

ANNEXURE – I

INSTRUCTIONS & GUIDELINES TO CHIEF INVIGILATORS FOR CONDUCT OF TNPSC EXAMINATIONS
(OBJECTIVE TYPE)

(The Chief Invigilator is also requested to instruct the Invigilators and to familiarize himself to the points for the conduct of examination.)

PRELIMINARY ARRANGEMENTS

1. Verify adequacy of Question Paper, OMR answer sheets and the intactness of the seals, one day before the date of examination with the Commission's Staff/ Revenue officials (District centres only).
2. Check the attendance sheets to confirm that it contains particulars of all candidates allotted to that Venue and check the name and address of the Examination venue printed in the Attendance sheets.
3. Seating arrangements: Leave atleast 4 feet gap between two candidates. Allot examination rooms for the candidates and write the register numbers on the table. The Register numbers may assign in "W" shape and accordingly distribute the question papers in that sequence.
4. Class Rooms shall be clean and tidy with proper furniture, lighting and ventilation.
5. Appoint required number of Invigilators as per total no. of candidates allotted @ one invigilator for every twenty (20) candidates. Allot 20 candidates only in each room with an invigilator.
6. The Differently Abled persons should be accommodated in the ground floor to write the examination. In order to identify the Differently Abled Candidates, they are earmarked as (O) for Ortho Candidates and (S) for Scribe Candidates in the Number Statement.
7. If any of the candidates is relative to the Chief Invigilator or to the Invigilator, they are not supposed to carry out the examination duty/invigilation duty at that examination room. They shall bring the fact to the knowledge of the Controller of Examinations (for Chennai centre)/District Collector/DRO/Chief Invigilator for posting a substitute in their place and the fact to be intimated to the Commission.
8. Please note that the fair and smooth conduct of this examination is your personal responsibility. You have to select dependable and honest officers/teaching staff as invigilators and ensure that they have done their job properly and competently.
9. Consult the District Collector/DRO/Revenue officials for police security at examination Venue, bus facilities and fire and rescue services, Electricity Board for uninterrupted power supply on the day of examination. Keep the Mobile No. telephone/contact number of the above said service providers, readily available.
10. Get the particulars (Name, Designation and mobile No.) of Mobile Unit, Inspection officer deputed by Collector for your venue and the same may be obtained from TNPSC Staff deputed for your venue/Centre.
11. Place a display board mentioning the Room Nos. with corresponding Register numbers accommodated.
12. Provide drinking water and sanitation facility.
13. Avoid nuisance of any kind like using of public address system nearby the premises. Do not allow unauthorized persons including parents of the candidates inside the campus.
14. The Chief Invigilators should purchase all the required stationery items like Papers, Gada Cloth, Sketch pens, needle, thread, Sealing wax, wrapper sheets Match Boxes, Polythene Cover etc., one day prior to the examination, from the advance amount received from TNPSC.
15. Take necessary number of copies of formats (FORMS 1 to10) to fill up the particulars and return the same to the Commission.
16. Display the special instructions to candidates both in Tamil and English versions as printed in the last two sheets of this Booklet at the entrance of the venue and other important places in a visible Font size.

Duties of Chief Invigilator - Pre Examination

- Attend Meeting organized by the Chief Co-ordinator (Collector).
- Receive Examination Materials.(Attendance sheet, Number statement and advance amount)
- Check Adequacy of Question Papers / Answer sheets.
- Check the attendance sheets to ensure that it contain particulars of all candidates allotted to that venue.
- Check the name and address of the examination venue printed in the attendance sheets.
- **Get the particulars (Name, Designation and mobile No.) of Mobile Unit, Inspection officer deputed by Collector for your venue and the same may be obtained from TNPSC Staff deputed for your venue/Centre.**
- Arrangement for examination rooms and affix Roll Numbers on the table.
- Arrange room in the Ground floor for the Differently abled candidates and arrange for Scribe, if requested.
- Arrange scribe for blind candidates if any, allotted to your venue.
- Organize meeting for Invigilators and give instructions.
- Appoint required number of invigilators and menial staff.
- **A copy of Duties of Invigilators furnished in this annexure be given to all invigilators.**
- **Confirm the arrangements made for Videographer and Police protection in the examination Venue by Revenue officials.**
- Place display board mentioning the Reg.No. and Room No. / Venue No.
- Purchase all the required stationeries and other materials.

Duties of Chief Invigilator - on the day of Examination

- Question paper bundles and OMR answer sheets packet will be sent to your venue.
- *Be present at your venue by 7.00 A.M. and to receive the Question paper bundles and OMR answer sheets from Mobile Unit and acknowledge the receipt of the examination materials without any delay.*
- Keep them in safe custody under camera surveillance.
- **Videographer should videograph the important events like opening of Question paper bundles /distribution of question paper packets to examination rooms/sealing of bundles after closure of the examination involved in Chief Invigilator's control room.**
- **Ensure that all the rooms are video graphed, covering the candidates including blind candidates.**
- **Do not allow the candidates to carry any electronic devices including mobile phone, calculators etc., into the halls/rooms.**
- Give instructions to the invigilators.
- **Open the OMR answer sheets packet and give OMR answer sheets, Attendance sheets, Room sketch (Form-6) and Invigilator's Certificate (Form-6A) to the Invigilators and send them to the examination halls/rooms half an hour before the commencement of Examination.**
- Open the question paper bundles alone and not the sealed packets 15 minutes before the commencement of examination in the CI Room under Camera Surveillance.
- **Send the question paper packets to the examination rooms 10 minutes before commencement of examination in sealed condition so that it can be opened in the presence of candidates.**
- Keep the balance question papers packets in safe custody under camera surveillance.
- **The specially designed cloth lined inner cover be taken out from the question paper bundle while opening the bundle and should be kept under the safe custody and note down the number printed on the barcode sticker to mention it in the Form-1.**
- Commence and close the examination in time.
- Keep on meticulous watching.
- **Admit candidate who do not have Hall ticket but check the evidence for having applied. Allot the Application Registration ID Number as Register Number and bring it in your report. An undertaking may be obtained from the candidate in this regard as per Annexure-VI. Before admitting the Candidate in Annexure-VI for examination the details furnished by the Candidate shall be verified with the Commission Office in 044-25300305, 306.**

