

No. F. 7/2/2015-EIA(I)/(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.

21/10/15

[Kind Attention: Under Secretary (Admn.)]

Subject: Appointment of Invigilators for conduct of the Combined Defence Services Exam. (II), 2015 to be held on 1/11/2015.

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.720/- (for two sessions) only for servicing employees and for three session Rs.1080/- for the actual day of the examination.

4. 2 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 23.10.2015 by hand/fax.

7. The timings of the examination to be held on Sunday, the 1.11.2015 will be as under:

Reporting Time by Invigilator.... 08.00 A.M. Sharp.

1st Session 09.00 A.M. to 11.00 A.M.
2nd Session 12.00 P.M. to 02.00 P.M.
3rd Session..... 03.00 P.M. to 05.00 P.M.

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

Yours faithfully



(P.C. BISWAS)

Under Secretary

Union Public Service Commission

Tele No.23381132

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

Combined Defence Services Exam. (II), 2015

Ministry Code: 115

Date of Duty:- 01/11/2015

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	S1155	SHRI A.K. YADAV, SO, KRISHI VIHAR	08713/098	RAMANUJAN SARVODAYA KANYA VIDYALAYA, (NEAR LIC OFFICE), MEHRAULI, NEW DELHI-110030 Tel. No.:-011-26644813
2	S1157	SHRI D.S. RAWAT, ASSTT., KRISHI VIHAR	08713/098	RAMANUJAN SARVODAYA KANYA VIDYALAYA, (NEAR LIC OFFICE), MEHRAULI, NEW DELHI-110030 Tel. No.:-011-26644813
3	S1159	SHRI SURINDER SINGH-II, ASSTT., SONEPAT	08206/069	KENDRIYA VIDYALAYA, TAGORE GARDEN, NEAR TAGORE GARDEN METRO STATION, NEW DELHI-110027 Tel. No.:-011-25194036
4	S1167	SHRI AZMAT HUSAIN, ASSTT., KRISHI VIHAR	08073/044	GOVERNMENT BOYS SENIOR SECONDARY SCHOOL, BEGUMPUR (STC / MMTC COLONY), MEHRAULI ROAD, BEHIND AURVINDO COLLEGE, NEW DELHI-110017 Tel. No.:-26855369
5	S1170	SHRI SANJAY SONKAR, SO, KRISHI VIHAR	08073/044	GOVERNMENT BOYS SENIOR SECONDARY SCHOOL, BEGUMPUR (STC / MMTC COLONY), MEHRAULI ROAD, BEHIND AURVINDO COLLEGE, NEW DELHI-110017 Tel. No.:-26855369
6	S1172	SHRI GAUR SINGH RANA, ASSTT., KRISHI VIHAR	08073/044	GOVERNMENT BOYS SENIOR SECONDARY SCHOOL, BEGUMPUR (STC / MMTC COLONY), MEHRAULI ROAD, BEHIND AURVINDO COLLEGE, NEW DELHI-110017 Tel. No.:-26855369
7	S1174	SHRI HARPAL THAKUR, SO, KRISHI VIHAR	08073/044	GOVERNMENT BOYS SENIOR SECONDARY SCHOOL, BEGUMPUR (STC / MMTC COLONY), MEHRAULI ROAD, BEHIND AURVINDO COLLEGE, NEW DELHI-110017 Tel. No.:-26855369

