

**No. F. 5/1/2016-EIA(II)/(115)**

**Union Public Service Commission**  
**Dholpur House, Shahjahan Road,**  
**New Delhi - 110069**

To

The Director General,  
Indian Council of Agricultural Research,  
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001.

[Kind Attention: Under Secretary (Admn.)]

**Subject: Appointment of Invigilators for conduct of the Central Armed Police Forces (Asstt. Commandants) Exam., 2016 to be held on 26/06/2016.**

.Sir/Madam,


I am directed to forward herewith a list of officers working in your Ministry/ Department whom it is proposed to appoint as invigilators for the conduct of the examination mentioned above. The place, date and time of duty have been noted against each name. I am to request that the services of the officers concerned may kindly be spared on the date specified and they may be instructed to be present at the centre punctually at the time indicated and to contact the Supervisor. In case any of the officers cannot be spared, I am to request that alternative arrangement may be made by deputing officers of equal status. Under no circumstances should an officer be allowed to withdraw from invigilation duties without the Ministry/Deptt. making alternative arrangements. Changes in invigilation arrangements, if any, should be reported to the undersigned immediately. However, changes which occur within a week of the date of the examination should be reported to the Supervisor concerned directly through the officer nominated for duty. A copy should be endorsed to the Commission also for their information and record.

2. THE OFFICERS CONCERNED MAY KINDLY BE INFORMED THAT IN CASE ANY ONE OF THEM ABSENTS HIMSELF /HERSELF FROM INVIGILATION DUTY WITHOUT TIMELY PRIOR INTIMATION TO THE UNION PUBLIC SERVICE COMMISSION OR ARRIVES AT THE CENTRE LATE OR IS REPORTED BY THE SUPERVISORS TO BE NON-COOPERATIVE OR IS FOUND NEGLIGENT IN HIS/HER DUTY OR HIS/HER PERFORMANCE IS OTHERWISE REPORTED TO BE UNSATISFACTORY, HIS/HER NAME WILL BE REMOVED FROM THE PANEL OF INVIGILATORS MAINTAINED BY THE COMMISSION AND ALSO THIS BE VIEWED SERIOUSLY.

3. The Invigilator will be paid remuneration @ Rs.780/- and Asstt. Supervisor @ Rs. 900/- (for two sessions) for the actual day of the examination.

4. 23 copies of the "Instructions for Invigilators" are enclosed for the guidance of the Invigilator(s) and may kindly be given to him/them for careful study.

Contd....2/-

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5. If any of the Officers, whose services as an Invigilator(s) have been requested for, has any dependent/relation appearing at the above-mentioned examination at the Delhi Centre, he/she may kindly be asked not to accept the offer of appointment. Similarly, if at any stage, even after accepting the offer, an officer, appointed as Invigilator finds that any dependent/relation of his/her is a candidate for the examination at Delhi Center, he/she may kindly be asked not to take up the assignment.

6. A reply to this letter may kindly be sent as early as possible and positively by 21st June, 2016 by hand/fax.

7. The timings of the examination to be held on Sunday, the 26th June, 2016 will be as under:

Reporting Time by Invigilator.... 09.00 A.M. Sharp.

Forenoon Session ..... 10.00 A.M. to 12.00 Noon

Afternoon Session ..... 02.00 P.M. to 5.00 P.M.

8. The Invigilator(s) should not leave the venue after the examination without permission of the Supervisors.

Yours faithfully

(HEMANT KUMAR)

Under Secretary

Union Public Service Commission

Tele No.23382627

Encl: List of officers deputed for invigilation duty.

Mobile phones & such IT gadgets are banned in the Campus of UPSC Examination Halls.

