

## **UNION PUBLIC SERVICE COMMISSION**

### **SPECIAL CLASS RAILWAY APPRENTICES'-2015 EXAMINATION TO BE HELD ON DATED 18.01.2015 (ONE DAY THREE SESSION OBJECTIVE TYPE PAPERS)**

#### **INSTRUCTIONS FOR INVIGILATORS**

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 arrive 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 Invigilator should obtain from the Supervisor's Office, before commencement of the examination, sufficient number of Answer sheets and copy of seating plan with series of test booklets marked thereon 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. 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/slide rules/ Logarithmic or other tables or stencils of maps or 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.

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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.

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, mobile phone etc. outside before entering the Examination Hall/Room.

4.4 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 anyone else have no discretion in this regard.

4.5 Immediately after the candidates have taken their seats, OMR sheets may be distributed to those candidates only who are seated in the Examination Hall/Room. No OMR sheet should be left on the tables which have not been occupied by the candidates. Thereafter, instructions should be read out to the candidates and they may be asked to follow these.

4.6 The Test Booklets will be delivered to him/her by the Supervisor in the Examination Hall/Room five minutes before commencement of the examination in each session. On receipt of the Test Booklets, he/she should check up that these relate to the subject to which the candidates under his/her charge have been admitted in that particular session. He/she should also ensure that the Test Booklets supplied to him/her are adequate in number and are properly arranged. In case the Test Booklets are not arranged these may be arranged according to the spare copy of the seating plan containing Roll Numbers of candidates together with Test Booklets series to be issued to each one of them.

4.7 The Supervisor will arrange seats in such a manner that each vertical row has 6 or 10 or 14 or so seats only. It may kindly be ensured that every alternate vertical row starts with either A or C series booklet. Each table/desk should bear Roll Number of the candidate and NOT series of Test Booklets.

4.8 The Test Booklets are to be distributed in vertical rows three minutes before commencement of the examination to only those candidates who have occupied their seats in the examination hall/room. No Test Booklet should be left on the tables not occupied by the candidates. Please exercise utmost care to ensure that Test Booklets of correct series are issued to all the candidates, whether they come on time or late (within ten minutes of the commencement of the session).

4.9 For convenience of the invigilators a specimen plan for distribution of Test Booklets to the candidates are indicated below:-

First Row	Second Row	Third Row	Fourth Row or so on
A	C	A	C
B	D	B	D
C	A	C	A
D	B	D	B
A	C	A	C
B	D	B	D

4.10 If the Test Booklet issued to a candidate is found to be defective the Invigilator should have it replaced by any other Test Booklet of the same series.

4.11 It may please be noted very carefully that before issuing the Answer Sheets to the candidates the Invigilator should append his/her initials with black ball point pen in the rectangle provided for this purpose in each Answer Sheet (left hand corner bottom).

4.12 He/She should not append his/her initials on spare Answer Sheets.

4.13 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. 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.

4.14 THE INVIGILATORS SHOULD NOT FAIL TO ENCODE WITH black ball point pen THE SERIES OF THE TEST BOOKLET AT THE APPROPRIATE SPACE PROVIDED IN THE ANSWER SHEET (LEFT HAND CORNER BOTTOM)

5.1 The Invigilator should return spare copies of the Test Booklets and OMR sheets to the Supervisor **TEN MINUTES** after commencement of the examination and render an account thereof. He/She should, in no case leave the spare copies of the Test Booklets on the tables or on the desks or anywhere else.

5.2 The unused Test Booklets are required to be sealed by the Supervisor immediately after 10 minutes of commencement of the examination in each session. Thereafter, if any candidate brings to notice any unprinted or torn or missing pages or item(s) etc. in his/her Test Booklet, the matter should be reported to the Supervisor immediately for replacement of defective Test Booklet with another Booklet of the same series.

5.3 The series of Test Booklet once allotted should not be changed after commencement of the examination.

5.4. If it becomes absolutely necessary to replace the Test Booklet or the Answer Sheet of candidate after the requisite data has been entered by him/her in the Attendance List, the Test Booklet of the same series or Answer Sheet should be drawn from the Supervisor. The replaced Test Booklet/Answer Sheet must immediately be deposited with the Supervisor along with a report in the matter. In such an event, it

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must be ensured that the concerned candidate revises the entry already made by him/her in the Scannable Attendance List in his/her own hand and endorses it by putting his/her signature. The revised entry should be verified by the Invigilator.

5.5 No Invigilator should read either the Test Booklets or the script of a candidate in the Examination Hall/Room.

6.1 The candidates have been asked to write with black ball point pen their centre, subject (followed by series of the test booklet in bracket), subject code and roll number at the appropriate space provided on the Answer Sheets. It has to be ensured that the candidates do so only in the space provided for the purpose and do not encroach upon the encoding part of the answer sheet just below the line. The candidates are also required to encode with black ball point pen the roll number, subject code and test booklet series only in the space provided for the purpose in the answer sheet. The Invigilators may please ensure that the above particulars are filled in and encoding done by candidates under their respective charge.

6.2 The Invigilator must check and ensure that the Roll Number written by the candidate on his Answer Sheet should exactly be the same as indicated in the E- Admit card downloaded by the candidate from the Commission's website. All the 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.

6.3 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.

6.4 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.

6.5 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.

6.6 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, he/she 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.

6.7 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.

6.8 After the answer sheets and test booklets have been provided to the candidate, 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 answer sheet serial number, the test booklet series and serial number 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 sheet and test booklet furnished by the candidates.

- 6.9 The Invigilator should refer any case of doubt to the Supervisor at once.
7. 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.
- 8 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.
9. No candidate should be allowed the help of a scribe to write answer for him/her in the Examination Hall.
10. The Invigilator should remain alert in the Examination Hall/Room and attend promptly to the requests of candidates for supply of drinking water etc.
11. 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.
12. 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.
- 13 If a candidate asks a question in regard to any mistake, misprint or ambiguity in a Test Booklet, he/she should be advised to answer the item as it is and to make a representation to the Commission, if he/she so desires, giving his/her name, Roll Number, name of examination, subject, centre, serial numbers and series of test booklet, serial number of the item(s) and nature of mistake / ambiguity. 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.
14. No candidate should be allowed to leave the examination hall/room until expiry of the full allotted time for the paper.
15. No candidate should be allowed to go to the toilet during the last 30 minutes of the examination in each session.

16. 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 test booklet etc. out of the Examination Hall/Room.

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

18. 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.

19. 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.

20. Invigilator will then collect Answer Sheets and verify that everything has been collected and is in order. The Invigilators may please note that they would be personally held responsible for the loss or misplacement of any Answer Sheet.

21. 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 thereon.

22. After the collection of Answer Sheets, the Invigilator should, without loss of time proceed to the Supervisor's room for handing over the Answer Sheets to the Supervisor.

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 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.

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