

F. No.: 1/55/2022-EIA (CS)/(110)

Union Public Service CommissionDholpur House, Shahjahan Road,

New Delhi-110069

To

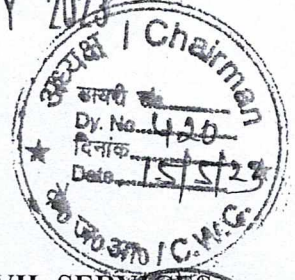
The Secretary to the Govt. of India,  
Central Water Commission,  
3rd Floor, Sewa Bhawan,  
R.K. Puram,  
New Delhi-110066.

[Kind Attention: Joint Secretary(Admn.)]

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CE (HRM)

- 8 MAY 2023



**Subject: Appointment of Assistant Supervisors & Invigilators for conduct of the CIVIL SERVICES (PRELIMINARY) EXAMINATION, 2023 to be held on 28-05-2023.**

Sir/Madam,

Secy (CWC) / Dir (Admn.) / Dir (E-II) / Dir (E-III)



I am directed to forward herewith a list of officers working in your Ministry/Department appointed as Assistant Supervisors and Invigilators for the conduct of the examination mentioned above. The place of duty has been indicated 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 timely at the time indicated and to contact the Supervisor. Under no circumstances should an officer be allowed to withdraw from Supervision /Invigilation duties without the Ministry/Deptt. making alternative arrangements. Changes in Supervision /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 information and record.

2. As the requirement of Assistant Supervisors /Invigilators for the examination is very large, the services of all the officers indicated by the Commission may kindly be spared, as a special case. The Department of Personnel and Training have issued necessary instructions in this regard.

3. The officers concerned may kindly be informed that in case any of them absents himself/herself from Supervision/Invigilation duty without timely prior intimation to the Union Public Service Commission or arrives at the centre late or is reported by the Venue Supervisor to be non-cooperative or found negligent in his/her duty or his/her performance is otherwise reported to be unsatisfactory, will attract stern action of the Commission apart from debarring in future assignment in UPSC examinations and de-empanelment. The officers concerned may also be informed that their presence is necessary at the time of packing of scripts/examination material after the examination in each session. They are, therefore, advised not to leave the centre without prior intimation to the Venue Supervisor.

4. The Assistant Supervisor will be paid remuneration of Rs. 1800/- for the day of examination and Rs. 900/- for attending the briefing meeting on 27th May, 2023 at the designated venue.

5. The Invigilator will be paid remuneration of Rs. 1600/- for the day of examination and Rs. 800/- for attending the briefing meeting on 27th May, 2023 at the designated venue.

6. If any of the officers, whose services as Assistant Supervisor and Invigilator have been requested for, has any dependent/relation appearing at the above mentioned examination at 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 an Assistant Supervisor finds that any dependent/relation of his/her is a candidate for the examination at Delhi Centre, he/she may kindly be asked not to take up the assignment, under intimation to the Venue Supervisor and the Commission.



7. The Assistant Supervisors and Invilators whose services are being spared may kindly be advised to attend "Briefing Meeting" to be held a day before the examination, i.e., Saturday, the 27th May, 2023 at the venue (place of examination) allotted to them between 11.00 A.M. to 12.00 Noon.

8. For attending the above meeting, remuneration will be paid to them on the day of examination by the Venue Supervisor of the respective sub-centre. The officer concerned may also be informed that the remuneration will be paid to them only if they perform the duty on the day of examination.

The timings of the examination to be held on Sunday, the 28th May, 2023 will be as under:

Forenoon Session ..... 9:30 A.M. to 11:30 A.M.  
Afternoon Session ..... 2:30 P.M. to 4:30 P.M.  
Reporting Time ..... 7:30 A.M.