# Union Public Service Commission

## *Central Armed Police Forces (Asstt. Commandants) Exam., 2016*

Ministry Code: 115

Date of Duty:- 26/06/2016

Ministry Name: Indian Council of Agricultural Research,

### LIST OF INVIGILATORS

S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
1	S1159	SHRI SURINDER SINGH-II, ASSTT., SONEPAT	08653/133	INDRAPRASTHA CONVENT SR. SECONDARY SCHOOL, NEAR HANUMAN MANDIR, OPP. ROHINI SECTOR - 22, BEGUMPUR, DELHI-110086 (SUB CENTRE-'A') Tel. No.:-27581355, 27582030
2	S1196	SMT. TRIPTA JOSHI, PS, PASCHIMPURI	08653/133	INDRAPRASTHA CONVENT SR. SECONDARY SCHOOL, NEAR HANUMAN MANDIR, OPP. ROHINI SECTOR - 22, BEGUMPUR, DELHI-110086 (SUB CENTRE-'A') Tel. No.:-27581355, 27582030
3	S1197	SHRI K.G. MATHEW, SO, PASCHIM VIHAR	08653/133	INDRAPRASTHA CONVENT SR. SECONDARY SCHOOL, NEAR HANUMAN MANDIR, OPP. ROHINI SECTOR - 22, BEGUMPUR, DELHI-110086 (SUB CENTRE-'A') Tel. No.:-27581355, 27582030
4	S1200	SMT. RENU CHADHA, ASSTT., VIKASPURI	08602/147	SANT HARI DASS SR. SEC. PUBLIC SCHOOL, ON NANGLOI-NAJAFGARH ROAD, NEAR D.K. DEPOT. (DTC), OPP. AIR FORCE STATION, BANI CAMP, NAJAFGARH, NEW DELHI-110043 (SUB CENTRE - A) Tel. No.:-25318735-36
5	S1204	SMT. RAJNI ANAND, ASSTT., DSHALIMAR BAGH	08653/133	INDRAPRASTHA CONVENT SR. SECONDARY SCHOOL, NEAR HANUMAN MANDIR, OPP. ROHINI SECTOR - 22, BEGUMPUR, DELHI-110086 (SUB CENTRE-'A') Tel. No.:-27581355, 27582030
6	S1211	SHRI RAMESH KUMAR, SO, SAHADRA	08641/146	SHASHI PUBLIC SECONDARY SCHOOL, A-35, DDA FLATS ROAD, NEAR M.S. PARK, NEW MODERN SHAHDARA, DELHI-110032 Tel. No.:-9810077384
7	S1213	SHRI RAJENDER KUMAR KUKREJA, ASSTT., SONEPAT	08653/133	INDRAPRASTHA CONVENT SR. SECONDARY SCHOOL, NEAR HANUMAN MANDIR, OPP. ROHINI SECTOR - 22, BEGUMPUR, DELHI-110086 (SUB CENTRE-'A') Tel. No.:-27581355, 27582030



