

No. F. 1/2/2014EIA(CS)/(115)
Union Public Service Commission
Dholpur House, Shahjahan Road,
New Delhi - 110069

13 AUG 2014

To

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

[Kind Attention: Shri K.N. Choudhary, Under Secretary (Admn.)]

Subject: Appointment of Invigilators for conduct of the Civil Services (Preliminary) Examination, 2014 to be held on 24th August, 2014.

Sir/Madam,

I am directed to forward herewith a list of officers working in your Ministry/ Department proposed to be appointed as Invigilators for the conduct of the examination mentioned above. The place of duty has been indicated 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. 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. As the requirement of invigilators for the examination is very large, the services of all the officers indicated by the Commission may kindly be spared, as a special case. The Department of Personnel and Training have issued necessary instructions in this regard.

3. The officers concerned may kindly be informed that in case any 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 Supervisor to be non-cooperative or 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.

The officers concerned may also be informed that their presence may be required at the time of packing of scripts/examination material after the examination in each session. They are, therefore, advised not to leave the centre without prior intimation to the supervisor.

4. The Invigilators will be paid remuneration of Rs. 720/- for the day of examination and Rs. 360/- for attending the briefing meeting on 23rd August, 2014 at the designated venue. The officers may be advised to confirm their attendance to the concerned supervisor of the venue positively.

5. If any of the officers, whose services as invigilator have been requested for, has any dependent/relation appearing at the above mentioned examination at 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 an invigilator finds that any dependent/relation of his/her is a candidate for the examination at Delhi Centre, he/she may kindly be asked not to take up the assignment.

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6. The invigilators whose services are being spared may kindly be advised to attend "Briefing Meeting" to be held a day before the examination, i.e., Saturday, the 23rd August, 2014 at the venue (place of examination) allotted to them between 11.00 A.M. to 12.00 Noon.

7. For attending the above meeting, a remuneration of Rs. 360/- will be paid to them on the day of examination by the Supervisor of the respective sub-centre. The officer concerned may also be informed that the remuneration of Rs. 360/- will be paid to them only if they perform the duty on the day of examination.

8. A reply to this letter may kindly be sent at the earliest.

The timings of the examination to be held on Sunday, the 24th August, 2014 will be as under:

Forenoon Session 9.30 A.M. to 11.30 A.M.

Afternoon Session 2.30 P.M. to 4.30 P.M.

Reporting Time 8.30 A.M.

The timing of briefing meeting to be held at the venue of the examination on Saturday, the 23rd August, 2014 will be as under:

Reporting Time 11.00 A.M.

Meeting Time 11.00 A.M. to 12.00 Noon

Yours faithfully



(S.K. BISWAS)

Under Secretary

Union Public Service Commission

Tele No.011-23386315,

FAX:011-23387840

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

Civil Services (Preliminary) Examination, 2014

Ministry Code: 115

Date of Duty:- 24/08/2014

Ministry Name: National Council of Educational Research&Training,

LIST OF INVIGILATORS

S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
1	S2940	SHRI B.S. PARSAWAL, T.O., KRISHI VIHAR	08352/186	SARVODAYA KANYA VIDYALAYA, B(AH) BLOCK, SHALIMAR BAGH, DELHI-110088. Tel. No.: -011-27489964
2	S2946	SHRI S.K. DEY,, KRISHI VIHAR	08108/189	GOVERNMENT BOYS SENIOR SECONDARY SCHOOL, PHASE-II, ASHOK VIHAR, (NEAR SATYAWATI COLLEGE), DELHI-110052. Tel. No.: -27144668
3	S2952	SHRI PAWAN KUMAR OJHA, SO, KRISHI VIHAR	08428/187	MODERN PUBLIC SCHOOL, BLOCK-BM (PASCHIMI), SHALIMAR BAGH, DELHI-110088 Tel. No.: -27480118,27481119
4	S2953	SHRI JAYANTA DAS, SO, KRISHI VIHAR	08600/190	RICHMOND GLOBAL SCHOOL, N.S. ROAD, MAINWALI NAGAR, OPP. INDER ENCLAVE, NEAR UDHYOG NAGAR METRO STATION, PASCHIM VIHAR, DELHI-110087 Tel. No.: -25276588
5	S2954	SHRI KAJAL PAL, ASSTT., KRISHI VIHAR	08600/190	RICHMOND GLOBAL SCHOOL, N.S. ROAD, MAINWALI NAGAR, OPP. INDER ENCLAVE, NEAR UDHYOG NAGAR METRO STATION, PASCHIM VIHAR, DELHI-110087 Tel. No.: -25276588
6	S2955	SHRI SATISH KUMAR, SO, KRISHI VIHAR	08600/190	RICHMOND GLOBAL SCHOOL, N.S. ROAD, MAINWALI NAGAR, OPP. INDER ENCLAVE, NEAR UDHYOG NAGAR METRO STATION, PASCHIM VIHAR, DELHI-110087 Tel. No.: -25276588
7	S2956	SHRI ASHOK KUMAR MEENA, SO, KRISHI VIHAR	08600/190	RICHMOND GLOBAL SCHOOL, N.S. ROAD, MAINWALI NAGAR, OPP. INDER ENCLAVE, NEAR UDHYOG NAGAR METRO STATION, PASCHIM VIHAR, DELHI-110087 Tel. No.: -25276588