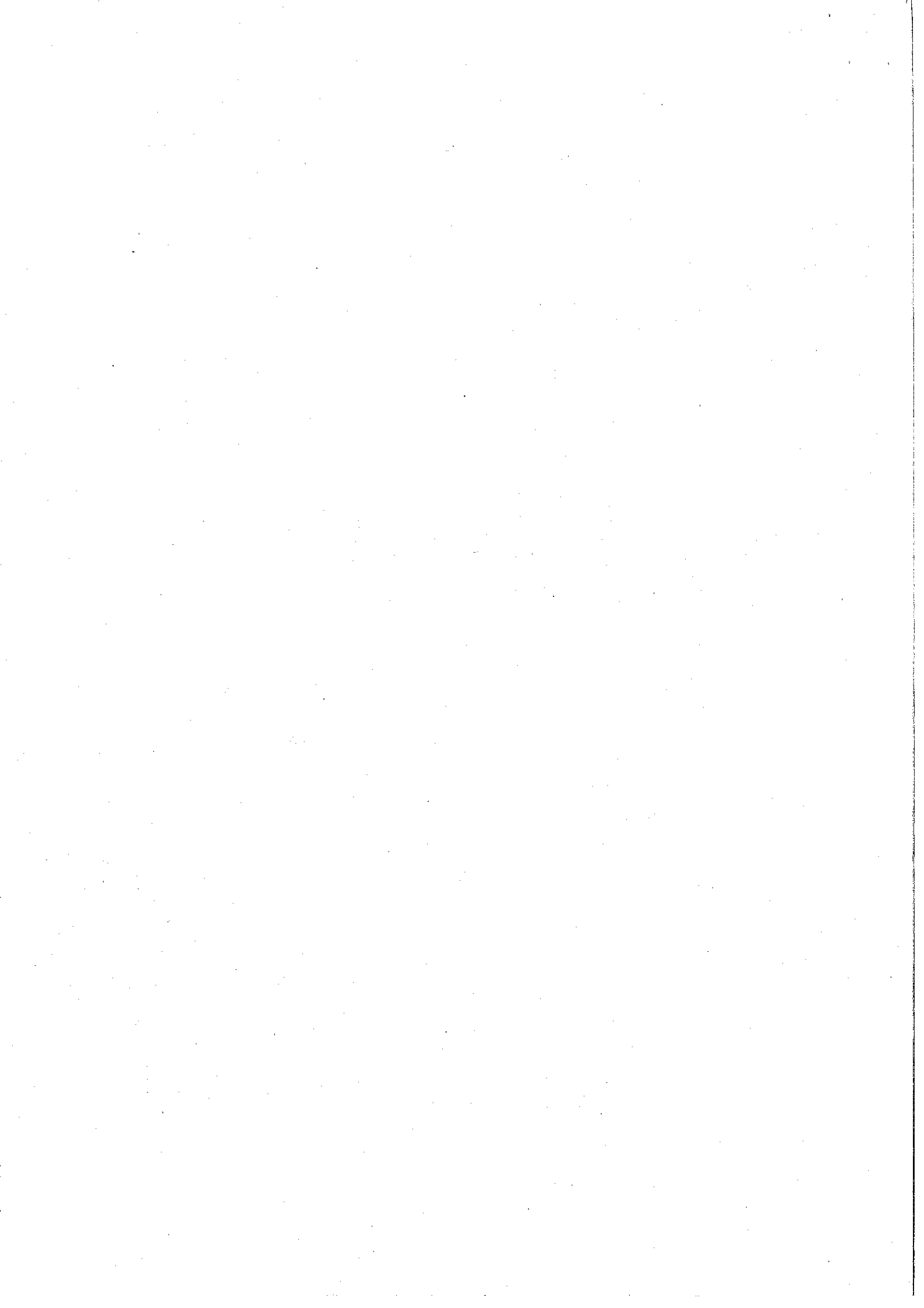
Ministry Name: Indian Council of Agricultural Research,