Ministry Name: Indian Council of Agricultural Research,

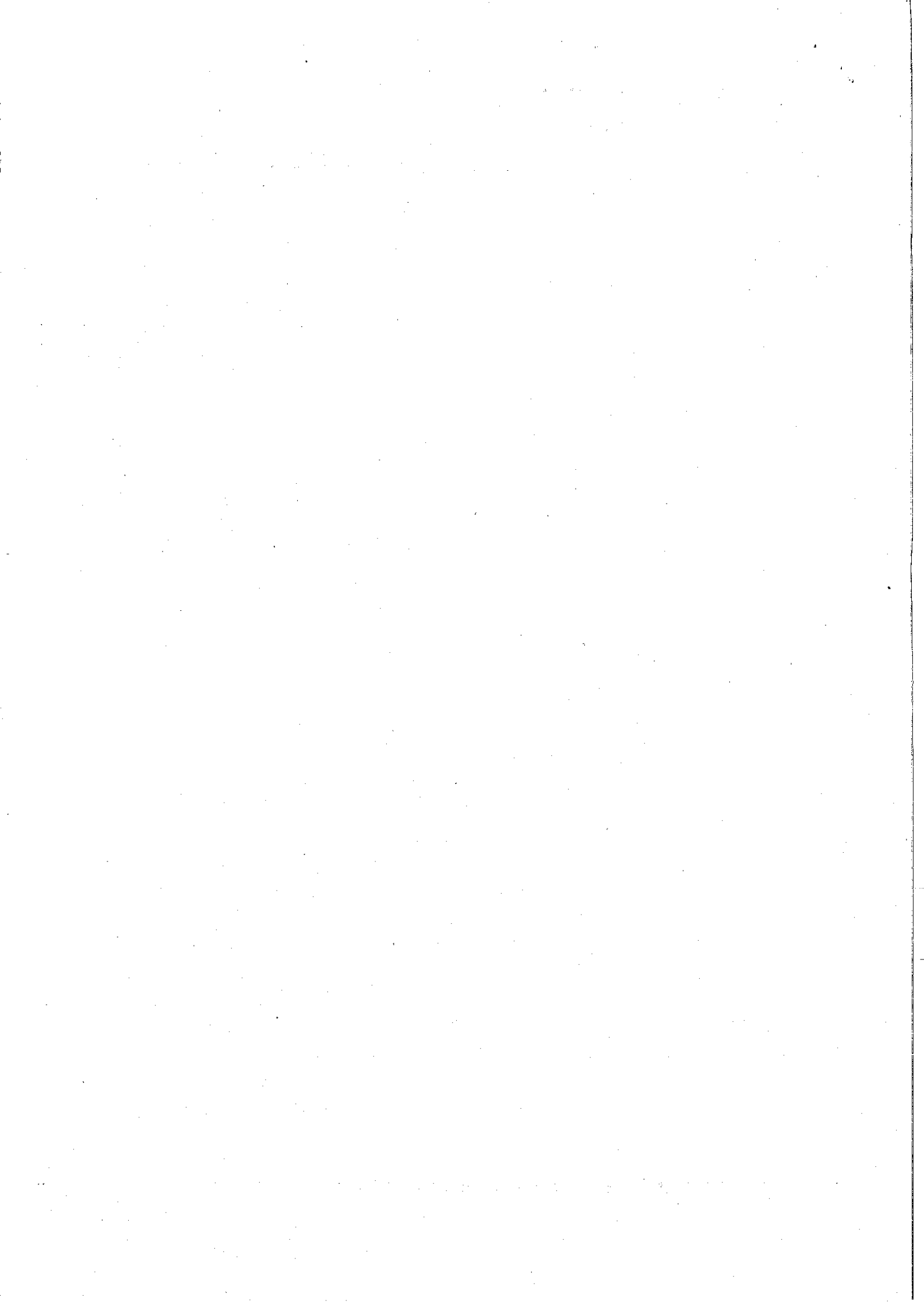
**LIST OF INVIGILATORS**

S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
8	S1216	SMT. MANJU SHARMA, PA, INDERPURI	08602/147	SANT HARI DASS SR. SEC. PUBLIC SCHOOL, ON NANGLOI-NAJAFGARH ROAD, NEAR D.K. DEPOT. (DTC), OPP. AIR FORCE STATION, BANI CAMP, NAJAFGARH, NEW DELHI-110043 (SUB CENTRE - A) Tel. No.:-25318735-36
9	S1218	SHRI SURESH KUMAR SHAMI, PS, VIKRANT ENCLAVE	08602/147	SANT HARI DASS SR. SEC. PUBLIC SCHOOL, ON NANGLOI-NAJAFGARH ROAD, NEAR D.K. DEPOT. (DTC), OPP. AIR FORCE STATION, BANI CAMP, NAJAFGARH, NEW DELHI-110043 (SUB CENTRE - A) Tel. No.:-25318735-36
10	S1222	SHRI RAKESH KUMAR, SO, PATEL NAGAR	08602/147	SANT HARI DASS SR. SEC. PUBLIC SCHOOL, ON NANGLOI-NAJAFGARH ROAD, NEAR D.K. DEPOT. (DTC), OPP. AIR FORCE STATION, BANI CAMP, NAJAFGARH, NEW DELHI-110043 (SUB CENTRE - A) Tel. No.:-25318735-36
11	S1228	SHRI DAYA NAND PANDEY, SO, KALI BARI MARG	08602/147	SANT HARI DASS SR. SEC. PUBLIC SCHOOL, ON NANGLOI-NAJAFGARH ROAD, NEAR D.K. DEPOT. (DTC), OPP. AIR FORCE STATION, BANI CAMP, NAJAFGARH, NEW DELHI-110043 (SUB CENTRE - A) Tel. No.:-25318735-36
12	S1229	SHRI RAJIV KUMAR, ASSTT., UTTAM NAGAR	08602/147	SANT HARI DASS SR. SEC. PUBLIC SCHOOL, ON NANGLOI-NAJAFGARH ROAD, NEAR D.K. DEPOT. (DTC), OPP. AIR FORCE STATION, BANI CAMP, NAJAFGARH, NEW DELHI-110043 (SUB CENTRE - A) Tel. No.:-25318735-36
13	S1233	SHRI HARI OM, PS, DWARKA	08602/147	SANT HARI DASS SR. SEC. PUBLIC SCHOOL, ON NANGLOI-NAJAFGARH ROAD, NEAR D.K. DEPOT. (DTC), OPP. AIR FORCE STATION, BANI CAMP, NAJAFGARH, NEW DELHI-110043 (SUB CENTRE - A) Tel. No.:-25318735-36