LIST OF INVIGILATORS

S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
8	S2957	SHRI BALBIR SINGH, ASSTT., KRISHI VIHAR	08108/189	GOVERNMENT BOYS SENIOR SECONDARY SCHOOL, PHASE-II, ASHOK VIHAR, (NEAR SATYAWATI COLLEGE), DELHI-110052. Tel. No.: -27144668
9	S2958	SHRI RAM SINGH, ASSTT., KRISHI VIHAR	08108/189	GOVERNMENT BOYS SENIOR SECONDARY SCHOOL, PHASE-II, ASHOK VIHAR, (NEAR SATYAWATI COLLEGE), DELHI-110052. Tel. No.: -27144668
10	S2959	SHRI S.S. RANA, ASSTT., KRISHI VIHAR	08600/190	RICHMOND GLOBAL SCHOOL, N.S. ROAD, MAINWALI NAGAR, OPP. INDER ENCLAVE, NEAR UDHYOG NAGAR METRO STATION, PASCHIM VIHAR, DELHI-110087 Tel. No.: -25276588
11	S2960	SHRI SANJAY KUMAR,, KRISHI VIHAR	08600/190	RICHMOND GLOBAL SCHOOL, N.S. ROAD, MAINWALI NAGAR, OPP. INDER ENCLAVE, NEAR UDHYOG NAGAR METRO STATION, PASCHIM VIHAR, DELHI-110087 Tel. No.: -25276588
12	S2961	SHRI P.K. MISHRA,SO, KRISHI VIHAR	08428/187	MODERN PUBLIC SCHOOL, BLOCK-BM (PASCHIMI), SHALIMAR BAGH, DELHI-110088 Tel. No.: -27480118,27481119
13	S2962	SHRI D. K. SINHA, SO, KRISHI VIHAR	08428/187	MODERN PUBLIC SCHOOL, BLOCK-BM (PASCHIMI), SHALIMAR BAGH, DELHI-110088 Tel. No.: -27480118,27481119
14	S2963	SHRI RAJENDER SINGH, ASSTT., KRISHI VIHAR	08428/187	MODERN PUBLIC SCHOOL, BLOCK-BM (PASCHIMI), SHALIMAR BAGH, DELHI-110088 Tel. No.: -27480118,27481119

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S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
15	S2964	SHRI NIRMAL SARKAR, SO, KRISHI VIHAR	08428/187	MODERN PUBLIC SCHOOL, BLOCK-BM (PASCHIMI), SHALIMAR BAGH, DELHI-110088 Tel. No.:-27480118,27481119
16	S2965	SHRI DAULAT RAM, ASSTT., KRISHI VIHAR	08428/187	MODERN PUBLIC SCHOOL, BLOCK-BM (PASCHIMI), SHALIMAR BAGH, DELHI-110088 Tel. No.:-27480118,27481119
17	S2966	SHRI D.K. PATEL, SO, KRISHI VIHAR	08352/186	SARVODAYA KANYA VIDYALAYA, B(AH) BLOCK, SHALIMAR BAGH, DELHI-110088. Tel. No.:-011-27489964
18	S2967	SHRI B.S. VERMA, ASSTT., KRISHI VIHAR	08428/187	MODERN PUBLIC SCHOOL, BLOCK-BM (PASCHIMI), SHALIMAR BAGH, DELHI-110088 Tel. No.:-27480118,27481119
19	S2968	SHRI UPENDRA MEHTA, ASSTT., KRISHI VIHAR	08428/187	MODERN PUBLIC SCHOOL, BLOCK-BM (PASCHIMI), SHALIMAR BAGH, DELHI-110088 Tel. No.:-27480118,27481119
20	S2969	MS. SHERLY JAMES, ASSTT., KRISHI VIHAR	08111/188	GOVT. SARVODAYA BAL VIDYALAYA, H-BLOCK, ASHOK VIHAR PHASE-I, (NEAR MONT FORT SCHOOL), DELHI-110052. Tel. No.:-27416585
21	S2970	SHRI KRISHAN GOPAL, ASSTT., KRISHI VIHAR	08428/187	MODERN PUBLIC SCHOOL, BLOCK-BM (PASCHIMI), SHALIMAR BAGH, DELHI-110088 Tel. No.:-27480118,27481119

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22	S2971	SHRI S.D. MEENA, ASSTT., KRISHI VIHAR	08108/189	GOVERNMENT BOYS SENIOR SECONDARY SCHOOL, PHASE-II, ASHOK VIHAR, (NEAR SATYAWATI COLLEGE), DELHI-110052. Tel. No.: -27144668
23	S2972	SHRI M.C. BHATT, ASSTT., KRISHI VIHAR	08108/189	GOVERNMENT BOYS SENIOR SECONDARY SCHOOL, PHASE-II, ASHOK VIHAR, (NEAR SATYAWATI COLLEGE), DELHI-110052. Tel. No.: -27144668
24	S2973	SHRI A.K. YADAV, SO, KRISHI VIHAR	08352/186	SARVODAYA KANYA VIDYALAYA, B(AH) BLOCK, SHALIMAR BAGH, DELHI-110088. Tel. No.: -011-27489964
25	S2974	SHRI SATBIR SINGH, ASSTT., KRISHI VIHAR	08352/186	SARVODAYA KANYA VIDYALAYA, B(AH) BLOCK, SHALIMAR BAGH, DELHI-110088. Tel. No.: -011-27489964
26	S2975	SHRI GAUR SINGH RANA, ASSTT., KRISHI VIHAR	08352/186	SARVODAYA KANYA VIDYALAYA, B(AH) BLOCK, SHALIMAR BAGH, DELHI-110088. Tel. No.: -011-27489964
27	S2976	SHRI SANJAY KUMAR-IV, ASSTT., KRISHI VIHAR	08108/189	GOVERNMENT BOYS SENIOR SECONDARY SCHOOL, PHASE-II, ASHOK VIHAR, (NEAR SATYAWATI COLLEGE), DELHI-110052. Tel. No.: -27144668
28	S2977	SHRI SANJAY PRASAD, ASSTT., KRISHI VIHAR	08111/188	GOVT. SARVODAYA BAL VIDYALAYA, H-BLOCK, ASHOK VIHAR PHASE-I, (NEAR MONT FORT SCHOOL), DELHI-110052. Tel. No.: -27416585