The timing of briefing meeting to be held at the venue of the examination on Saturday, the 27th May, 2023 will be as under:

Reporting Time ..... 11:00 A.M.  
Meeting Time ..... 11:00 A.M. to 12:00 Noon

9. Copy of "Instruction for Invigilator" for each officers is enclosed for careful study and guidance.

Yours faithfully



(MAHESH KUMAR SINGH )  
Under Secretary  
Union Public Service Commission  
Tele No.23382627 Fax:23387840  
Email:dsea-upsc@gov.in,  
csp.arrangement-upsc@gov.in

**Encl: List of officers deputed for invigilation duty.**

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**Union Public Service Commission**  
**CIVIL SERVICES (PRELIMINARY) EXAMINATION, 2023**

Date Of Duty.: 28/05/2023

Ministry Code : 110

Ministry Name: Central Water Commission,

List of Invigilator/Ast. Supervisor

S NO.	Inv. Code	Elig.	Name of Officer	Venue/d/Sub-Center	Details of Supervisor/Place of Duty
1	S0702	1	Shri. RANJEET KUMAR, PS Mob.9313159844,	08539 /065	DR. RAVINDER SINGH, VICE PRINCIPAL / HOS, SARVODAYA BAL VIDYALAYA, D-BLOCK, NEAR BHAGAT HOSPITAL , (OPPOSITE GURUDWARA & SANATAN DHARAM MANDIR), JANAKPURI NEW DELHI - 110058 , DELHI-110058 Tel:-011-20853065, 9818944342
2	S0703	1	Shri. CHANDRA PRAKASH, SR. STATISTIAL OFFICER Mob.8595472451,	08050 /084	DR. RAJESH KUMAR GUPTA, VICE PRINCIPAL, GOVT. BOYS SENIOR SECONDARY SCHOOL, SHALAMAR VILLAGE, NEAR SHALIMAR BAGH POLICE STATION, SHALIMAR BAGH, DELHI- 110088 , DELHI-110088 Tel:-011-27490321, 7065570012
3	S0704	1	Shri. AMIT KUMAR, ASST. DIRECTOR Mob.7002675491,	08219 /017	SHRI HEERA LAL, VICE-PRINCIPAL , KENDRIYA VIDYALAYA, MASJID MOTH, SECTOR - III, SADIQ NAGAR, NEAR SAMA HOSPITAL, SIRI FORT ROAD, NEW DELHI-110049 , DELHI- 110049 Tel:-011-26258370, 9932570004
4	S0705	1	Shri. GOPAL CHANDRA DAS, ASO Mob.8285424547,	08539 /065	DR. RAVINDER SINGH, VICE PRINCIPAL / HOS, SARVODAYA BAL VIDYALAYA, D-BLOCK, NEAR BHAGAT HOSPITAL , (OPPOSITE GURUDWARA & SANATAN DHARAM MANDIR), JANAKPURI NEW DELHI - 110058 , DELHI-110058 Tel:-011-20853065, 9818944342
5	S0707	1	Shri. SARWAR, DEO-D Mob.9911447868,	08249 /125	SHRI R.R.P. SINHA, PRINCIPAL, SARVODAYA VIDYALAYA, NEAR POST OFFICE, SECTOR - 7, ROHINI, DELHI-110085 , DELHI-110085 Tel:-NA, 9871076253
6	S0708	1	Shri. SHUBHAM GAUD, STENO Mob.8979077421,	08398 /064	MRS. KIRANBALA, VICE PRINCIPAL, SARVODAYA KANYA VIDYALAYA, PUSHP VIHAR, SECTOR-1, (NEAR DISTT. COURT SAKET), NEW DELHI-110017 , DELHI-110017 Tel:-011- 29565739, 9873429484
7	S0709	1	Shri. RAKESH KUMAR DHAKAR, JR. STATISTICAL OFFICER Mob.8104777333,	08305 /112	SHRI PRAMOD KUMAR SHARMA, VICE-PRINCIPAL, GOVT. BOYS SENIOR SECONDARY SCHOOL, RAJOKARI, NEAR SHIV MANDIR, RAJOKARI VILLAGE, NEW DELHI-110038 , NEW DELHI-110038 Tel:-011-24125836, 9868233441

Note:- Elig. 1-Invigilator, 2- Asst. Supervisor



# UNION PUBLIC SERVICE COMMISSION

## INSTRUCTIONS FOR INVIGILATORS

CAREFULLY READ FOLLOWING INSTRUCTIONS AND FOLLOW THEM STRICTLY, PLEASE DO NOT BRING MOBILE PHONES AND SUCH I.T. GADGETS IN THE EXAMINATION HALL. DEPOSIT YOUR MOBILE PHONES WITH THE SUPERVISORS IMMEDIATELY AFTER REACHING THE VENUES IN THE MORNING FOR SAFE CUSTODY. IF IT IS FOUND THAT THE INVIGILATOR HAS NEGLECTED HIS DUTIES, THE COMMISSION WILL, IN ADDITION TO OTHER ACTION, DEBAR HIM/HER FROM DEPLOYMENT IN FUTURE EXAMINATION CONDUCTED BY IT.

