

TAMIL NADU PUBLIC SERVICE COMMISSION
DUTIES OF INVIGILATORS

OBJECTIVE TYPE

- a. The invigilators shall be present in the Chief Invigilator's control room **one hour and fifteen minutes** before the time of commencement of the examination, without fail.
- b. The invigilators shall receive instructions from the Chief Invigilator and should **leave the mobile phones** there itself and ensure yourself that there is no mobile phone or other gadgets with you and should take the OMR answer sheet and the attendance sheet cum hall sketch to the concerned room allotted to them.
- c. The invigilators shall be present at the allotted examination room, **forty-five minutes** before commencement of the examination.
- d. Special attention shall be paid to the instructions regarding handling of OMR answer sheets as stated below.
 - i. The OMR answer sheet contains two parts, viz., **Part I and Part II**
 - ii. Part I contains bubbles for marking of answers in Section I. For each and every question, candidates shall mandatorily shade one among the five response bubbles. **In case the candidate does not know the answer, bubble [E] shall be shaded.** In case any question is not responded to, by shading one of the response bubbles, the answer sheet shall be invalidated. Part I also contains columns for indication of *Present / Absent*, affixing of left hand thumb impression of the candidate and signature of the invigilator.
 - iii. Part II contains personal details of the candidate, viz., name, register number, subject, centre, venue, date, session and photograph as well as the following sections:

Section II, wherein the question booklet number shall be filled up and the respective bubbles shaded.

Section III shall be filled by the candidate after completion of the examination. Candidates shall be provided **15 minutes extra** for filling up these details after completion of the examination. **The total number of [A]s, [B]s, [C]s, [D]s and [E]s shaded as answers shall be written in the boxes and the corresponding bubbles shall be shaded. The total number of [A]s+[B]s+[C]s+[D]s+[E]s shaded in the bubbles shall be equal to the total number of questions printed in the question paper.**

Section IV – **The invigilator shall fill in the number of [A]s, [B]s, [C]s,**

Section V, wherein whether *Present / Absent* shall be indicated and the respective bubble shaded. In case the candidate is absent, the invigilator shall make a mention in the respective columns, both in Part I and Part II and shade as *Absent*. In the OMR answer sheets of absentee

candidates, the answer area in Part I of the OMR answer sheet shall be scored out and signed across with a red ball point pen only. Ink of any other colour shall not be used for this purpose.

- iv. After filling in and verifying all the details in Part II, the invigilator shall affix his/her signature in the space provided and shall obtain the signature of the candidate without fail.

ON THE DAY OF EXAMINATION - Activities during the Examination

Proceedings inside the Examination Room

- a. The room invigilator on verification of the memorandum of admission (hall ticket) shall permit the candidates to enter into the examination room.
- b. The room invigilator shall personally verify the identity of the candidate with reference to the photograph printed on the memorandum of admission (hall ticket) and sign in the appropriate space provided therein.
- c. The signature and photograph of the candidate in the attendance sheet-cum-hall sketch shall be verified.
- d. Signatures of the candidates shall be obtained in the attendance sheet, duly mentioning the question booklet number and OMR answer sheet number.
- e. The invigilator shall compulsorily write the register number and question booklet number of all candidates (both present and absent) allotted to that examination room in the hall sketch as per the actual seating arrangement.
- f. Immediately after commencement of the examination, the invigilator shall shade the appropriate **bubble [A]** against the register number of the absentee candidates in the attendance sheet, using only **black ball point pen**. Thereafter, the invigilator shall encircle the register number along with question booklet number of the absentee candidates in the hall sketch, using a red ball point pen.
- g. Invigilators shall issue instructions to the candidates regarding filling of particulars in the OMR answer sheets.
- h. The OMR answer sheets shall be distributed exactly **thirty minutes** before the commencement of examination after verifying the identity of the candidates with the photograph printed in the answer sheet.
- i. The question booklet shall be distributed exactly **fifteen minutes** before the commencement of examination.
- j. The invigilator shall place the question booklets in sequence, on the tables earmarked for the candidates concerned, even if the candidates are not seated at the time of distribution, in order to avoid disturbing the sequence of distribution.
- k. Before using the OMR answer sheet, the photograph and the details printed on it shall be verified. It shall be ensured that the OMR answer sheet pertains to that particular candidate only. In case any of the details are found to be

incorrect or defective in any way, it shall immediately be reported to the room invigilator for replacement. **No OMR answer sheet shall be replaced after use.**