Duties of Chief Invigilator - After 30 Minutes

- Do not allow/admit the candidates after 30 minutes.
- Collect balance Question Papers and OMR Answer sheets, Sketch of the room and attendance sheets from the invigilators.
- Prepare the list of presentees and absentees and report the same to Collectorate before 10.45 A.M.
- Tally the Balance Question Papers and OMR Answer sheets. Pack, seal and keep them in safe custody.
- In case of any Malpractice, when a candidate involves in mischief/ misconduct in the examination room take verification and a statement may be obtained from two candidates (Independent witness) and report to the Collector and Controller of examination immediately.
- Besides inspecting the examination rooms, ensure the preparation of returns (Forms) to be sent to the Commission.

Duties of Chief Invigilator- After closure of the Exam.

- Visually impaired candidates to be given an extra 30 minutes time for writing the examination.
- Collect all the answer sheets Register Number wise from the invigilators and tally them with the list of presentees.
- **Pack the Used OMRs including Visually impaired candidate's OMR, along with Attendance sheets in the specially designed cover (Bundle-1), and stick the barcode stickers on the cover and pack it in the cloth duly affixing wax seal as per Special Instructions given in the Annexure-II and paste the filled in Format (Annexure-V) in the outer cover specifically for Bundle-1 for the identity.**
- Pack the video cassettes and seal them in separate cloth bundle.
- For packing of examination materials specialized covers are placed in the Question paper bundle. (4 covers –Bundle-I, Bundle-II, Bundle- III and Bundle-IV)
- - **Bundle-I---Used OMRs and Attendance sheets.**
- **Bundle-II--- Unused OMR**
- **Bundle-III-- Other post examination materials**
(Absentees marked number statement, Forms 2 to 6, 6A, 9, 10 and candidates letters if any)
- **Bundle-IV--Forms 7 and 8.**
- **Bundle-V-----Unused question paper bundle. (Separate Bundle)**
- **Handover the Bundle-I, Bundle-II, Bundle-III, Bundle-IV, Bundle-V, Video cassettes, Answer Sheets Packing Report in triplicate (Form-1) and unspent amount if any to the Mobile unit / Revenue officials / treasury / TNPSC Staff / designated officials. Get proper acknowledgement with time of handing over.**

Duties of Invigilator

- Be present at the examination venue (Chief Invigilator's control room) one hour before the commencement of examination.
- Get instructions from the Chief Invigilator.
- Be present at the allotted examination hall/room 30 minutes before commencement of examination along with OMR answer sheets, Attendance sheets, Room sketch (Form-5) and Invigilator's certificate (Form-6).
- Do not allow candidates with any electronic device including mobile phones and calculators.
- Ask all candidates to keep their belongings outside the room
- **Ensure that the candidates are seated in their right places according to Register numbers allotted in the examination room.**

- **Supply of 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/Black Ball point pen in the space provided in the OMR answer sheet. They should also shade the corresponding digit by using Blue or Black Ball point pen in the respective column.
 - (ii) Do not allow candidates to use pencils. They should use only Blue/Black Ball point pen for shading and writing.
 - (iii) The answer sheet will be invalidated if the box for Question Booklet Number is not shaded and could not be identified even by physical verification of the answer sheet.
- **Open the question paper packet in the presence of candidates 10 minutes before the commencement of examination and get attestation from 2 candidates in the Invigilator's certificate (Form-6) and supply the question booklets to the candidates.**
- **All the candidates should be strictly instructed to open the seal of question booklet and start to answer to the questions exactly at the time of commencement of examination.**
- Allow candidates only up to 30 minutes from the commencement of examination.
- Do not allow the candidates after 30 minutes from the commencement of examination.
- Do not open any unused question papers for any purpose.
- Please do not change the hall/room if any of your relative or known person is appearing for examination in that room
- Shade the absentees in Blue or Black ink in the attendance sheets and mark the absentees in the Room
Sketch (Form-6) after 30 minutes of commencement of examination.
- Get signatures from the candidates in the attendance sheet duly mentioning the question booklet Number and OMR answer sheet Number.
- **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, but signature is available 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.
- Check the particulars written and shaded in the answer sheets.
- Direct the candidate to sign in the OMR answer sheet, verify the sign and put your signature in the specified place in the answer sheet.
- Be vigilant in the examination room. Do not come out of the room.
- Do not allow candidate to leave the hall/room before the closure of examination.
- Close the examination in time and collect all the used OMRs from candidates and allow them to leave from examination room. Hand over the used OMRs immediately to C.I.
- **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.**