**LIST OF INVIGILATORS**

S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
14	S1238	SHRI PRABHAKAR BHATT, SO, MANDIR MARG	08602/147	SANT HARI DASS SR. SEC. PUBLIC SCHOOL, ON NANGLOI-NAJAFGARH ROAD, NEAR D.K. DEPOT. (DTC), OPP. AIR FORCE STATION, BANI CAMP, NAJAFGARH, NEW DELHI-110043 (SUB CENTRE - A) Tel. No.:25318735-36
15	S1242	SHALINI JAYARAJ, SO, PITAMPURA	08653/133	INDRAPRASTHA CONVENT SR. SECONDARY SCHOOL, NEAR HANUMAN MANDIR, OPP. ROHINI SECTOR - 22, BEGUMPUR, DELHI-110086 (SUB CENTRE-'A') Tel. No.:27581355, 27582030
16	S1263	SHRI PRAMOD KUMAR, ASSTT., SHADARA	08641/146	SHASHI PUBLIC SECONDARY SCHOOL, A-35, DDA FLATS ROAD, NEAR M.S. PARK, NEW MODERN SHAHDARA, DELHI-110032 Tel. No.:9810077384
17	S1266	SHRI DINESH KUMAR, ASSTT., ARAM BAGH	08602/147	SANT HARI DASS SR. SEC. PUBLIC SCHOOL, ON NANGLOI-NAJAFGARH ROAD, NEAR D.K. DEPOT. (DTC), OPP. AIR FORCE STATION, BANI CAMP, NAJAFGARH, NEW DELHI-110043 (SUB CENTRE - A) Tel. No.:25318735-36
18	S1269	SHRI SURINDER KUMAR, ASSTT., NARAINA VILLAGE	08602/147	SANT HARI DASS SR. SEC. PUBLIC SCHOOL, ON NANGLOI-NAJAFGARH ROAD, NEAR D.K. DEPOT. (DTC), OPP. AIR FORCE STATION, BANI CAMP, NAJAFGARH, NEW DELHI-110043 (SUB CENTRE - A) Tel. No.:25318735-36
19	S1271	SHRI SURENDERA SINGH, ASSTT., GOLE MARKET	08602/147	SANT HARI DASS SR. SEC. PUBLIC SCHOOL, ON NANGLOI-NAJAFGARH ROAD, NEAR D.K. DEPOT. (DTC), OPP. AIR FORCE STATION, BANI CAMP, NAJAFGARH, NEW DELHI-110043 (SUB CENTRE - A) Tel. No.:25318735-36
20	S1273	SMT. SARLA PANWAR, ASSTT., PANKHA ROAD	08490/144	VIDYA MEMORIAL PUBLIC SCHOOL, G 1/450, DAL MILL ROAD, WEST UTTAM NAGAR METRO STATION, PILLAR NO. 682-683, UTTAM NAGAR, NEW DELHI - 110059 Tel. No.:25373069