LIST OF INVIGILATORS

S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
8	S1192	SHRI SATBIR SINGH, ASSTT., KRISHI VIHAR	08073/044	GOVERNMENT BOYS SENIOR SECONDARY SCHOOL, BEGUMPUR (STC / MMTC COLONY), MEHRAULI ROAD, BEHIND AURVINDO COLLEGE, NEW DELHI-110017 Tel. No.:26855369
9	S1193	SHRI NAWAL SINGH, PS, MADANGIR	08713/098	RAMANUJAN SARVODAYA KANYA VIDYALAYA, (NEAR LIC OFFICE), MEHRAULI, NEW DELHI-110030 Tel. No.:011-26644813
10	S1196	SMT. TRIPTA JOSHI, PS, PASCHIMPURI	08206/069	KENDRIYA VIDYALAYA, TAGORE GARDEN, NEAR TAGORE GARDEN METRO STATION, NEW DELHI-110027 Tel. No.:011-25194036
11	S1197	SHRI K.G. MATHEW, SO, PASCHIM VIHAR	08206/069	KENDRIYA VIDYALAYA, TAGORE GARDEN, NEAR TAGORE GARDEN METRO STATION, NEW DELHI-110027 Tel. No.:011-25194036
12	S1198	SHRI MOHAN CHANDER BHATT, ASSTT., KRISHI VIHAR	08073/044	GOVERNMENT BOYS SENIOR SECONDARY SCHOOL, BEGUMPUR (STC / MMTC COLONY), MEHRAULI ROAD, BEHIND AURVINDO COLLEGE, NEW DELHI-110017 Tel. No.:26855369
13	S1200	SMT. RENU CHADHA, ASSTT., VIKASPURI	08721/099	SARVODAYA KANYA VIDYALAYA, A-BLOCK, VIKASPURI, NEW DELHI-110018 Tel. No.:011-25599217
14	S1201	SHRI SANJAY KUMAR-IV, ASSTT., KRISHI VIHAR	08073/044	GOVERNMENT BOYS SENIOR SECONDARY SCHOOL, BEGUMPUR (STC / MMTC COLONY), MEHRAULI ROAD, BEHIND AURVINDO COLLEGE, NEW DELHI-110017 Tel. No.:26855369

