



EXAMINATION BRANCH

INSTRUCTIONS TO THE OBSERVERS

I Before Conduct of Examinations:

- 1) You are required to collect Examination material from the Examination Branch before proceeding to the city where ET Centre is allotted.
- 2) You are required to handover the Examination material to the Centre Superintendent upon arrival in the city/town where ET is conducted, to keep it safe.
- 3) You are required to visit the ET Centre a day before the ET and in consultation with the Centre Superintendent must inspect and supervise the arrangements made in the ET Centre.
- 4) In case of candidates not receiving the Hall Tickets, you are required to request the Centre Superintendent to issue duplicate Hall Tickets to the candidates on production of an identical passport size photograph (as pasted in the Hall Ticket) and a photo I-Card.
- 5) You are required to meet all the Invigilators and explain to them procedure to carry out the examination invigilation in fair and honest manner.
- 6) You are required to explain to the invigilators how to have the OMR Sheets filled from the candidates, his/her hall ticket no, programme, category and admission sought in the University College.

II On the Day of Examination:

- 7) You are required to be at the Centre an hour and a half before the commencement of the ET.
- 8) You are required to carry the ET material along with the Centre Superintendent to the ET Centre and have it opened in the presence of the Centre Superintendent just before the ET. (The examination material should be opened by the Centre Superintendent.)
- 9) You are required to see that the invigilators shall give OMR Sheet to the students 30 minutes before the commencement of the ET.



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- 10) The Packet of the Question Paper Booklets ought to be opened 10 minutes before the commencement of the ET.
- 11) After the ET, you are necessarily required to have all the OMR Sheets and D-Forms packed and brought back to submit them in the Examination Branch.
- 12) You are required to report to the CoE, any matter you feel necessary.

III After the Conduct of Examination:

- 13) The Observers are required to return at the earliest to the Headquarters.
- 14) The Observers are required to handover the following to the Examination Branch and obtain receipt:
 - i) D-Forms
 - ii) Used OMR Sheets
 - iii) Unused OMR Sheets
 - iv) Copy of the Hall Tickets
 - v) Details of Malpractice Cases (if any)
 - vi) Observer's Report
 - vii) Observer's TA/DA Bill.