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29	S2978	SHRI H.S. GUSAIN, ASSTT., KRISHI VIHAR	08111/188	GOVT. SARVODAYA BAL VIDYALAYA, H-BLOCK, ASHOK VIHAR PHASE-I, (NEAR MONT FORT SCHOOL), DELHI-110052. Tel. No.:-27416585
30	S2979	SHRI S.S. GUSAIN, ASSTT., KRISHI VIHAR	08111/188	GOVT. SARVODAYA BAL VIDYALAYA, H-BLOCK, ASHOK VIHAR PHASE-I, (NEAR MONT FORT SCHOOL), DELHI-110052. Tel. No.:-27416585
31	S2980	SHRI HARPAL THAKUR, SO, KRISHI VIHAR	08111/188	GOVT. SARVODAYA BAL VIDYALAYA, H-BLOCK, ASHOK VIHAR PHASE-I, (NEAR MONT FORT SCHOOL), DELHI-110052. Tel. No.:-27416585
32	S2981	SHRI NAND KISHORE, ASSTT., KRISHI VIHAR	08428/187	MODERN PUBLIC SCHOOL, BLOCK-BM (PASCHIMI), SHALIMAR BAGH, DELHI-110088 Tel. No.:-27480118,27481119
33	S2982	SHRI RAM EKBAL SAH, ASSTT., KRISHI VIHAR	08428/187	MODERN PUBLIC SCHOOL, BLOCK-BM (PASCHIMI), SHALIMAR BAGH, DELHI-110088 Tel. No.:-27480118,27481119
34	S2983	SHRI NARINDER SINGH, ASSTT., MOTI BAGH-I	08028/185	KENDRIYA VIDYALAYA, AN BLOCK, SHALIMAR BAGH, (OPP. RICHIE RICH RESTAURANT), RING ROAD, DELHI-110088 Tel. No.:-27477494
35	S2984	SHRI SOHAN LAL, ASSTT., SHAKARPUR	08805/168	RAJKIYA PRATIBHA VIKAS VIDYALAYA, GANDHI NAGAR, NEAR JHEEL BUS STOP, DELHI 110031 Tel. No.:-22043771

LIST OF INVIGILATORS

S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
36	S2985	SMT. SUSHILA JOSHI, ASSTT., MAYUR VIHAR PHASE III	08805/168	RAJKIYA PRATIBHA VIKAS VIDYALAYA, GANDHI NAGAR, NEAR JHEEL BUS STOP, DELHI 110031 Tel. No.: -22043771
37	S2986	SHRI LAL SINGH, ASSTT., EAST VINOD NAGAR	08805/168	RAJKIYA PRATIBHA VIKAS VIDYALAYA, GANDHI NAGAR, NEAR JHEEL BUS STOP, DELHI 110031 Tel. No.: -22043771
38	S2987	SHRI VINEET KUMAR, ASSTT., AMBEDKAR NAGAR	08352/186	SARVODAYA KANYA VIDYALAYA, B(AH) BLOCK, SHALIMAR BAGH, DELHI-110088. Tel. No.: -011-27489964
39	S2988	SHRI RAJEEV KUMAR SHARMA, ASSTT., SEELAMPUR	08674/145	GOVERNMENT BOYS SENIOR SECONDARY SCHOOL NO. 1, C-BLOCK, YAMUNA VIHAR, DELHI-110053 Tel. No.: -22917066
40	S2989	SHRI RAMESH KUMAR, SO, SHAHDARA	08296/155	GOVT. BOYS SENIOR SECONDARY SCHOOL, VISHWAS NAGAR, (NEAR C.A. BLDG/KARKARI ROAD), DELHI-110032. Tel. No.: -22383035
41	S2990	SHRI ZILE SINGH, ASSTT., MUNDKA	08103/099	SARVODAYA CO-EDU. SR. SEC. SCHOOL, JAIDEV PARK, (NEAR EAST PUNJABI BAGH), NEW DELHI-110026 Tel. No.: -28316213
42	S2991	MS. KUSUM JUYAL, ASSTT., GHAZIABAD	08773/169	GOVT. GIRLS SENIOR SECONDARY SCHOOL NO:2, B BLOCK YAMUNA VIHAR, NEAR MOTHER DAIRY & B-5 MARKET DELHI 110053 Tel. No.: -22910439

LIST OF INVIGILATORS

S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
43	S2992	SHRI P. RAJANI, TECH. ASSTT., RANI BAGH	08614/212	GOVT. BOYS SR. SECONDARY SCHOOL, NEAR ROHINI JAIL ROAD, BADLI, DELHI-110042 Tel. No.: -27858452
44	S2993	SHRI SARWAJIT SINGH, TO, SAGAR PUR	08024/088	KENDRIYA VIDYALAYA, C-2 AREA, NEAR JAIN MANDIR, JANAKPURI, NEW DELHI-110058 Tel. No.: -25551376
45	S2994	SMT. SUSHILA KULLU, SO, MOTI BAGH-I	08028/185	KENDRIYA VIDYALAYA, AN BLOCK, SHALIMAR BAGH, (OPP. RICHIE RICH RESTAURANT), RING ROAD, DELHI-110088 Tel. No.: -27477494
46	S2995	SHRI B.K. ARYA, ASSTT., ARVIND NAGAR, BRAHMPURI	08320/124	RAJKIYA SARVODAYA BAL VIDYALAYA, GULABI BAGH, NEAR SHASTRI NAGAR METRO STATION, (NEAR GULABI BAGH DDA FLATS, NEW COMMUNITY CENTRE) DELHI-110007 Tel. No.: -23651228
47	S2996	SHRI R.K. BHARMOTA, ASSTT., LONI ROAD	08674/145	GOVERNMENT BOYS SENIOR SECONDARY SCHOOL NO. 1, C-BLOCK, YAMUNA VIHAR, DELHI-110053 Tel. No.: -22917066
48	S2997	SHRI LAXMAN SINGH, ASSTT., HARYANA	08024/088	KENDRIYA VIDYALAYA, C-2 AREA, NEAR JAIN MANDIR, JANAKPURI, NEW DELHI-110058 Tel. No.: -25551376
49	S2998	SMT. SHALINI JAYARAJ, SO, PITAMPURA	08614/212	GOVT. BOYS SR. SECONDARY SCHOOL, NEAR ROHINI JAIL ROAD, BADLI, DELHI-110042 Tel. No.: -27858452

