

**Instructions regarding Verification of Question Booklet Serial Numbers
by Invigilators**

- The Invigilators have to verify the question booklet serial numbers allotted to the Room. The 'From' 'To' numbers of question booklet allotted to each room may be written in the Black Board and the candidates may be asked to verify that their Question Booklet numbers are within the Question Booklet numbers allotted to that Room.
- Verify and ensure that the question booklet serial numbers written by the respective candidates in the Attendance sheets are the same as in the question booklet.
- Check the particulars viz., Register number, Question Booklet Serial Number and Subject Code Number written and shaded by the candidates correctly in their OMR Answer sheets and also check the particulars viz., OMR Answer Sheet Number and Question Booklet Serial Number written by the candidates correctly in the Attendance Sheet.
- The Invigilator should be very vigilant, while writing the question booklet serial numbers in the Hall sketch and ensure that the question booklet serial numbers in the question booklets of the candidates are correctly written in the Hall sketch and it should be cross checked with the question booklet serial numbers written by the candidates in the attendance sheet and OMR answer sheet.
- If the question booklet serial numbers found to be repeated in the same room or out of the sequence allotted to the room, it should be informed to the Chief Invigilator immediately.
- The above said work has to be completed within 30 minutes from the commencement of the examination.
- If the Question Booklet Serial Number is repeated or out of the sequence allotted to the room, the Room Invigilator, after the examination is over, should verify the serial number of the questions in the presence of Chief Invigilator and the concerned candidates whose Question Booklet Serial Numbers are in repetition and the Invigilator should take copies of entire pages of Question Booklets of both candidates whose Question Booklets Serial Numbers are in repetition or out of the sequence allotted to the room, without any omission. In this regard, the Room Invigilators should give certificate and should collect undertaking from the concerned candidates as mentioned in the Format".
- The invigilator should write that "this OMR is Blank" and "this OMR is Pencil shaded" and signed below in the Blank OMR and Pencil shaded OMR. The particulars i.e. Register No., Name of the candidate regarding the pencil shaded/ Blank OMR are furnished.

Format

Centre:..... Name of the Venue and No:.....

Date of Examination..... Room No:

To be furnished by Room Invigilator

CERTIFICATE

(Strike out whichever is not applicable)

1. I hereby certify that I have personally verified the sealed cover consisting of 20 Question Booklets bearing serial Numbers fromto..... allotted to the above said room. The sequence of Question Booklet Serial Numbers are in order /not in order/with repetition. Further out of sequence Question Booklet Series is not found / found.

I have verified the repetition of Question Booklet Serial Number / out of the sequence of Question Booklet Serial Numbers in the room, after the examination is over, in the presence of Chief Invigilator and the concerned candidates whose Question Booklets Serial Numbers are in repetition / out of the sequence of Question Booklet. The details are as follows:-

Sl.No.	Register No.	Question Booklet Serial Number	Remarks

a. Number of the Question Booklet Serial Numbers repeated =

b. Number of the Question Booklet Serial Numbers is out of the sequence allotted to the Room =

I have obtained an undertaking from the candidates mentioned in para 1 (a) & (b) and enclosed the same along with the certificate.

2. Certified that all the candidates' OMR answer sheets have been verified with Memo of admission i.e., Hall Ticket and Question Booklet Serial Number issued to each candidate and found that the Register Number, Question Booklet Serial Number and Subject Code have been **entered** correctly and **shaded** correctly. Only after verifying the same, I have signed in the OMR answer sheet.
3. Certified that the Register Numbers and Question Booklet Serial Numbers of all the presentees have been **entered** in the attendance sheet correctly. Only after verifying the same, I have signed in the attendance sheet.
4. Certified that the Register Numbers and Question Booklet Serial Numbers of all the candidates have been entered by me in the Hall Sketch correctly. Only after ensuring the same, I have signed in the hall sketch.
5. Certified that the candidates have not used pencil for shading the answer field and certified that no candidates have submitted blank OMR answer sheet. If blank OMR and pencil shading found, I have signed stating that "this OMR is Blank" / " this OMR is pencil shaded" The particulars i.e Register Number, Name of the candidates are furnished.
6. Certified that I enclose the copies of the entire pages of the Question Booklets of both candidates whose Question Booklet Serial Numbers are in repetition or out of the sequence allotted to the room, without any omission.
7. I certify that there are no printing mistakes (i.e.) omission, repetition, serial number missing or jumbling etc. in the Question Paper, distributed to any of the candidate in my room and furnished the details in the format enclosed.
8. Certify that the identity of all the candidates present has been verified with the attendance sheet photo of the candidate and the candidate in person
9. **The informations furnished above are true and if anything found incorrect later, I will abide by the action if any taken by the Commission.**

Signature

Name

Designation