LIST OF INVIGILATORS

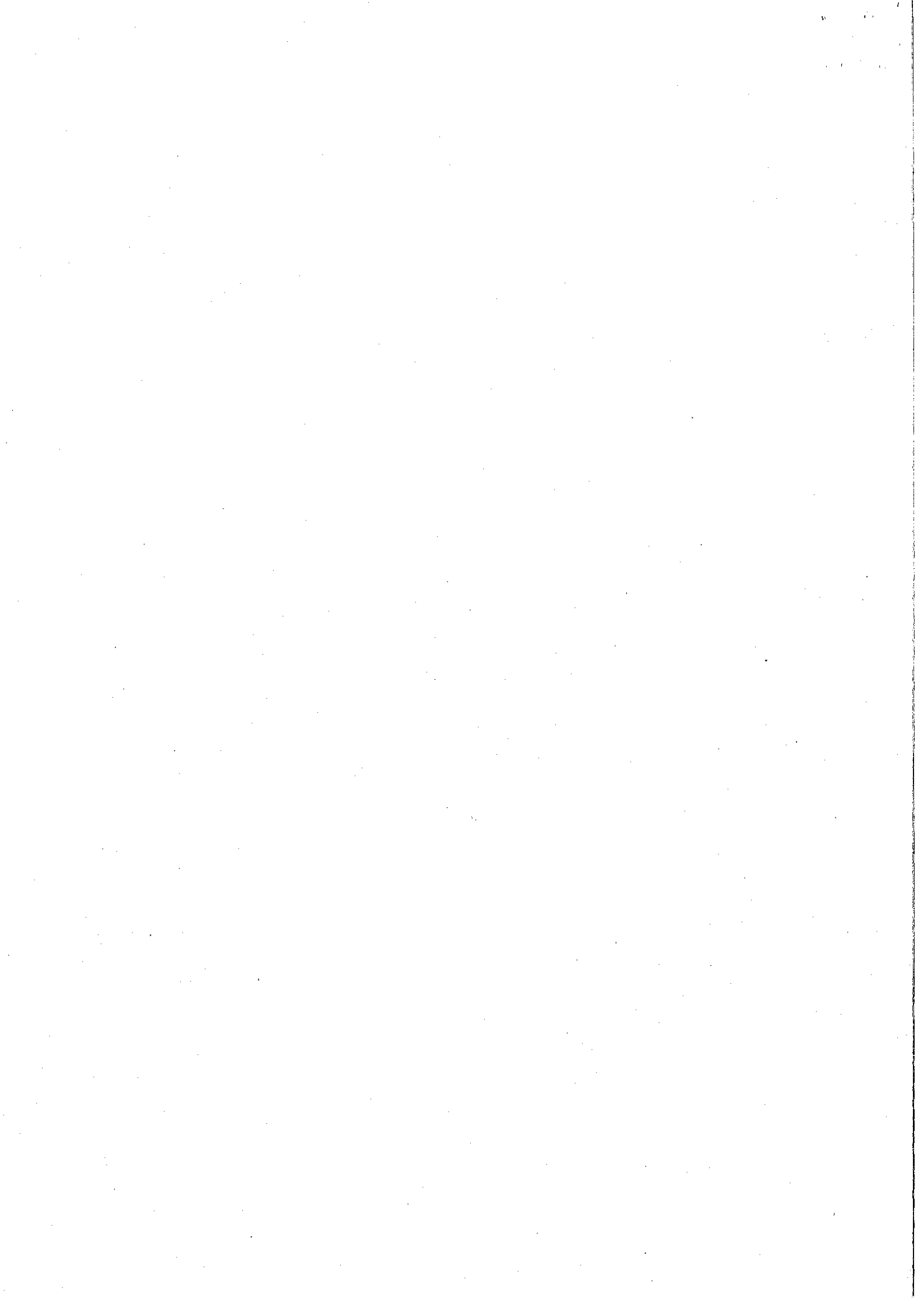
S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
15	S1206	SHRI KAJAL PAL, ASSTT., KRISHI VIHAR	08073/044	GOVERNMENT BOYS SENIOR SECONDARY SCHOOL, BEGUMPUR (STC / MMTC COLONY), MEHRAULI ROAD, BEHIND AURVINDO COLLEGE, NEW DELHI-110017 Tel. No.:-26855369
16	S1213	SHRI RAJENDER KUMAR KUKREJA, ASSTT., SONEPAT	08206/069	KENDRIYA VIDYALAYA, TAGORE GARDEN, NEAR TAGORE GARDEN METRO STATION, NEW DELHI-110027 Tel. No.:-011-25194036
17	S1214	SHRI S.S. RANA, ASSTT., KRISHI VIHAR	08713/098	RAMANUJAN SARVODAYA KANYA VIDYALAYA, (NEAR LIC OFFICE), MEHRAULI, NEW DELHI-110030 Tel. No.:-011-26644813
18	S1216	SMT. MANJU SHARMA, PA, INDERPURI	08721/099	SARVODAYA KANYA VIDYALAYA, A-BLOCK, VIKASPURI, NEW DELHI-110018 Tel. No.:-011-25599217
19	S1218	SHRI SURESH KUMAR SHAMI, PS, VIKRANT ENCLAVE	08721/099	SARVODAYA KANYA VIDYALAYA, A-BLOCK, VIKASPURI, NEW DELHI-110018 Tel. No.:-011-25599217
20	S1222	SHRI RAKESH KUMAR, SO, PATEL NAGAR	08721/099	SARVODAYA KANYA VIDYALAYA, A-BLOCK, VIKASPURI, NEW DELHI-110018 Tel. No.:-011-25599217
21	S1223	SHRI RAM SINGH, ASSTT., KRISHI VIHAR	08713/098	RAMANUJAN SARVODAYA KANYA VIDYALAYA, (NEAR LIC OFFICE), MEHRAULI, NEW DELHI-110030 Tel. No.:-011-26644813



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
22	S1229	SHRI RAJIV KUMAR, ASSTT., UTTAM NAGAR	08721/099	SARVODAYA KANYA VIDYALAYA, A-BLOCK, VIKASPURI, NEW DELHI-110018 Tel. No.:-011-25599217
23	S1231	SHRI VIKRAM SAINI, PA, MUNDKA	08206/069	KENDRIYA VIDYALAYA, TAGORE GARDEN, NEAR TAGORE GARDEN METRO STATION, NEW DELHI-110027 Tel. No.:-011-25194036
24	S1233	SHRI HARI OM, PS, DWARKA	08721/099	SARVODAYA KANYA VIDYALAYA, A-BLOCK, VIKASPURI, NEW DELHI-110018 Tel. No.:-011-25599217
25	S1240	SHRI NAND KISHORE, ASSTT., KRISHI VIHAR	08073/044	GOVERNMENT BOYS SENIOR SECONDARY SCHOOL, BEGUMPUR (STC / MMTC COLONY), MEHRAULI ROAD, BEHIND AURVINDO COLLEGE, NEW DELHI-110017 Tel. No.:-26855369
26	S1242	SHALINI JAYARAJ, SO, PITAMPURA	08206/069	KENDRIYA VIDYALAYA, TAGORE GARDEN, NEAR TAGORE GARDEN METRO STATION, NEW DELHI-110027 Tel. No.:-011-25194036
27	S1251	SHRI ANAND SINGH, ASSTT., KRISHI VIHAR	08073/044	GOVERNMENT BOYS SENIOR SECONDARY SCHOOL, BEGUMPUR (STC / MMTC COLONY), MEHRAULI ROAD, BEHIND AURVINDO COLLEGE, NEW DELHI-110017 Tel. No.:-26855369
28	S1254	SHRI SATINDER SINGH GUSAIN, ASSTT., KRISHI VIHAR	08073/044	GOVERNMENT BOYS SENIOR SECONDARY SCHOOL, BEGUMPUR (STC / MMTC COLONY), MEHRAULI ROAD, BEHIND AURVINDO COLLEGE, NEW DELHI-110017 Tel. No.:-26855369