1. Report to Supervisor Two hour before commencement of paper; ascertain Room/Hall, no. of candidates, their Roll Nos. and name(s) of fellow Invigilator(s), where duty is to be performed.
2. Obtain the required number of OMR Answer Sheets, packets of Test Booklets and packet cutter for opening these packets, Scannable Attendance Lists, Seating Plan with series of Test Booklets marked there on and other requirements, if any, from the Supervisor. Account of these articles is to be rendered to the Supervisor after conclusion of the paper. Tally Roll Nos. 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 Invigilators must immediately proceed to their respective Examination Hall/Room after receiving aforesaid items including the small sealed packet(s) of Test Booklets and the packet cutter for opening these packet(s) (referred to in para 2 above) from the Supervisor. Once the Examination is over, the packets cutter must be returned to the Supervisor for its safe custody.
4. Invigilator(s) will open these sealed packet(s) of Test Booklets containing 12 Test Booklets in their allotted Examination Halls/Rooms 5 MINUTES before the commencement of the Examination (in each session) and verify that the number of Test Booklets is in order and in accordance with the details indicated on the packet(s),
5. In case any discrepancy in the number of Question Booklets in the small packet(s) is noticed by the Invigilator(s), the same be brought to the notice of the Venue Supervisor immediately, who should forthwith bring it to the notice of Control Room in UPSC without affecting the actual conduct of the examination and distribution of question papers to the candidates in the Examination Halls/Rooms.

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6.1 The candidates are not allowed to use or even to keep with them their own books/charts/electric slide rules/Logarithmic or other tables or stencils of maps in the examination hall.

6.2 The candidates are also not allowed to bring Mobile phones and such I.T. Gadgets or anyother equipment capable of being used as a communication device or cameras/spy cameras to the examination premises i.e. building where the examination is to be conducted. Any infringement of these instructions by the candidate will entail disciplinary action including ban from future examination. Announcement to the above effect should be made before the start of exam. Carrying of Mobile/Cellular phones by examination functionaries in Examination Hall/Room or in the room where Packets will be opened is also strictly prohibited.

6.3 The Invigilators should ensure that the candidates leave their books, note books, etc. outside before entering the Examination Hall/Room. **The candidates are not permitted to bring any valuables/costly items to the Examination Hall/Room as safe keeping of the same cannot be assured.**

7. Candidates have been advised to come to Venue well before the commencement of the Examination. Entry of candidates to the Examination Venue shall be closed 10 minutes before the scheduled time of commencement of the Examination. No candidate shall be allowed entry in to the Examination Venue after closure of the entry. No functionary has any discretion in this regard.

7.1 Candidates be admitted into Examination Halls/Rooms 20 minutes before commencement of examination in each paper and should be asked to take their seats as soon as they enter.

7.2 NO CANDIDATE SHOULD BE ALLOWED TO LEAVE THE EXAMINATION HALL/ROOM UNTIL EXPIRY OF THE FULL TIME ALLOTTED FOR THE PAPER/ and till all the scripts have been collected and accounted for. The invigilator will be held personally responsible if any Answer script goes missing or if any candidate leaves the examination room/hall without depositing his/her Answer script.

7.3 When a candidate desires to go to the toilet, one of the Invigilators should invariably accompany him/her. Two candidates should not be allowed to go to the toilet simultaneously. While going to toilet, the candidate should not take the Test Booklets, OMR Answer Sheets, etc., out of the examination hall/room. He should also close his/her OMR Answer Sheet/ Test Booklets before going to the toilet.

