

**INSTRUCTIONS TO ASSIST. SUPERINTENDENTS (INVIGILATORS)**

- The Asst. Supdts. must be present 30 Minutes before commencement of Exams every day.
- Collect the material like Students Attendance, seating plan, Main answer books, Additional etc. from Examination branch.
- Asst. Supdts. must compulsory wear photo Identity cards .
- Answer books and OMR cards must be issued only after verifying the Hall Ticket and Identity of the Candidate.
- Collect the Hall Tickets and return them at the end of exam.
- In case of Impersonation immediately inform the Chief Supdt. for further action.
- No Student should be permitted to enter the Exam hall after Half - an -hour and should not leave the Exam hall with Question paper before 2 1/2 Hours.
- Ensure that candidate should not write his name or Regd. No. in the answer book and Additional.
- Obtain the signature of the student on the Barcoded sheet without fail, cover the pins with sticker compulsorily, Invigilator will be responsible for any deviation.
- After the first half - an- hour Asst. Supdts. must handed over the absentee particulars along with unused OMR cards, main answer books, Question papers.
- Be Vigilant in the Examination - hall. The Candidate may use forbidden material while writing Exam.
- Do not encourage Mal-Practice. Asst.Supdts. are liable to be punished in case of encouraging M.P. cases
- Assist the squad member / D.O. / Custodian while booking the M.P. cases. Give your explanation whenever necessary.
- "The end " must be written on the answer scripts after the completion of all answers. Strikeoff wherever required.
- Finally handed over the answer books subject and media wise separately at the reception counters.

**WISH YOU ALL THE BEST**