LIST OF INVIGILATORS

S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
29	S1256	SHRI ANIL SINGH RAWAT, ASSTT., LAXMI BAI NAGAR	08713/098	RAMANUJAN SARVODAYA KANYA VIDYALAYA, (NEAR LIC OFFICE), MEHRAULI, NEW DELHI-110030 Tel. No.:-011-26644813
30	S1258	SHRI UPENDER MEHTA, ASSTT., KRISHI VIHAR	08073/044	GOVERNMENT BOYS SENIOR SECONDARY SCHOOL, BEGUMPUR (STC / MMTC COLONY), MEHRAULI ROAD, BEHIND AURVINDO COLLEGE, NEW DELHI-110017 Tel. No.:-26855369
31	S1260	SHRI BHAGWAT SINGH, ASSTT., KRISHI VIHAR	08713/098	RAMANUJAN SARVODAYA KANYA VIDYALAYA, (NEAR LIC OFFICE), MEHRAULI, NEW DELHI-110030 Tel. No.:-011-26644813
32	S1264	SMT. B. RAJESHWARI NAIR, SO, KRISHI VIHAR	08713/098	RAMANUJAN SARVODAYA KANYA VIDYALAYA, (NEAR LIC OFFICE), MEHRAULI, NEW DELHI-110030 Tel. No.:-011-26644813
33	S1267	SMT. JASVINDER KAUR, ASSTT., PALAM	08721/099	SARVODAYA KANYA VIDYALAYA, A-BLOCK, VIKASPURI, NEW DELHI-110018 Tel. No.:-011-25599217
34	S1273	SMT. SARLA PANWAR, ASSTT., PANKHA ROAD	08721/099	SARVODAYA KANYA VIDYALAYA, A-BLOCK, VIKASPURI, NEW DELHI-110018 Tel. No.:-011-25599217
35	S1279	SHRI ZILE SINGH, ASSTT., MUNDKA	08206/069	KENDRIYA VIDYALAYA, TAGORE GARDEN, NEAR TAGORE GARDEN METRO STATION, NEW DELHI-110027 Tel. No.:-011-25194036

C.D.S. Examination (ID.2015)
INSTRUCTIONS TO INVIGILATORS
(FOR OBJECTIVE TYPE EXAMINATION)

Carefully read following instructions and follow them strictly. Please do not bring mobile phones in the Examination hall.

1. 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.i) The Commission have now introduced the facility of generating e-Admission Certificate. Therefore Admission Certificate have not been issued to candidates by Post. The candidates can download their Admission Certificate from the UPSC website and report at the venue with e-Admission Certificate. They are to be allowed to write the examination after verifying their identity with reference to the photograph and facsimile signature printed in the Attendance List.

ii) No candidate will ordinarily be allowed to take the examination unless he holds an e-Admission Certificate for the examination. However, the candidates who do not produce e-Admission Certificate should be allowed to write the examination after getting a written "Undertaking" from them that they are appearing in the examination at their own risk. These candidates are required to furnish their passport size photograph and also produce some identity proof viz. I-card, Voter I-card, Driving License, etc. to the Supervisor. Such candidates should also be asked to produce downloaded e-Admission Certificate in the next session of the examination.