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50	S2999	SMT. RAJESWARI NAIR, SO, MAYUR VIHAR PHASE II	08805/168	RAJKIYA PRATIBHA VIKAS VIDYALAYA, GANDHI NAGAR, NEAR JHEEL BUS STOP, DELHI 110031 Tel. No.: -22043771
51	S3000	SHRI ARUN GOEL, PA, KRISHNA NAGAR	08805/168	RAJKIYA PRATIBHA VIKAS VIDYALAYA, GANDHI NAGAR, NEAR JHEEL BUS STOP, DELHI 110031 Tel. No.: -22043771
52	S3001	SHRI RAJENDER KUMAR, ASSTT., PALWAL	08056/028	GOVT. BOYS SENIOR SECONDARY SCHOOL, HARI NAGAR ASHRAM, OPP. MAHARANI BAGH, RING ROAD, NEW DELHI-110014. Tel. No.: -26342692
53	S3002	SMT. RAJNI ANAND, ASSTT., SHALIMAR BAGH	08343/125	SARVODAYA BAL VIDYALAYA, ROSHANARA ROAD (NEAR CLOCK TOWER) SUBJI MANDI, DELHI-110007 Tel. No.: -23821720
54	S3003	SMT. SARITA SHARMA, ASSTT., KOLLHAPUR ROAD	08665/214	RAJKIYA PRATIBHA VIKAS VIDYALAYA, SECTOR-XI, ROHINI, NEAR RITHALA METRO STATION, DELHI-110085. Tel. No.: -011-27572102
55	S3004	SMT. TRIPTA JOSHI, PS, PASCHIM PURI	08103/099	SARVODAYA CO-EDU. SR. SEC. SCHOOL, JAIDEV PARK, (NEAR EAST PUNJABI BAGH), NEW DELHI-110026 Tel. No.: -28316213
56	S3005	SHRI PRABHAKAR BHATT, SO, PUSA	08180/098	GOVERNMENT CO-ED. SENIOR SECONDARY SCHOOL, INDUSTRIAL AREA, KARAMPURA, (NEAR MILAN CINEMA), NEW DELHI-110015. Tel. No.: -25455229

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S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
57	S3006	SHRI J.K. MEENA, SO, DEV NAGAR	08180/098	GOVERNMENT CO-ED. SENIOR SECONDARY SCHOOL, INDUSTRIAL AREA, KARAMPURA, (NEAR MILAN CINEMA), NEW DELHI-110015. Tel. No.: -25455229
58	S3007	SHRI HAJARI LAL,ASSTT., NAZAFGARH	08024/088	KENDRIYA VIDYALAYA, C-2 AREA, NEAR JAIN MANDIR, JANAKPURI, NEW DELHI-110058 Tel. No.: -25551376
59	S3008	SHRI K.G. MATHEW, ASSTT., PASCHIM VIHAR	08103/099	SARVODAYA CO-EDU. SR. SEC. SCHOOL, JAIDEV PARK, (NEAR EAST PUNJABI BAGH), NEW DELHI-110026 Tel. No.: -28316213
60	S3009	SHRI SANJEEV KUMAR, SO, KISHAN GANJ	08665/214	RAJKIYA PRATIBHA VIKAS VIDYALAYA, SECTOR-XI, ROHINI, NEAR RITHALA METRO STATION, DELHI-110085. Tel. No.: -011-27572102
61	S3010	SHRI RAKESH KUMAR, ASSTT., PATEL NAGAR	08180/098	GOVERNMENT CO-ED. SENIOR SECONDARY SCHOOL, INDUSTRIAL AREA, KARAMPURA, (NEAR MILAN CINEMA), NEW DELHI-110015. Tel. No.: -25455229
62	S3011	SHRI RAJESH KUMRA,SO, ASHOK VIHAR	08614/212	GOVT. BOYS SR. SECONDARY SCHOOL, NEAR ROHINI JAIL ROAD, BADLI, DELHI-110042 Tel. No.: -27858452
63	S3012	SHRI PRAMOD KUMAR SUNDRIYAL, ASSTT., YAMUNA VIHAR	08320/124	RAJKIYA SARVODAYA BAL VIDYALAYA, GULABI BAGH, NEAR SHASTRI NAGAR METRO STATION, (NEAR GULABI BAGH DDA FLATS, NEW COMMUNITY CENTRE) DELHI-110007 Tel. No.: -23651228

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S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
64	S3013	SHRI TARUN KUMAR DHOORIA, ASSTT., MAYUR VIHAR PHASE I EXTN.	08805/168	RAJKIYA PRATIBHA VIKAS VIDYALAYA, GANDHI NAGAR, NEAR JHEEL BUS STOP, DELHI 110031 Tel. No.:-22043771
65	S3014	SHRI RAJIV KUMAR ASSTT., PANKHA ROAD UTTAM NAGAR	08024/088	KENDRIYA VIDYALAYA, C-2 AREA, NEAR JAIN MANDIR, JANAKPURI, NEW DELHI-110058 Tel. No.:-25551376
66	S3015	SHRI NAWAL SINGH, PS, MADANGIR	08352/186	SARVODAYA KANYA VIDYALAYA, B(AH) BLOCK, SHALIMAR BAGH, DELHI-110088. Tel. No.:-011-27489964
67	S3016	SHRI A.K. PATHAK, PS, LODHI COLONY	08600/190	RICHMOND GLOBAL SCHOOL, N.S. ROAD, MAINWALI NAGAR, OPP. INDER ENCLAVE, NEAR UDHYOG NAGAR METRO STATION, PASCHIM VIHAR, DELHI-110087 Tel. No.:-25276588
68	S3017	SHRI BHOLA NATH, ASSTT., GEETA COLONY	08805/168	RAJKIYA PRATIBHA VIKAS VIDYALAYA, GANDHI NAGAR, NEAR JHEEL BUS STOP, DELHI 110031 Tel. No.:-22043771
69	S3018	SHRI RAJENDER KUMAR KUKREJA, ASSTT., SONEPAT	08614/212	GOVT. BOYS SR. SECONDARY SCHOOL, NEAR ROHINI JAIL ROAD, BADLI, DELHI-110042 Tel. No.:-27858452
70	S3019	SMT. RENU SHARAD, ASSTT., GAUTAM NAGAR	08028/185	KENDRIYA VIDYALAYA, AN BLOCK, SHALIMAR BAGH, (OPP. RICHIE RICH RESTAURANT), RING ROAD, DELHI-110088 Tel. No.:- 27477494