**LIST OF INVIGILATORS**

S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
21	S1274	SMT. SEEMA BHATIA,, SHAHDARA	08641/146	SHASHI PUBLIC SECONDARY SCHOOL, A-35, DDA FLATS ROAD, NEAR M.S. PARK, NEW MODERN SHAHDARA, DELHI-110032 Tel. No.: -9810077384
22	S1277	SHRI VIKAS JAIN, SO, PITAMPURA	08653/133	INDRAPRASTHA CONVENT SR. SECONDARY SCHOOL, NEAR HANUMAN MANDIR, OPP. ROHINI SECTOR - 22, BEGUMPUR, DELHI-110086 (SUB CENTRE-'A') Tel. No.: -27581355, 27582030
23	S1279	SHRI ZILE SINGH, ASSTT., MUNDKA	08602/147	SANT HARI DASS SR. SEC. PUBLIC SCHOOL, ON NANGLOI- NAJAFGARH ROAD, NEAR D.K. DEPOT. (DTC), OPP. AIR FORCE STATION, BANI CAMP, NAJAFGARH, NEW DELHI-110043 (SUB CENTRE - A) Tel. No.: -25318735-36



**UNION PUBLIC SERVICE COMMISSION  
CENTRAL ARMED POLICE FORCES (ASSISTANT COMMANDANTS)  
EXAMINATION, 2016**

**INSTRUCTIONS FOR INVIGILATORS  
(FOR CONVENTIONAL TYPE PAPERS)**

THE INVIGILATORS SHOULD READ CAREFULLY THE FOLLOWING INSTRUCTIONS AND FOLLOW THEM STRICTLY. IF IT IS FOUND THAT THE INVIGILATOR HAS NEGLECTED HIS/HER DUTIES, THE UNION PUBLIC SERVICE COMMISSION WILL, IN ADDITION TO OTHER ACTION, DEBAR HIM FROM EMPLOYMENT IN FUTURE EXAMINATIONS HELD BY THE COMMISSION.

*(A specimen of the announcement to be made by one of the Invigilator to the candidates in each hall/room is annexed)*

1. The Invigilator must be available at the venue at least one hour before commencement of the paper and make sure of the Hall/Room to which he/she has been posted, the number of candidates in that Hall/Room and the name(s) of the fellow Invigilator(s), who will share duties with him/her and particularly the Roll Numbers of candidates who would be under his/her charge.

2.1 One Invigilator from each room and when the number of Invigilators in a Hall/Room is more than two, each Invigilators should obtain from the Supervisor's Office, before commencement of the examination, sufficient number of Answer Book with/without cover, copy of seating plan and other special requirements if any, and keep them under his/her personal custody. He/She should render an account of these to the Supervisor at the end of each paper.

2.2 Each Invigilator should also collect from the Supervisor's Office the Scannable Attendance Lists of candidates under his/her charge. He/she should also tally the Roll Numbers of the candidates written on the tables/desks to be occupied by the candidates with reference to their Scannable Attendance Lists and should inform the Supervisor if any discrepancy is noticed by him/her.

3.1 The candidates are not permitted to bring mobile phones or any other electronic equipment or device capable of being used as a communication device inside the premises i.e. building where the examination is to be conducted. The candidates are not allowed to use or even to keep with them their own books/charts/electric slide rules/Logarithmic or other tables or stencils of maps or programmable calculators etc. in the examination hall. Any infringement of these instructions will entail disciplinary action including ban from future examinations. Carrying of Mobile/Cellular Phones by examination functionaries in Examination Hall/Room is also strictly prohibited.

The candidates are also not allowed to bring any valuables / costly items to the Examination Halls, as safe keeping of the same cannot be assured.

3.2        Loaning or interchanging of slide rules or anything else by the candidates in the Examination Hall is not permitted.

