

# Duties of Invigilator

1. Mobiles are not allowed to bring in the Venue by the Invigilator.
2. Be present at the examination venue (Chief Invigilator's control room) one hour before the commencement of examination.
3. Get instructions from the Chief Invigilator **and leave your mobile phones there itself and ensure yourself that no mobile phone / other gadgets are with you while entering to the allotted rooms. Be vigilant in the examination room. Do not come out of the room.**
4. Be present at the allotted examination hall/room 30 minutes before commencement of examination along with OMR answer sheets, Attendance sheets, Room sketch (Form-6) and Invigilator's certificate (Form-6A).
5. Do not allow candidates with any electronic device including mobile phones and calculators.
6. Ask all candidates to keep their belongings outside the room
- 7. Paste Xerox copy of the attendance sheet in the entrance of the Room. Check the hall tickets of the candidates before they are admitted into the room and** ensure that the candidates are seated in their right places according to Register numbers allotted in the examination room.
8. Supply the OMR answer sheets to the candidates and give instruction how to fill. The damaged OMR or OMR with no barcode can be replaced.
  - (i) Candidates should fill up the Register Number, Question Booklet Number and Subject code in Blue or Black Ball Point Pen only for all the purposes including shading answering etc., in the entire OMR. They should not use both blue and Black ink. Hence candidate are advised to keep sufficient number of additional pens of same type with same colour ink and same shade for writing in entire answer booklet failing which the answer paper will be invalidated. Do not allow candidates to use pencils.
  - (ii) **Invigilators should inform the candidates that their** answer sheet will be invalidated if the box for Question Booklet Number and Register Number is not entered and shaded in the box provided in the OMR.
9. Open the question paper packet in the presence of candidates 15 minutes before the commencement of examination and get attestation from 2 candidates in the Invigilator's certificate (Form-6A) and supply the question booklets to the Candidates in order to verify the **print, sl.no, page no etc are intact.**
10. Before writing and shading the Question Booklet Series number in the OMR Answer Sheet, candidates should ensure that all the questions are there in Series without any omission and there are no blank pages in Question Booklet. In case if any defect is found it should be reported to the Invigilator immediately and get it replaced with a complete Question Booklet. If any defect is noticed in the Question Booklet/OMR sheet after the commencement of the Examination, it will not be replaced.
- 11. All the candidates should start to answer to the questions exactly at the time of the commencement of examination.**
12. Do not allow the candidates inside the venue after 30 minutes from the commencement of examination.
13. Do not open any unused question papers for any purpose and Hand Over the Unused Question Papers to Chief Invigilator immediately after 30 minutes from the commencement of examination
14. Please do change the hall/room if any of your relative or known person is appearing for examination in that room
15. Shade the absentees in Blue or Black ink **only** in the attendance sheets and mark the absentees in the Room Sketch (Form-6) after 30 minutes of commencement of examination.

16. Get signatures from the candidates in the attendance sheet duly mentioning the question booklet Number and OMR answer sheet Number and **Verify the signature and Photograph of the candidate in the attendance sheet.**
  - (i) If photo of the candidate is not available in the attendance sheet, the photo copy of Hall Ticket brought by the candidate may be verified and admitted to write the examination.
  - (ii) If photo is not available, **then the** signature of the candidate may be used for verification of candidate's identity.
  - (iii) Copy of any photo identity card may be obtained as identity.
  - (iv) Wherever photo is not available, the candidate was instructed to produce identity certificate by affixing photo attested by the gazetted officer along with Name, Register Number and address of the candidate and it may be obtained from candidate.  
A Xerox copy of Hall Ticket along with declaration may be obtained from such candidates.
17. Before signing the OMR Check the particulars of Question Booklet number, OMR sheet number and Subject code written and shaded and signed by the candidate in the OMR put your signature in the specified place in the answer sheet.
18. Do not allow candidate to leave the hall/room before the closure of examination.
19. Close the examination in time and collect all the used OMRs from candidates **tally them with that of number of presentees and then** allow them to leave from examination room. Hand over the used OMRs immediately to C.I.
20. Note down the Register Numbers of the candidates who have returned the OMR answer sheet as blank (without shading any of the answer field) if any and intimate the same to the Chief Invigilator in order to give particulars regarding this in the Form-1.
21. The whole seating arrangements of each room with proper location should be displayed at the entrance of the institution so that the candidates could easily locate their places without tension and difficulty. The Register numbers allotted in each room may also be displayed in the Black board inside the Class Room and the copy of attendance sheet may also be displayed in the each class room door. This process has to be completed as Inspection Officers will visit the Venue for Inspection previous day itself.
22. The Invigilators may be informed that they should be more alert and vigilant in the room so as to ensure that the Examination is conducted fairly and smoothly without giving any room for complaint. They should always be moving inside the room allotted to them and on any account they should not be found outside the room. Any untoward incident will be viewed seriously by the Commission and it may lead to stringent action taken against the candidates, Invigilators and even the Chief Invigilator as well.
23. The invigilators should verify the identity of the candidates with the photograph available in the downloaded copy of memo of admission (Hall Ticket) and in the attendance sheet and then sign in it.