Ministry Code: 115

Date of Duty:- 24/08/2014

Ministry Name: National Council of Educational Research&Training,

LIST OF INVIGILATORS

S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
71	S3020	SMT. PRITI MEHTA, ASSTT., MANDIR MARG	08665/214	RAJKIYA PRATIBHA VIKAS VIDYALAYA, SECTOR-XI, ROHINI, NEAR RITHALA METRO STATION, DELHI-110085. Tel. No.: -011-27572102
72	S3021	SHRI HARI OM, PS, SAROJINI NAGAR	08028/185	KENDRIYA VIDYALAYA, AN BLOCK, SHALIMAR BAGH, (OPP. RICHIE RICH RESTAURANT), RING ROAD, DELHI-110088 Tel. No.: -27477494
73	S3022	SMT. SUSHEELA TOMAR, SO, KALI BARI MARG	08665/214	RAJKIYA PRATIBHA VIKAS VIDYALAYA, SECTOR-XI, ROHINI, NEAR RITHALA METRO STATION, DELHI-110085. Tel. No.: -011-27572102
74	S3023	SHRI RAJESH KUMAR SAROYA, ASSTT., NANGAL RAYA	08024/088	KENDRIYA VIDYALAYA, C-2 AREA, NEAR JAIN MANDIR, JANAKPURI, NEW DELHI-110058 Tel. No.: -25551376
75	S3024	MS. KAMLESH, KRISHI VIHAR	08111/188	GOVT. SARVODAYA BAL VIDYALAYA, H-BLOCK, ASHOK VIHAR PHASE-I, (NEAR MONT FORT SCHOOL), DELHI-110052. Tel. No.: -27416585
76	S3025	MS. CHANDRAKANTA LAVANIA, AF & BO, R.K. PURAM	08028/185	KENDRIYA VIDYALAYA, AN BLOCK, SHALIMAR BAGH, (OPP. RICHIE RICH RESTAURANT), RING ROAD, DELHI-110088 Tel. No.: -27477494
77	S3026	SHRI S.K. SANTOSHI, ASSTT., KALYANPURI	08805/168	RAJKIYA PRATIBHA VIKAS VIDYALAYA, GANDHI NAGAR, NEAR JHEEL BUS STOP, DELHI 110031 Tel. No.: -22043771

LIST OF INVIGILATORS

S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
78	S3027	SHRI J.N. MAHTO,ASSTT., PUSHP VIHAR	08352/186	SARVODAYA KANYA VIDYALAYA, B(AH) BLOCK, SHALIMAR BAGH, DELHI-110088, Tel. No.:-011-27489964
79	S3028	SHRI ASHVINENDRA PAL SINGH, ASSTT., GHAZIABAD	08773/169	GOVT. GIRLS SENIOR SECONDARY SCHOOL NO:2, B BLOCK YAMUNA VIHAR, NEAR MOTHER DAIRY & B-5 MARKET DELHI 110053 Tel. No.:-22910439
80	S3029	SHRI PRAMOD KUMAR, ASSTT., SHAHDARA	08296/155	GOVT. BOYS SENIOR SECONDARY SCHOOL, VISHWAS NAGAR, (NEAR C.A. BLDG/KARKARI ROAD), ,DELHI-110032. Tel. No.:-22383035
81	S3030	SHRI KULDEEP RAWAT, PS, SAROJINI NAGAR	08028/185	KENDRIYA VIDYALAYA, AN BLOCK, SHALIMAR BAGH, (OPP. RICHIE RICH RESTAURANT), RING ROAD, DELHI-110088 Tel. No.:-27477494
82	S3031	SHRI JASVINDER PAL SINGH,ASSTT., PITAM PURA	08614/212	GOVT. BOYS SR. SECONDARY SCHOOL, NEAR ROHINI JAIL ROAD, BADLI, DELHI-110042 Tel. No.:-27858452
83	S3032	SMT. VEENA SALUJA, PS, HARI NAGAR	08024/088	KENDRIYA VIDYALAYA, C-2 AREA, NEAR JAIN MANDIR, JANAKPURI, NEW DELHI-110058 Tel. No.:-25551376
84	S3033	MS. KULJEET KHURANA, PS, SHALIMAR BAGH	08343/125	SARVODAYA BAL VIDYALAYA, ROSHANARA ROAD (NEAR CLOCK TOWER) SUBJI MANDI, DELHI-110007 Tel. No.:-23821720

LIST OF INVIGILATORS

S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
85	S3034	SHRI LAKHMI CHAND, ASSTT., ASHOK VIHAR	08614/212	GQVT. BOYS SR. SECONDARY SCHOOL, NEAR ROHINI JAIL ROAD, BADLI, DELHI-110042 Tel. No.:-27858452
86	S3035	SHRI RAVINDER KAUR KHANDPUR, ASSTT., JANAK PURI	08024/088	KENDRIYA VIDYALAYA, C-2 AREA, NEAR JAIN MANDIR, JANAKPURI, NEW DELHI-110058 Tel. No.:-25551376
87	S3036	SHRI VIJAY KUMAR, SO, GEETA COLONY	08805/168	RAJKIYA PRATIBHA VIKAS VIDYALAYA, GANDHI NAGAR, NEAR JHEEL BUS STOP, DELHI 110031 Tel. No.:-22043771
88	S3037	SHRI SURESH KUMAR SHAMI, PS, MAYAPURI	08024/088	KENDRIYA VIDYALAYA, C-2 AREA, NEAR JAIN MANDIR, JANAKPURI, NEW DELHI-110058 Tel. No.:-25551376
89	S3038	SHRI RAJPAL CHAUHAN,, KRISHI VIHAR	08428/187	MODERN PUBLIC SCHOOL, BLOCK-BM (PASCHIMI), SHALIMAR BAGH, DELHI-110088 Tel. No.:-27480118,27481119
90	S3039	SHRI SURESH KUMAR SHAMI, PS, MAYA PURI	08024/088	KENDRIYA VIDYALAYA, C-2 AREA, NEAR JAIN MANDIR, JANAKPURI, NEW DELHI-110058 Tel. No.:-25551376
91	S3040	SMT. NEELAM SHARMA, ASSTT., TILAK NAGAR	08024/088	KENDRIYA VIDYALAYA, C-2 AREA, NEAR JAIN MANDIR, JANAKPURI, NEW DELHI-110058 Tel. No.:-25551376

