received after counting and sealed as per instructions below:-

S. No.	Packets	Items and procedure of packing
1.	Cardboard Box [for Shift – I]	The used OMR sheets should be packed in the following manner:- 1) The used OMR sheets should be arranged serially and Roll No. wise and be kept in the polythene bag in which these were received. 2) The used OMR sheets in polythene bag should be kept in the same cardboard box in which these sheets were received. To ensure the safety of the used OMR Sheets, cardboard pieces which are being supplied by the Board separately, should be placed at the top and bottom of the used OMR sheets before keeping them in the cardboard box. Note: The OMR Sheets packet should NOT be tied with plastic or jute rope (Sutli). Use only RUBBER BANDS to keep the used OMR Sheets intact. Keep this intact packet of used OMR Sheets in the cardboard box in which they were received and seal the cardboard box.
2.	Steel Trunk Box [for Shift – I]	The following are to be kept in the steel trunk box and sealed properly 1.Used Question Booklets to be packed Roll No. wise and kept in the Steel Box. 2.The sealed cardboard box containing the used OMR sheets.
3.	Small Envelope [FOR Shift – I]	Keys of steel trunk (Shift – I) should be sealed in the envelope and should be handed over separately to Observer-Cum-Coordinator.
4.	Canvas Bag [for Shift – I]	Unused Question Booklets and Unused OMR sheets and all other unused material should be kept in Canvas Bag and sealed.
5.	Steel Trunk Box [for Shift – II]	Used Question-cum-Answer Booklets to be packed Roll No. wise in Steel Trunk & Sealed properly.
6.	Small Envelope [FOR SHIFT – II]	Keys of steel trunk (Shift – II) should be sealed in the envelope and should be handed over separately to Observer-Cum-Coordinator.
7.	Canvas Bag [for Shift – II]	Unused Question-cum-Answer Booklets and all other unused material should be kept in Canvas Bag and sealed.
8.	Envelope (1) [Admit Card]	Admit Cards in serial order of Roll No. should be kept in Envelope-(1). Mark "ADMIT CARD" & "CENTRE NO." on Envelop. Seal the Envelope. Don't keep this envelop inside any steel trunk or Canvas Bag.



Government of NCT of Delhi
Delhi Subordinate Services Selection Board
FC-18, Institutional Area, Karkardooma, Delhi – 110 302.
www.dsssb.delhigovt.nic.in Exam Control Room Ph. No.22371011

9.	Envelope (2) [Attendance Sheet]	Attendance sheets in serial order of Roll No. should be kept in Envelope- (2): Mark “ATTENDANCE SHEET” & “CENTRE NO.” on Envelop. Seal the Envelop. Don't keep this envelop inside any steel trunk or Canvas Bag.
----	------------------------------------	---

Note:- The Observer-cum-Coordinator & Assistant Observer shall handover the above said Material along with various Annexures (I to XI) and Reports (1 to 5) as per Check List at Receiving Counter of DSSSB on the same day.

V. REPORT OF CENTRE SUPERINTENDENT (REPORT – 1 & REPORT – 2):

- i. Centre Superintendent shall submit a detailed report of over all conduct of examination for each shift separately in prescribed performa (Report – 1). This report should be exhaustive covering all information regarding conduct of examination.
- ii. Centre Superintendent shall also submit a Special Report (Report 2) in prescribed performa, in duplicate. This report should include the details of case of misbehaviour/malpractice resorted by any candidate. This report should be prepared for each case separately. This report should be prepared in duplicate. One copy to be attached with the Admit Card of the candidate found involved in malpractice and other copy to be submitted along with other annexures /reports to the Board.
- iii. The prescribed performa for these reports may be downloaded from official website of the Board.

VI. Payment of remuneration:

The rates of remuneration payable to the Centre Superintendent and the other functionaries whose services will be utilised for the examination are indicated below:

	Centre Supdt.	Asstt. Centre Supdt	Invigilators	Clerks	Group 'D' Staff
Single Shift Exam	800	500	400	400	300
Two & More Shift Exam	1400	850	700	700	500

Note:

1. The remuneration should be paid according to the prescribed rates only. Any excess payments other than those authorized by the Board will have to be refunded by the Centre Superintendent.
2. No remuneration should be paid for briefing the Invigilators.
3. A maximum of Rs. 500/- will be paid per centre as contingency amount for the Miscellaneous Expenditure like cotton cloth, wrapping paper, sealing wax, sulti etc. This amount could also be utilised for payment to labourers for shifting of furniture. The Centre Supdt. has to keep the contingency expenditure at the minimum and must submit cash memo / bill in support thereof. Unnecessary expenditure should be avoided. Purchase of consumables stationary items like Papers, Tag, Sealing Wax, Gum, Suti, Cello Tapes etc only is allowed. As far as possible, all the expenditure statement and bill / payment vouchers may be submitted back to Board immediately duly countersigned and stamped by Centre Superintendent.
4. Centre Superintendent shall submit Annexure – V (Bill of Contingency Expenditure incurred) & Annexure – VI (Acquaintance Roll), duly signed & stamped with the seal of school/Centre and to be handed over to Observer-cum-Coordinator on the same day.

VII. Disciplinary Action

The Board will recommend disciplinary action against erring Centre Superintendent to cadre controlling authority in following circumstances.

- i. Centre Superintendent remains absent unauthorisedly from duty on day of exam.
- ii. Centre Superintendent reported late for duty
- iii. Officer not performed duty as per instructions issued by the board such as deployment of persons on duty other than that of same school, allowing school staff on duty without identity card, allowing mobile phones in exam centres.

VIII. Other Instructions to be complied with

- (a) Blind candidates are allowed an extra time of 50 minutes in addition to the normal time (2 ½ hours) allowed. Further, these candidates are allowed to bring their own scribe as per the instructions given.
- (b) Centre Superintendent should ensure that only candidates with valid admit cards are permitted in the Centre premises.
- (c) **Centre Superintendent should ensure that no Candidate or Invigilators or other staff possess the Cell Phone with them in the Centre premises.** Only Observer, Centre Superintendent & Flying Squad members may keep the mobile phones, in silent mode, with them during exam duty to cope with the unusual situation and specially when wireless system fails.
- (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 have to be lodged by Centre Superintendent immediately and duly intimating to the Control Room followed by a “special report” (Report – 2) by the Centre Superintendent & Observer-cum-coordinator. A copy of this report shall be attached with the admit card of the Candidate and a copy of this report shall be submitted to the Board along with other annexures/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 OMR Sheet of such candidate has to be sealed in a separate cover inscribing over it ‘OMR Sheet under Sealed Cover’. The original copy of the undertaking shall be kept along with the Sealed OMR Sheet. 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 Centre Superintendent & Observer-cum-coordinator.

The instructions to Flying Squad members, Observer-cum-coordinator, Assistant Observer, Chief Invigilators, Centre superintendent, 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. 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.