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

- ❖ No candidate should be admitted to the examination hall after Ten minutes of the scheduled time of commencement of the examination/paper in each session. No functionary has any discretion in this regard.
- ❖ No candidate should be allowed to leave the examination hall until expiry of the full allotted time for the paper.
- ❖ No candidate should be allowed to go to the toilet during last 30 minutes of the examination in each session.
- ❖ 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.

iv) In the following cases, candidates may be allowed to appear in the examination on receipt of a written undertaking (addressed to Secretary, UPSC, New Delhi) indicating therein the circumstances and stating that he is appearing in the examination at his own risk :-

- (a) **Candidate has valid e-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.

- (b) **In case there is disparity between the photo of the candidate as printed in the e-admission certificate and Attendance lists and actual physical appearance.**

The candidate should be allowed to take examination with undertaking subject to production of proof of identity such as identify-card or Voter identity-card or Passport or Driving License. He should be asked to produce photograph on the same day in next session, which should then be fixed on the undertaking and signed by the candidate and attested by the Invigilator and Supervisor.

- (c) **If a candidate who is absent in the first session, reports for the examination in second session.**

He may be allowed to appear in the second session. Attendance list should be got filled accordingly.

4. Mobile phones and such IT Gadgets 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. Candidates should leave the above items at a specified place at the entrance of the building under the charge of the watchman. Any infringement of the above instructions by candidates will entail disciplinary action including ban from future examinations.

5. Candidates are advised not to bring any valuables/costly items to the Examination Halls, as safe keeping of the same cannot be assured. Commission will not be responsible for any loss in this regard.

6. Following requirements are to be supplied to each candidate:-

OMR ANSWER SHEET - ONE SHEET PER CANDIDATE

Supply of rough sheets to candidates has been discontinued. Two pages have been provided at the end of each Test Booklet for rough work

Invigilator should encode with **black ball point pen** the series of the Test Booklets and also append his/her signature/initials at the appropriate space provided in the OMR answer sheet (left hand corner bottom) after verifying the entries made by the candidate in the answer sheet.

7. Test booklet will be delivered to Invigilator five minutes before the commencement of examination in each session. **Test booklets should relate to the subject(s) to which the candidates under his charge have been admitted. Also ensure test booklets are properly arranged as per test booklet series indicated in the seating plan handed over to him by the Supervisor.**

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. 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 commencement of exam, if any candidate brings to notice any defect in his test booklet, the matter be reported to the supervisor immediately for replacement of the defective test booklet with another booklet of the same series. Necessary correction with regard to Serial No. of the test booklet is to be made by the candidate in the Attendance list.

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

12 (i) The Commission has introduced Scannable Attendance list of candidates for its examination. 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 OMR Answer Sheet. 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.

(ii) 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, 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' Ballpoint pen against their columns. After darkening the oval inscribed 'P' and marking the relevant entries in relevant columns, the candidate is required to append his signature in 'Black' ball point pen in the presence of Invigilator.

13. 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 and also append his signature for such candidates in 'black' ball point pen. After getting each sheet of the list completed, the invigilator is also required to sign the Attendance List in the space provided for these purpose in token of his confirmation of the identification of the candidate and also verifications of the relevant particulars entered by the candidate in the Attendance List.

14. 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 OMR answer sheet number, test booklet series, serial number and also darkened the oval inscribed "P" and obtained the signature in token of his attendance in the relevant columns of the attendance list. Thereafter, invigilator should sign the attendance list with black ball point pen.**

15. Invigilators should remain alert and should not engage himself in conversation with other Invigilators. He 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 himself in disorderly or improper conduct and violates such further instructions as may be administered in the Examination Hall by the Supervisor/Invigilator.

16. 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 representation candidate should indicate name of examination, his 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.

17. Candidate(s) will mark responses himself in the OMR 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.

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

19. 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 during the currency of examination.

20. 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.

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

22. Close the doors of examination room/hall 5 minutes before the conclusion of the session. Candidates should not be allowed to leave examination room/hall until answer sheets from all candidates have been collected and accounted for.