7.4 No candidate should be allowed to go to the toilet during the last 30 minutes of the examination in each session.

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7.5 If a candidate slips away from the toilet and comes back after 15-20 minutes, he/she should not be allowed to re-enter the examination hall/room and the case should be referred to the Supervisor.

7.6 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 the scripts of the present candidate have been collected and accounted for.

8. Candidate should be seated strictly in accordance with the Seating Plan drawn by the Supervisor, as per Attendance Lists sent by the Commission. In case seat of any candidate is to be changed the matter should be reported to the Supervisor, who will incorporate the change in the relevant seating plan. The Invigilator should record the reason for changing the seat on the relevant copy of the seating plan.

9. Immediately after the candidates have taken their seats, one OMR Answer Sheet per candidate may be distributed to those candidates only who are seated in the Examination Hall/Room. **No OMR Answer Sheet should be left on the tables which have not been occupied by the candidates.** No paper is required to be given to the candidates as additional sheets have been provided at the end of each Test Booklet for this purpose.

10. Test Booklets are to be distributed three minutes before the commencement of the examination in each session, exactly as per the seating plan. The Test Booklets be distributed to candidates as per Instruction in the Handbook.

10.1 In case of wrong distribution of Test Booklet(s) by any invigilator, do not change/replace the same in the middle of the session. Instead bring it to the **NOTICE OF THE SUPERVISOR** (who would mention the error in a separate report) and pay special attention to the candidate(s) with the wrong Test Booklets so that they do not resort to talking/discussion amongst themselves.

10.2 Spare copies of Test Booklets be returned to the Supervisor 10 minutes after commencement of the examination in each session. He/she should, in no case, leave the spare copies of the Test Booklets on the tables or the desks or anywhere else.

10.3 No Invigilator should read the Test Booklet. He/ She should remain alert and attend to the requests of candidates promptly for supply of drinking water etc. The Invigilator should be extra careful and vigilant regarding any suspicious activities by the candidates particularly of the use of Bluetooth/small cameras fitted on watches, pens etc used by candidates for cheating.

10.4 Use of normal or simple wrist watches by candidates is allowed inside the examination room/hall. However, use of watches fitted with any special accessory that might be used as communication devices or smart watches is strictly prohibited.

10.5 If a candidate asks a question regarding any misprint or ambiguity in a question, he/she should be told to make a representation to the commission, if he so desires, giving his/her name, serial no. of the question and Roll Number. No further answer should be given. Such representation, if any should be made at the web portal of the commission.

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11. 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. The Commission is using scannable Attendance List of candidates for all UPSC's examinations. As this scannable Attendance List is 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 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, oval inscribed 'P/A', space for entering the serial no. of the Test Booklet etc.

12. 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/hersignature with '**Black Ball Point Pen**' in the presence of the 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 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.

12.1 After the OMR Answer sheet etc. have been provided to the candidates and necessary announcements made, 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 serial number of the OMR Answer sheet and also obtain his/her signature in token of his/her attendance. The invigilators will also check the original photo ID cards with the details available on the e-admit cards. 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 OMR Answer sheet furnished by the candidates.

12.2 The Commission has introduced the provision of carrying the original Photo ID Card (such as Voter I-Card/Aadhaar Card/PAN Card/Passport/Driving License/ ID Card issued by the Central/State Government) by the candidates along with their e-Admit Cards for appearing in each paper of the Examination. Such Photo ID Cards should preferably be the same as submitted with their online Application Forms of said examination. Details of the said Photo ID Cards and their Numbers will be available in the e-Admit Cards of the candidates. This will reinforce the measures of establishing the identity of the candidates.

The candidates will report at the Examination Venue with e-Admit card and aforementioned Photo ID Cards in original as indicated in the e-Admit Cards. However, it may please be noted that no candidate should be stopped from appearing at any of the papers of the examination on the ground of non-production of Photo ID Card as it is to facilitate the process of identification of the candidates only and not a bar for his/her appearing at the Examination. If a candidate is not able to produce the said Photo ID Card for any reason, an UNDERTAKING (Annexure-10) to this effect, mentioning the reason of non production of Photo ID Card, may be obtained and sent to the Commission.