4.1        Candidates should be admitted into the Examination Hall/Room 20 minutes before the scheduled time of commencement of the examination and should be asked to take their seats as soon as they enter.

4.2        The Invigilator should ensure that the candidates are seated strictly in accordance with the Seating Plan drawn by the Supervisor, as per attendance list sent by the Commission.

4.3        The Invigilator should ensure that candidates leave their books, Note Books etc. outside before entering the Examination Hall/Room.

5.        Immediately after the candidates have taken their seats, Answer Books with cover may be distributed to those candidates only who are seated in the Examination Hall/Room. No Answer Books should be left on the tables which have not been occupied by the candidates. Thereafter, instructions contained in the leaflet "Instructions for Candidates" should be read out to the candidates and they may be asked to follow these and also the instructions on the front and back cover of their answer books carefully. The invigilators must ensure that the candidates write the name of Examination, subject/paper and other details at the space provided for the purpose on the cover page of main Answer Book.

6.1        One Invigilator from each Hall/Room should report to the Supervisor at least 10 minutes before commencement of the Examination for collecting the question papers and he/she should be back to his/her hall/room two minutes before commencement of the examination.

6.2        The question papers are to be distributed to the present candidates only immediately after the bell marking commencement of the examination is rung.

6.3        The Invigilator should render an account of spare copies of the question papers to the Supervisor **TEN MINUTES** after commencement of the examination. He/She should, in no case leave the spare copies of the question papers on the tables or on the desks or anywhere else.

6.4        No Invigilator should read either the question paper or the script of a candidate in the Examination Hall/Room.

6.5        If a candidate asks a question in regard to any mistake, misprint or ambiguity in a question paper, he/she should be told to make a representation to the Commission, if he/she so desires, giving his/her name, Roll Number, name of examination, centre, subject and Sl No of the question paper. No further answer should be given. Such representations, if any, should be handed over to the Supervisor together with the comments of the Invigilator concerned for onward transmission to the Commission.

7.1        No candidate should be allowed to enter the Examination Hall after **TEN MINUTES** of the scheduled time of commencement of the examination in each paper. Supervisor/Asstt. Supervisor/ Invigilator or any one else have no discretion in this regard.

7.2 No candidate should be allowed to leave the examination hall/room until expiry of the full allotted time for the paper.

7.3 No candidate should be allowed to go to the toilet during the last 30 minutes of the examination in each session.

7.4 Five minutes before conclusion of the examination all the doors of the examination hall/room should be closed. Candidates at that stage should not be allowed to leave their seats till all the scripts have been collected and accounted for. The Invigilators may please note that they would be personally held responsible for the loss or misplacement of any Answer book.

8. No candidate should be allowed the help of a scribe to write answer for him/her in the Examination Hall.

9.1 The E Admission Certificate downloaded from the website of UPSC by the candidates contains the printed photograph of the candidate and some important instructions for the candidates printed on the reverse side of it. The Commission has introduced scannable Attendance List of candidates for its examinations. As these scannable Attendance Lists are to be computer compliant, it is expected that these are handled with utmost care as is done in the case of Answer Sheet (OMR Sheets). Please note that even if a portion of this Attendance List is torn off, or is mutilated or spoilt, there may be difficulty in scanning of Attendance List. Pins, Tags or punch holes must also not be used with the Attendance List as the same shall obstruct / interfere with the mechanical processing of these sheets. The Scannable Attendance List shall contain two columns in six separate boxes-one for each candidate arranged vertically in serial order. These lists shall contain candidate's name, photograph, Roll Number, facsimile signature as in the application form, oval inscribed 'P/A', space for entering the serial no. of the test booklet and answer sheet.

The candidate shall be required to fill in the relevant particulars in '**Black' Ball Point Pen** against their columns. After darkening the oval inscribed 'P' and making entries in relevant columns, the candidate is required to append his/her signature with Black Ball Point Pen in the presence of invigilator. In respect of candidates who are absent, the invigilator shall mark them as absent by darkening the **oval inscribed 'A'** with black ball point pen, in relevant column. After getting each sheet of the list completed, the Invigilator is also required to sign the scannable attendance list in the space provided for this purpose with black ball point pen in token of his/her confirmation of the identification of the candidate and also verifications of the relevant particulars entered by the candidate in the scannable Attendance List.