23. After expiry of the full allotted time, collect answer sheets from all candidates and hand over to Supervisor immediately. Invigilators will be personally responsible for loss or misplacement of any answer sheet.

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

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IMPORTANT ANNOUNCEMENTS

Time	Announcement	Remarks
8:30 A.M	<i>Attention please. Mobile phones or such IT Gadgets, pagers or any other communication device are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions will entail disciplinary action including ban from future examinations. Candidates are also advised not to bring any valuables/costly items to the examination halls, as safe keeping of the same cannot be assured. Commission will not be responsible for any loss in this regard.</i>	To be made by Asstt. Supervisor over public address system before commencement of the examination / allowing entry to the candidates inside examination premises.
08:45 A.M. (FIRST SESSION)	<i>Ensure you have no unauthorized books or papers or calculator or mobile phone with you (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.)</i>	To be made by one of the Invigilators after the candidates have taken their seats in each session.
11:45 A.M. (SECOND SESSION)	<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. (Invigilators will now distribute the answer sheets to the present candidates.)</i>	
02:45 P.M. (THIRD SESSION)	<p><i>Candidate should note that any omission/mistake/ discrepancy in encoding/filling in the OMR Answer Sheet especially with regard to Roll Number and Test Booklet series code, will render the Answer Sheet liable for rejection.</i></p> <p>Fill in with Black Ball Point Pen in the top line of the answer sheet:-</p> <ol style="list-style-type: none"> <i>Name of centre</i> <i>Name of subject</i> <i>Subject code</i> <i>Your roll number (exactly as it is given in your admission certificate including zeroes, if any, prefixed to your roll number.)</i> <p>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).</p>	

	<p>Answers may be marked by blackening completely the correct circle (a or b or c or d) <u>with Black Ball Point Pen</u> as per example given in the answer sheet. Ink pen is not to be used as it may create smudges on the answer sheet which may interfere with the mechanical scoring of the answer sheet.</p> <p>You will shortly be getting the test booklet. Do not open the test booklet until signal for commencement is given. On receiving test booklet make sure that it relates to the subject to which you have been admitted. Write your roll number in 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 at the end of each test booklet for rough work. No separate rough sheet will be provided for rough work.</p> <p>Please encode booklet series with Black Ball Point Pen at 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>	To be made by one of the Invigilators three minutes before the commencement of examination in each session.
09:00 A.M. 12:00 Noon 03:00 P.M.	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.	The Invigilator should announce after the bell at the <u>start of the examination</u> in each session.
10:00 A.M. 01:00 P.M. 04:00 P.M.	Half time is over.	There would be a bell at half time. Announcement to be made by the Invigilator.
10:55 A.M. 01:55 P.M. 04:55 P.M.	Five minutes left.	Warning bell to be rung five minutes before the closing time. Announcement to be made by the Invigilator. Doors of all rooms/halls to be closed.
<u>11:00 A.M.</u> 02:00 P.M. 05:00 P.M.	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.	To be announced by the Invigilator, when the bell for the completion of examination rings.

Common mistakes on the part of Invigilators/Supervisors observed on receipt of answer sheets/OMR sheets in UPSC

1. The Invigilators while signing on the OMR sheet does not ensure correctness of the Roll No., Test Booklet series, subject code filled in by the candidates.
2. Invigilators while signing the OMR sheet do not fill the series of the test booklet used by the candidates correctly in column to be filled by Invigilators (Left hand corner bottom).
3. Invigilators while signing the Attendance List do not ensure correctness of test booklet series used by the candidates.
4. Invigilators while signing the Attendance List do not ensure encoding of Test Booklet serial number and Answer Sheet serial number/Litho Code number by the candidates in the Attendance List.
5. In case the candidate is absent, the Invigilators do not ensure that Answer Sheet serial number and Test Booklet series is not marked in the Attendance List.
6. Invigilators do not ensure marking of attendance against appropriate Roll No.
7. Used Answer Sheets (OMR sheets) are sent back along with unused OMR sheets.
8. Used Answer Sheets (OMR sheets) are sent back along with Attendance Lists.
9. Supervisors do not count the OMR sheets and do not fill up attendance No. on the OMR sheet correctly and ensure matching of the count.