- l. The candidate shall affix his/her signature at the two designated places in the answer paper. One signature shall be affixed after having read the instructions therein, before the commencement of the examination and the other certifying that all instructions have been followed, after the conclusion of the examination.
- m. The candidate shall affix his/her left hand thumb impression in the appropriate box provided in the answer paper, after the examination is over.
- n. The candidate shall not tick mark / mark the answers in the question booklet. Failure to comply with this instruction shall render him / her liable for such action or penalty as the Commission may decide.
- o. Before writing and shading the question booklet number in the OMR answer sheet, the candidate shall verify whether all the questions are printed without any omission. In case any defect is found, it shall immediately be reported to the room invigilator
- p. As a general practice, the Chief Invigilator shall arrange sufficient numbers of facilitators (such number of Chief Invigilator's Assistants / Office Assistants, as approved by the Commission), who shall carry additional question booklets / additional non-personalized OMR answer sheets as requested by room invigilators for the purpose of replacing the defective ones. Upon receipt, the room invigilator shall replace the defective ones and the candidate shall check the completeness of the new one in all respects. The correct question booklet number shall be written in the OMR answer sheet. In case any defect is noticed in the question booklet or in the OMR answer sheet after the commencement of the examination, it shall not be replaced.
- q. Immediately after verification, candidates shall write the question booklet number and shade the corresponding bubbles at the appropriate place in the OMR answer sheet.
- r. The examination shall commence on time and delay on any ground is not permissible.
- s. Invigilators shall fill in the attendance sheet-cum-hall sketch within ten minutes from the commencement of the examination
- t. In the OMR answer sheets of absentee candidates, the bubble meant to record the absence of the candidate shall be shaded by the invigilator in both Parts I and II. Further, Section I of Part I shall be scored out and signed across by the invigilator personally, using red ball point pen only.
- u. In the OMR answer sheet, the candidate shall shade only one of the bubbles for each question. **In case more than one bubble is shaded for a particular question, that answer shall not be evaluated.** There shall be no question for which none of the answer bubbles remains unshaded. In case none of the answer bubbles is shaded, for any question(s), the answer sheet shall be invalidated. Option (E) shall be shaded if the answer is not known to the candidate.

- v. The total number of As, Bs, Cs, Ds and Es shaded as answers shall be written in the boxes and the corresponding bubbles shall be shaded by the candidate against Section III of Part II of the OMR answer sheet. The total number of As+B_s+Cs+Ds+Es shaded shall be equal to the total number of questions printed in the question booklet.
- w. The room invigilator shall fill in Section IV of Part II, the number of As, Bs, Cs, Ds and Es, as shaded by the candidate in Section III (b) of the OMR answer sheet. Both the invigilator and the candidate shall sign below this entry after the examination is over. Fifteen minutes extra time shall be given after the examination exclusively for this activity
- x. Only upon completion of these procedures, candidates shall be permitted to leave the examination room i.e., after **1.15 p.m.**
- y. In case of any malpractice / untoward incident, the room invigilator shall report the incident immediately to the Chief Invigilator, who shall in turn report the same to the inspection staff. The videographer and police personnel shall also be summoned to the examination room. Thereafter, a written statement in the candidate's own handwriting shall be obtained from the candidate in the presence of officials who shall also sign in the said statement as witnesses. In the case of mofussil centres, the incident shall also be reported to the District Collector (Chief Co-ordinator) / District Revenue Officer (Joint Co-ordinator), Controller of Examinations and senior most inspection staff deputed by the Commission immediately, in addition to the Monitoring Committee in the office of the Commission, through the EMS application. In case of Chennai centre, such incidents shall be reported to the Monitoring Committee in the office of the Commission, over phone and through the EMS application.