9.2 After the answer books etc. have been provided to the candidates, the identity of each candidate should be checked and confirmed by the concerned invigilator on the basis of the candidate's photograph and facsimile signature in the Scannable Attendance List. It is also to be checked by the invigilator whether the candidate has written correctly the serial number of the main answer book and also obtain his/her signature in token of his/her attendance. The candidate should make all the entries in the Scannable Attendance List with black ball point pen only including darkening of oval inscribed 'P'. Thereafter, the invigilator himself/herself should put his/her confirmation of the identification of the candidates and also verification of the relevant particulars of the answer book furnished by the candidates.

9.3 If the E Admission Certificate is reported to have been lost or is otherwise not produced but the name of the candidate is included in the Scannable Attendance List he/she may be allowed to appear in the examination on receipt of his/her photograph and a written undertaking (addressed to Secretary, U.P.S.C.) in the prescribed proforma stating the reason for his/her failure to produce the E Admission Certificate and that he/she is appearing in the examination at his/her own risk and he/she should be asked to bring downloaded E Admission Certificate in the next session of the Examination. Such undertakings should be subject to consideration and decision by U.P.S.C. for finalizing his/her candidature.

9.4 If any candidate whose name is not included in the Attendance List, presents himself/herself for the examination and produces his/her e-Admission Certificate in support of his/her candidature the matter should be immediately brought to the notice of Supervisor for seeking advice of UPSC Control Room forthwith. Subject to clearance given by the Control Room, the candidate may be allowed to write the examination at his/her own risk. Necessary entries regarding his/her roll number and name should be made in a blank proforma of the Attendance List provided for the purpose and the candidate should be asked to fill in the other relevant columns in the Attendance List. This procedure should be followed for each session of the examination. An undertaking in the prescribed proforma to that effect should, however, be obtained from him/her and a report in the matter be made to the Commission, along with a photocopy of the e-Admission Certificate produced by him/her addressed to the Secretary, Union Public Service Commission. Another copy of the E Admission Certificate may be faxed to the Control Room of UPSC immediately. The Supervisor must in every such case satisfy himself/herself about the identity of the candidate.

9.5 In case there is no photograph in the e-Admission certificate or there is disparity between the photo of the candidate as printed in the e-Admission Certificate and Attendance List and his/her actual physical appearance, the candidate may be allowed to write the examination at his / her own risk with undertaking in the prescribed format subject to production of proof of identity such as Identity Card or Voter Identity Card or Passport or Driving License etc. An undertaking in the prescribed proforma to the effect that the photo and the physical appearance of the candidate do not tally should be obtained from the candidate and forwarded to the Commission. The candidate should be asked to submit one copy of his/her recent passport size photograph, on the same day in the next session which should then be fixed on the undertaking and signed by the candidate and attested by the Invigilator and Supervisor.

10. While the candidate is making entries in the Scannable Attendance List, the Invigilator is required to verify that the Roll Number written by the candidate on the cover of his/her Answer Book is exactly the same as indicated in the E Admission Certificate downloaded by him from the website of the Commission. A candidate, who has not written his/her Roll Number correctly, should be asked to write the correct Roll Number in the presence of the Invigilator concerned. All corrections and changes in writing the Roll Number must be initialled by the candidates as well as by the Invigilator and countersigned by the Supervisor also.

11. The Invigilator should examine the e-Admission Certificate of each candidate under his charge to see that his admission to the examination is authorised. In case of any doubt regarding identity of any candidate, the matter should be referred to the Supervisor for advice, who in turn, should take up the issue with the UPSC Control Room, if necessary. In case a candidate is absent in the first session and appears in the

second session or on the subsequent day(s) of the examination, he may be allowed to write subsequent papers.

