

# **N.D.A. & N.A. EXAMINATION (I), 2016**

## **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. On reaching the venue in the morning, please deposit your mobile phone with the Supervisor and get it returned only after despatch of sensitive material for the second session of the examination. ▽

1. Report to the supervisor one hour before commencement of paper. Ascertain room/hall and name of fellow invigilator where duty is to be performed. They have to ensure that none of them is in possession of mobile phone/communication device with in the venue. As soon as they reach the venue, the **mobile phone/communication devices are to be deposited by the invigilators to the safe custody of supervisor** and are to be returned to them after completion of packing of sensitive material for the last session of the examination.

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.

3.1) The Commission have made available 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. In case you have any doubt about the possibility of **impersonation/fake identity card**, please **bring it to the notice of Supervisor** immediately so that he/she could report the matter to **UPSC Control Room forthwith**.

ii) No candidate will ordinarily be allowed to take the examination unless he holds and e-Admission Certificate for the examination. However, the candidates who do not produce e-Admission Certificate but whose names figure in the Scannable Attendance List 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 Supervisors. Such candidates should also be asked to produce downloaded e-Admission Certificate in the next session of the examination.

lii) Candidates with e-Admission Certificate 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 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.

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 apparently valid e-Admission Certificate but name is not included in the Attendance list.**

The matter should be brought to the notice of Supervisor IMMEDIATELY who should inform the UPSC Control Room forthwith and send a copy of the e-Admission Certificate by Fax/e-mail for verification of its authenticity simultaneously, necessary entries regarding the Roll No. and name should be made in the blank page of Attendance list given at the end and photograph and signature of the candidate appended. A photocopy of the e-admission certificate should be taken and the candidate's signature be obtained on it. An undertaking and copy of Identity Proof may also be obtained from the candidate. The Supervisor should send a report along with these documents to UPSC. This procedure be followed for each session of the examination.

- (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 etc. 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. **However, cases of impersonation, if any, may be brought to the notice of Supervisor who should contact the UPSC Control Room immediately.**

- (c) 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. ~~Cameras, 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 above items at specified place at the entrance of the building under the charge of the watchman. Any infringement of above instructions by candidates will entail disciplinary action including ban from future examinations.

**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 phones with them in the Exam. Hall/room**

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 in each session:-

**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.

Before issuing answer sheets, invigilator should append his/her initials at the appropriate space provided in the OMR answer sheet (left hand corner bottom).

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/her charge have been admitted. Also ensure test booklets are properly arranged as per test booklet series indicated in the seating plan.**

8. Test booklets be distributed to present candidates 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 commencement of exam, **if any candidate brings to notice 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 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 answer sheet (left hand corner bottom).**

12 (i) The Commission has introduced Scannable Attendance list of candidates for this 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 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.

(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' Ball point 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 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. Candidates are not permitted to leave the /room will expiry of the full allotted time.
16. During the course of the examination, the Invigilator should be careful and vigilant about any suspicious activities of the candidates particularly of the use of Bluetooth/small cameras SIM cards fitted on watches, pens etc. used by the candidates for cheating.
17. 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.
18. No candidate is allowed to go to the toilet during the 30 minutes of the examination.
19. Invigilators should close all doors of the examination hall/room five minutes before conclusion of the examination in each session and allow the candidate to leave only after all the Answer Sheets have been collected and accounted for. **If a candidate goes away from the examination room/hall without depositing his /her OMR answer sheet, responsibility will be fixed and the Invigilator concerned shall be made subjected to penal action for such laxity. Further, the attendance number on the used OMR sheets are NOT to be assigned by the Invigilators. It should be filled by the Supervisor only.**
20. The answer sheets collected from all candidates should be handed over to Supervisor Immediately. Invigilators will be personally responsible for loss or misplacement of any answer sheet.
21. 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.
22. 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.
23. Candidate(s) will mark responses himself 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.

24. 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.
25. 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 permitted to visit the examination venue is strictly prohibited
26. 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.
27. Invigilators should refer any case of doubt to the Supervisor at once.
28. 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.
29. All cases of infringement of instructions should be brought to the notice of the Supervisor in writing.

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# IMPORTANT ANNOUNCEMENTS

(By Assistant Supervisor/ Invigilators)

Time	Announcement	Remarks
9:30 A.M.	<p><b>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.</b></p>	To be made by Asstt. Supervisor over public address system before commencement of the examination / allowing entry to the candidates inside examination premises.
09:45 A.M. (F.N. SESSION)	<p><b>Ensure you have no unauthorized books or papers or calculator or mobile phone with you</b> (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>	To be made by one of the Invigilators after the candidates have taken their seats in each session.
01:45 P.M. (A.N. SESSION)	<p><b>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.</b> (Invigilators will now distribute the answer sheets to the present candidates.)</p> <p><b>Fill in with Black Ball Point Pen in the top line of the answer sheet:-</b></p> <ul style="list-style-type: none"> <li>d) Name of centre</li> <li>e) Name of subject</li> <li>f) Subject code</li> <li>d) Your roll number (exactly as It is given in your admission certificate including zeroes, if any, prefixed to your roll number.)</li> </ul> <p><b>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.</b></p> <p><b>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).</b></p>	

	<p><b>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 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.</b></p> <p><b>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.</b></p> <p><b>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).</b></p> <p><b>After the test is over, return the answer sheet. You are free to take away the test booklet.</b></p>	<p>To be made by one of the Invigilators three minutes before the commencement of examination in each session.</p>
<p>10:00 A.M.</p> <p>02:00 P.M.</p>	<p><b>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.</b></p>	<p>The Invigilator should announce after the bell at the start of the examination in each session.</p>
<p>11:15 A.M.</p> <p>03:15 P.M.</p>	<p><b>Half time is over.</b></p>	<p>There would be a bell at half time. Announcement to be made by the Invigilator.</p>
<p>12:25 P.M.</p> <p>04:25 P.M.</p>	<p><b>Five minutes left.</b></p>	<p>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.</p>
<p><u>12:30 PM</u></p> <p>04:30 PM</p>	<p><b>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.</b></p>	<p>To be announced by the Invigilator, when the bell for the completion of examination rings.</p>