

**Instructions regarding Verification of Question Booklet Serial Numbers by**  
**Chief invigilators**

- All the Invigilators of the different rooms of the venue should submit the report to Chief Invigilator and the Chief Invigilator is requested to verify and ensure whether the Question Booklet Serial Numbers are in repetition (I) in the same room (II) in different rooms of the same venue. The Chief Invigilators should inform it to the Commission without fail. The Chief Invigilator should enclose the 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, which submitted by the Room Invigilators of the concerned Venue. Nil report shall be sent, if no such case is reported in this regard. The Chief Invigilators should also certify in this regard as mentioned in the Format.
- The Chief Invigilator should instruct the Room Invigilators to verify the Blank OMR and pencil shaded OMR and furnishes the certificate in this regard.
- The Chief Invigilator should verify the report of the Room Invigilator regarding printing mistakes (i.e.) omission, repetition, serial number missing or jumbling etc., in the Question Paper distributed if any of the candidate in the venue. If so, such Question Papers have to be Xeroxed and sent to the Commission with candidate representation

**Format**

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

Date of Examination.....

**To be furnished by Chief Invigilator**

**CERTIFICATE**

**(Strike out whichever is not applicable)**

1. I hereby certify that I have personally verified the sealed covers consisting of ..... Question Booklets bearing serial Numbers from .....to..... allotted to the above said Venue. 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.
2. Certified that based on Room Invigilators' certificates, I have also made a random check as to whether the Number of the Question Booklet Serial Numbers repeated / out of the sequence allotted to the Hall. The certificates received from the room Invigilators along with the undertaking and copies of the entire pages of the Question Booklets of such candidates, without any omission in this regard have been enclosed.
3. **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