12. All the answer books with cover (main answer book) and without cover (supplementary answer book) will bear a serial number printed on them. The main Answer Book with cover will be issued to the candidates after filling up its serial number and obtaining signature on the Scannable Attendance List. Likewise supplementary answer book (Answer Book without cover) will be issued to the candidates on his/her demand after obtaining their signature and indicating the serial number of the answer book without cover in the appropriate column in Proforma 'F'.

13. The invigilators should ensure that the candidates write the medium of the examination / medium of the Essay component of the examination (as applicable) in the space provided on the cover page of the main Answer Book. This should be the same as indicated by him/her in Attendance List.

14. The Invigilator should ensure that the candidates stitch Answer Book without cover, précis sheet etc. with the Answer Book with cover as soon as supplied to them. Question relating to Précis should be attempted on Précis Sheets only.

15. When a candidate desires to go to the toilet, one of the Invigilators should invariably accompany him/her. He / She must not be allowed to go out alone. Two candidates should not be allowed to go to the toilet simultaneously. It should be ensured that while going to toilet, the candidate does not take the answer book(s) etc. out of the Examination Hall/Room.

16. The candidate should be asked to close his/her Answer Book before going to the toilet.

17. If a candidate slips away from the toilet, he/she should not be allowed to re-enter the examination hall/room and the case should be referred to the Supervisor.

18. The Invigilator should remain alert in the Examination Hall/Room and attend promptly to the requests of candidates for supply of drinking water, additional answer book, special requirements if any etc.

19. The Invigilator should see that there is no communication among the candidates and the candidates do not use unfair means in the Examination Hall/Room. He/She should also ensure that no candidate indulges in copying from any incriminating material or from the answer book of any other candidates or obtains assistance from any other candidate. All cases of copying and/or infringement of instructions should be brought to the notice of the Supervisor immediately in writing who will also report the matter to the Control Room of UPSC immediately. If any incriminating material is recovered from any candidate, his/her undertaking / admission statement thereon should be obtained to the effect that the material was recovered from him/her at such and such time. It should be duly signed by the candidate and the matter be reported immediately to the Assistant Supervisor/Supervisor for further necessary action. The Invigilator should be careful and vigilant of any suspicious activities of the candidates, particularly of the use of mobile phones, bluetooth devices, small cameras fitted on watch/pen etc. for the purpose of cheating.

20. There should be a signal/bell at the beginning of the examination, at half time and five minutes before the closing time. The signal/bell will also be given at the conclusion of the examination warning the candidates to stop writing or revising their answers.

21. The Invigilator should ensure that no candidate writes or revises his/her answers after expiry of the allotted time. If a candidate does not stop writing, the Invigilator should immediately mark out the portion of the answer written by the candidate after expiry of the prescribed time by sidelining the said portion on both sides.

He/She should also write (preferably in red ink) the words "Written after expiry of the prescribed time" under his/her dated signature in the left hand margin. He/She should also make separately a report in this regard to the Supervisor who will forward it to the Commission with his/her remarks.

22. The Invigilator should accept the script of a candidate only after it has been ensured that the requisite information has been furnished by the candidate on the cover of his Answer Book.

23. Smoking, taking tea or other refreshment in the Examination Hall/Room is not permitted. The match boxes/cigarette lighters are also not allowed in the examination hall/room.

24. The Invigilator is not expected to sit on the table or to engage himself / herself in conversation with other invigilator or candidates. He / She should also not read books / journals / magazines etc during the examination.

25. Invigilator should carefully note that copying or photocopying of any item or page of the Test Booklet either by the candidates or by an examination functionary including the Supervisor or the Invigilator or by the Inspecting Officer of the Union Public Service Commission/State Public Service Commission/State Government or any other authority allowed to visit the examination venue is strictly prohibited during the currency of the examination.

26. The Invigilator should refer any case of doubt to the Supervisor at once.

27. The Invigilator should not leave the venue till the work relating to packing of scripts is completed after conclusion of the examination and without express permission of the Supervisor.

28. All cases of copying and/or infringement of the instructions should be brought to the notice of the Supervisor immediately in writing.

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