LIST OF INVIGILATORS

S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
92	S3041	SMT. SEEMA SHARMA, ASSTT., KRISHI VIHAR	08108/189	GOVERNMENT BOYS SENIOR SECONDARY SCHOOL, PHASE-II, ASHOK VIHAR, (NEAR SATYAWATI COLLEGE), DELHI-110052. Tel. No.: -27144668
93	S3042	SHRI RAVI RANJAN,SO, NOIDA	08805/168	RAJKIYA PRATIBHA VIKAS VIDYALAYA, GANDHI NAGAR, NEAR JHEEL BUS STOP, DELHI 110031 Tel. No.: -22043771
94	S3043	SHRI JITENDRA KUMAR, ASSTT., MAHAVIR ENCLAVE	08352/186	SARVODAYA KANYA VIDYALAYA, B(AH) BLOCK, SHALIMAR BAGH, DELHI-110088. Tel. No.: -011-27489964
95	S3044	SHRI SURENDRA KUMAR, ASSTT., NARAINA	08206/092	KENDRIYA VIDYALAYA, TAGORE GARDEN, NEAR TAGORE GARDEN METRO STATION, NEW DELHI-110027 Tel. No.: -011-25194036
96	S3045	SMT. SARLA TANWAR, ASSTT., PANKHA ROAD	08024/088	KENDRIYA VIDYALAYA, C-2 AREA, NEAR JAIN MANDIR, JANAKPURI, NEW DELHI-110058 Tel. No.: -25551376
97	S3046	SHRI G.B. SINGH, T.O., OLD VIJAY NAGAR	08028/185	KENDRIYA VIDYALAYA, AN BLOCK, SHALIMAR BAGH, (OPP. RICHIE RICH RESTAURANT), RING ROAD, DELHI-110088 Tel. No.: -27477494
98	S3047	SHRI AZMAT HUSSAIN, ASSTT., KRISHI VIHAR	08111/188	GOVT. SARVODAYA BAL VIDYALAYA, H-BLOCK, ASHOK VIHAR PHASE-I, (NEAR MONT FORT SCHOOL), DELHI-110052. Tel. No.: -27416585

LIST OF INVIGILATORS

S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
99	S3048	MS. MANJU SHARMA, PA, INDERPURI	08665/214	RAJKIYA PRATIBHA VIKAS VIDYALAYA, SECTOR-XI, ROHINI, NEAR RITHALA METRO STATION, DELHI-110085. Tel. No.: -011-27572102
100	S3049	SHRI NISHA AGGARWAL, ASSTT., YAMUNA VIHAR	08320/124	RAJKIYA SARVODAYA BAL VIDYALAYA, GULABI BAGH, NEAR SHASTRI NAGAR METRO STATION, (NEAR GULABI BAGH DDA FLATS, NEW COMMUNITY CENTRE) DELHI-110007 Tel. No.: -23651228
101	S3050	SHRI VIKRAM SAINI, PA, MUNDKA	08103/099	SARVODAYA CO-EDU. SR. SEC. SCHOOL, JAIDEV PARK, (NEAR EAST PUNJABI BAGH), NEW DELHI-110026 Tel. No.: -28316213
102	S3051	SHRI ANIL KUMAR, ASSTT., KRISHI VIHAR	08108/189	GOVERNMENT BOYS SENIOR SECONDARY SCHOOL, PHASE-II, ASHOK VIHAR, (NEAR SATYAWATI COLLEGE), DELHI-110052. Tel. No.: -27144668
103	S3052	SHRI U.K. PILLAI, ASSTT., LODHI ROAD	08600/190	RICHMOND GLOBAL SCHOOL, N.S. ROAD, MAINWALI NAGAR, OPP. INDER ENCLAVE, NEAR UDHYOG NAGAR METRO STATION, PASCHIM VIHAR, DELHI-110087 Tel. No.: -25276588
104	S3053	SMT. RAKHI KAPOOR, ASSTT., INDRA VIKAS COLONY, NEAR NIRANKARI	08320/124	RAJKIYA SARVODAYA BAL VIDYALAYA, GULABI BAGH, NEAR SHASTRI NAGAR METRO STATION, (NEAR GULABI BAGH DDA FLATS, NEW COMMUNITY CENTRE) DELHI-110007 Tel. No.: -23651228
105	S3054	SHRI Y.P. CHAUHAN, ASSTT., GOLE MARKET	08180/098	GOVERNMENT CO-ED. SENIOR SECONDARY SCHOOL, INDUSTRIAL AREA, KARAMPURA, (NEAR MILAN CINEMA), NEW DELHI-110015. Tel. No.: -25455229

LIST OF INVIGILATORS

S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
106	S3055	SHRI MADAN GOPAL, ASSTT., SHAKARPUR	08805/168	RAJKIYA PRATIBHA VIKAS VIDYALAYA, GANDHI NAGAR, NEAR JHEEL BUS STOP, DELHI 110031 Tel. No.:-22043771
107	S3056	SHRI NARESH KUMAR, SO, SHALIMAR BAGH	08343/125	SARVODAYA BAL VIDYALAYA, ROSHANARA ROAD (NEAR CLOCK TOWER) SUBJI MANDI, DELHI-110007 Tel. No.:-23821720
108	S3057	SHRI SANJAY SONKAR, ASSTT., KRISHI VIHAR	08111/188	GOVT. SARVODAYA BAL VIDYALAYA, H-BLOCK, ASHOK VIHAR PHASE-I, (NEAR MONT FORT SCHOOL), DELHI-110052. Tel. No.:-27416585
109	S3058	SHRI SURENDRA SINGH-III, GOLE MARKET	08180/098	GOVERNMENT CO-ED. SENIOR SECONDARY SCHOOL, INDUSTRIAL AREA, KARAMPURA, (NEAR MILAN CINEMA), NEW DELHI-110015. Tel. No.:-25455229
110	S3060	SHRI RAVINDER KUAMR, ASSTT., KRISHI BHAWAN	08352/186	SARVODAYA KANYA VIDYALAYA, B(AH) BLOCK, SHALIMAR BAGH, DELHI-110088. Tel. No.:-011-27489964
111	S3061	SMT. JASVINDER KAUR LOH, ASSTT., PALAM COLONY	08024/088	KENDRIYA VIDYALAYA, C-2 AREA, NEAR JAIN MANDIR, JANAKPURI, NEW DELHI-110058 Tel. No.:-25551376

UNION PUBLIC SERVICE COMMISSION

CIVIL SERVICES (PRELIMINARY) EXAMINATION, 2014

INSTRUCTIONS TO INVIGILATORS

UNION PUBLIC SERVICE COMMISSION
Civil Services (Preliminary) Examination, 2014
INSTRUCTIONS TO INVIGILATORS

The instructions as detailed below must be strictly complied with by the invigilators:

The invigilators must report to the supervisor **one hour before** commencement of examination. Ascertain room/hall and name of fellow invigilator where duty is to be performed.

2. Obtain answer sheets, attendance lists, **seating plan with series of test booklets marked thereon**. Important announcements to be made by the Invigilator and timing of the same is annexed.

3. Candidates with valid e-Admission Certificate to be allowed entry in the examination hall/room, 20 minutes before commencement of examination in each paper.

4 (i) If the Admission certificate is reported to have been lost or is otherwise not produced but name of the candidate is included in the attendance list, the candidate should be allowed to take the examination in the first session and asked to furnish photograph and written undertaking indicating therein, the circumstances and stating that he/she is appearing in the examination at his/her own risk. Candidate should be asked to download his Admission Certificate from UPSC website and produce a copy of the print out of the Admission Certificate in the second session of the examination.

(ii) Candidate has valid admission certificate but name is not included in the Attendance List;

Necessary entries regarding the Roll No. and name should be made in the blank proforma of Attendance list. Duly attested passport size photograph should be pasted in the space provided for the purpose and candidate should fill the relevant columns in the Attendance list. Above procedure be followed for each session of examination.

(iii) In case there is no photograph on e-Admission Certificate or there is disparity between the photo of the candidate as printed in the admission certificate and Attendance lists and actual physical appearance, the candidate should be allowed to take the examination at his own risk with undertaking subject to production of proof of identity such as Identity Card or Voter Identity Card or Passport or Driving License etc. He should be asked to produce photograph on the same day

in the next session, which should be fixed on undertaking and signed by the candidate and attested by the Invigilator and Supervisor.

(iv) If a candidate who is absent in the first session, reports for the examination in second session, he/she may be allowed to appear in the second session. Attendance list should be got filled in for the second session only.

5. Mobile phones or any other electronic equipment or any other equipment capable of being used as a communication device or reference books, electric/electronic calculators, bags, lunch boxes etc. are not allowed inside the Examination Hall. **The candidates, invigilators and other examination functionaries are also not permitted to bring mobile phones and other communication devices to the examination hall.**

5.(a) Use of Mobile phones by the Invigilators is also prohibited. The venue Supervisor should ensure that the Invigilators **and other examination functionaries** do not carry Mobile phone with them in the Examination hall/room.

5.(b) The Invigilators and Assistant Supervisors should be careful and vigilant regarding any suspicious activity by the candidate particularly of the use of Blue-tooth/Small cameras fitted on watches etc used by the candidates for cheating.

6. One Answer Sheet per candidate is to be supplied. No paper for rough work is to be provided separately.

7. Test booklet will be delivered to Invigilator five minutes before the commencement of examination in each session. **Ensure test booklets are properly arranged as per test booklet series indicated in the seating plan.**

8. Test booklets be distributed in vertical rows, three minutes before commencement of examination. No test booklet should be left on the tables not occupied by any candidate.

9. Candidates are not to be admitted after ten minutes of the scheduled time of commencement of the examination in each session. No functionary has any discretion in this regard. After expiry of ten minutes invigilators should return spare copies of test booklets and answer sheets to the supervisor.

10. After expiry of ten minutes from the commencement of examination if any candidate brings to notice of invigilator any defect in his test booklet, matter be reported to the supervisor immediately for replacement of defective test booklet with another booklet of the same series. Necessary correction with regard to Serial No. of test booklet is to be made by the candidate in the Attendance list:

11. After expiry of ten minutes from commencement of examination in each session, check that candidate has filled in all particulars on the answer sheet and test booklet correctly. Corrections/changes in roll number be initialed by candidate as well as Invigilator and countersigned by Supervisor. Invigilator should also encode in Black ball point pen the series of the Test Booklet at the appropriate space provided in the answer sheet (left hand corner bottom).

12. The Commission has introduced Scannable Attendance List of candidates. As these Scannable Attendance List 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 the 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 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 no. 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 in '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' in black ball point pen, in the relevant column. After getting each sheet of the list completed, the Invigilator is also required to sign the Attendance List in the space provided for the purpose 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 Attendance List.

13. After answer sheets and test booklets have been provided to candidates, **their identity should be checked with the photograph and facsimile signature in the attendance list.** Check that candidate has written correctly answer sheet number, test booklet series, serial number and also darkened the oval inscribed 'P' in token of his/her attendance in the relevant column of the attendance list in Black ball point pen. Thereafter, invigilator should sign in Black ball point pen the attendance list in the space provided for the purpose.

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14. There would be a bell at half time and a warning bell five minutes before the completion of the examination when the doors of the room/hall should be closed. When the bell for completion of examination rings invigilator will announce "time is over, stop marking, close your test booklets and remain in your seats till answer sheets of all candidates have been collected and accounted for."

15. Candidates are not permitted to leave the Exam Hall/Room till expiry of the full allotted time.

16. Invigilator should accompany a candidate to the toilet so that he remains within his full view. No candidate should be allowed to go out for any other purpose. While going to toilet candidate should turn his answer sheet upside down. Candidate should not be allowed to take with him the Test Booklet and Answer Sheet out of the examination hall/room.

17. No candidate is allowed to go to the toilet during the last 30 minutes of the examination.

18. Collect answer sheets from all candidates and hand over to Supervisor immediately on completion of the allotted time for each paper. Invigilators will be personally responsible for loss or misplacement of any answer sheet.

19. Invigilators should remain alert and should not engage in conversation with other Invigilators. He/she should ensure that no candidate copies or attempts to copy from the papers of any other candidate, nor permit his own papers to be copied, nor attempts to give, nor obtains, nor attempts to obtain irregular assistance of any description and that no candidate indulges in disorderly or improper conduct and violates such further instructions as may be administered in the Examination Hall by the Supervisor/Invigilator.

20. If any candidate raises a doubt about any apparent mistake, ambiguity or anomaly about any item in the Test Booklet, he may be advised to answer the item as it is and make a representation to the Commission. In his/her representation candidate should indicate name of examination, his/her full name, roll number, name of the subject, centre, serial number and series of the test booklet, serial number of the item and nature of mistake/ambiguity. The candidate may be informed that the Commission will take due note of his representation while evaluating the Answer sheet.

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21. Candidate(s) will mark responses himself/herself in the Answer Sheet by blackening completely the correct circle (a or b or c or d) by black ball point pen. Candidates may be advised not to use ink pen as it may create smudges on the answer sheet which may obstruct/ interfere with the mechanical scoring of the answer sheet. Help of any other person to mark responses is not allowed except in case of visually challenged candidates.

21.A SEPARATE OMR SHEETS & TEST BOOKLETS FOR PAPER-I & PAPER-II FOR VISUALLY CHALLENGED CANDIDATES

Utmost care must be taken to ensure supply of correct OMR Sheet & Test Booklet to Visually Challenged candidates as per the following table:-

	OMR sheet	Test Booklet
PAPER-I (FORENOON)	Magenta Colour With option for 'A', 'B', 'C' & 'D' bubbles for marking Test Booklets	With 'A', 'B', 'C' & 'D' Series
PAPER-II (AFTERNOON)	Orange Colour with options for 'X' & 'Y' bubbles for marking Test Booklets	With 'X' & 'Y' Series

OMR Sheets in both the sessions must be filled up with **BLACK BALL POINT PEN** by the Candidates/Scribe/Invigilator.

22. If a candidate slips away from the bathroom, he/she should not be allowed to re-enter the examination hall/room and the case should be referred immediately to the Supervisor in writing.

23. During the currency of the examination, copying or photocopying of any item or page of the Test Booklet either by the candidate or by any examination functionary or Inspecting Officer of Union Public Service Commission/State Public Service Commission/State Government or any other authority allowed to visit the examination venue is strictly prohibited.

24. Smoking, taking tea or any other refreshment in the examination hall/room is strictly prohibited. Match boxes/cigarette lighters are also not allowed in the hall/room.

25. Invigilators should refer any case of doubt to the Supervisor at once.

26. All cases of infringement of instructions should be immediately brought to the notice of the Supervisor, in writing.

IMPORTANT ANNOUNCEMENTS

<u>Time</u>	<u>Announcement</u>	<u>Remarks</u>
9.15 AM (FN session) 2.15 PM (AN session)	<p><i>Ensure you have no unauthorised books or papers or calculator or mobile phone, with you</i> (candidates to be given some time to keep the things at the specified place at the entrance of the building under the charge of a watchman.)</p> <p><i>You will soon be given answer sheet. Make sure it is numbered, properly printed and is not mutilated or torn. If unnumbered or defective get it changed.</i> (the invigilators will now distribute the answer sheets to the candidates).</p> <p><i>Fill in with Black ball point pen in the top line of the answer sheet:-</i></p> <ol style="list-style-type: none"> <i>Name of centre</i> <i>Name of subject</i> <i>Subject code</i> <p><i>Your roll number (exactly as it is given in your admission certificate including zeros, if any, prefixed to your roll number.)</i></p> <p><i>Now encode subject and roll number with Black ball point pen at the appropriate space provided in the answer sheet (allow some time to candidates).</i></p> <p><i>Answers may be marked by blackening completely the correct circle (a or b or c or d) with Black ball point pen as per example given in the answer sheet. Ink pen are not to be used as it may create smudges on the answer sheet which may interfere with the mechanical scoring of the answer sheet.</i></p> <p><i>You will shortly be getting the test booklet. Do not open the test booklet until signal for commencement is given. Write your roll number with black ball point pen in the space provided on the cover of the test booklet. Read the directions printed on it. One additional sheet (2 pages) has been included</i></p>	To be made by one of the Invigilators after the candidates have taken their seats in both the papers.

	<p>at the end of each test booklet for rough work. No rough sheet will be provided for rough work</p> <p>Please encode booklet series with Black ball point pen in the appropriate space in the answer sheet. Also write with Black ball point pen the series of the test booklet in box after subject in the top line of the answer sheet (give candidates some time to do so).</p> <p>After the test is over, return the answer sheet. You are free to take away the test booklet.</p>	
<u>9.30 AM</u> 2.30 PM	<p>Open test booklet. Ensure it is not defective i.e. There are no unprinted or torn or missing pages or item(s) etc. If defective, get it changed with booklet of same series. Start answering immediately.</p>	<p>The Invigilator should announce after the bell at the start of the examination.</p>
<u>10.30 AM</u> 3.30 PM	<p>Half time is over</p>	<p>There would be a bell at half time. Announcement to be made by the Invigilator.</p>
<u>11.25 AM</u> 4.25 PM	<p>Five minutes left</p>	<p>Warning bell to be rung five minutes before the closing time. Announcement to be made by the Invigilator</p>
<u>11.30 AM</u> 4.30 PM	<p>Time is over. Stop marking. Close test booklets and remain in your seats till answer sheets of all the candidates have been collected and accounted for.</p>	<p>To be announced by the Invigilator, when the bell for the completion of examination rings.</p>