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12.3 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 statement/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 is appearing in the examination at his/her own risk. Such candidate should be asked to bring downloaded e-Admission Certificate in the next session of the Examination. Such Statement/Undertaking should be subject to consideration and decision by U.P.S.C. for finalizing his/her candidature.

12.4 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, the matter should be immediately informed to the Supervisor concerned who should contact the Control Room forthwith to ascertain the status of the candidate. Only in the cases where the Control Room of UPSC instructs so, such candidate 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. Necessary Undertaking may invariably be obtained from the candidate along with photocopy of his/her e-Admit Card and Identity Proof and forwarded to the Commission. The procedure should be followed for each session of the Examination. A report in the matter also be made to the Commission by the Supervisor. 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.

12.5 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, Voter Identity Card, Passport, Driving License, Aadhaar Card, etc. A statement 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. A copy of his/her Identity Proof should also be enclosed in with the Undertaking.

12.6 While the candidate is making entries in the Scannable Attendance List, the Invigilator is required to verify that the Roll Number written by the candidate on his/her OMR Answer sheet exactly the same as indicated in the e-Admission Certificate downloaded by him/her from the website of the Commission. A candidate, who has not written his/her Roll Number correctly, should be asked to write the correct Roll Number in the presence of the Invigilator concerned. All 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.

12.7 The Invigilator should examine the e-Admission Certificate of each candidate under his/her charge to see that candidates admission to the examination is authorised.

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12.8 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 of the examination, he may be allowed to write subsequent paper.

12.9 The candidate should make all the entries and mark Answers in the OMR Answer sheets with Black Ball Point Pen only.

12.10 A candidate who is absent in the first session, reports for the examination in second session, he/she may be allowed to appear in the second session. Attendance list should be got filled accordingly.

12.11 After commencement of examination, **if any candidate brings to notice any defect in his/her 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.**

13. The Invigilator should see that there is no communication among the candidates and the candidates do not use unfair means in the examination halls/rooms. He / She should also ensure that no candidate indulge in copying from any incriminating material or from the OMR Answer Sheet of any other candidate. If any, incriminating material is recovered from any candidate, the candidate's Admission statement thereon should be obtained to the effect that material was recovered from him/her at such and such time. The statement should be duly signed by the candidate and the matter be reported immediately to the Assistant Supervisor/Supervisor for further necessary action. In case the concerned candidate refuses to sign the same may be recorded clearly by the invigilator(s) and signature of two other candidates (as witness) along with counter signature of Asstt Supervisor/Supervisor obtained.

14 He/ She should ensure that no candidate copies or attempts to copy from the papers of any other candidate, nor permit his/her 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 violets such further instructions as may be administered in the Examination Hall by the Supervisor/Invigilator.

15. In the Attendance List, the candidates will write only the serial number of the OMR Answer Sheets apart from putting his/her signature.

16 Invigilator should accompany a candidate to the toilet so that he remains within his partial view. No candidate should be allowed to go out for any other purpose. While going to toilet candidate should turn his/her answer sheet upside down. Candidate should not be allowed to take with him/her the Test Booklet and answer sheet.

17. There would be a signal/bell at the beginning of the examination, at half time and a warning bell five minutes before the closing time. There would be a signal/bell at the conclusion of the examination also. When the bell for conclusion of the examination rings, the Invigilators will announce "Candidate should stop writing or revising their answers."

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18.1 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.**

18.2. The Invigilator should ensure that no candidate marks or writes or revises his/her answers after the expiry of the allotted time.

19. The Invigilator should accept the script of a candidate only after it has been ensured that the requisite information has been furnished by the candidates on the OMR Answer sheet.

20. Smoking, taking tea or other refreshment in the examination hall/room is not permitted. Match box or cigarette lighter is not allowed in the examination hall/room.

21. The Invigilator is **not expected to use mobiles or any other means of communications** in the examination halls/room during the currency of the examination. **All the Invigilators should deposit their mobile phones with the Venue Supervisor immediately after reaching the venue on the date of the examination, which may be returned to them after completion of packing of sensitive material of the second session.** He/She is also not expected to sit on the table or engage himself/herself in conversation with other Invigilators or candidates. The Invigilator should not also read books/journals/Magazines within the Hall/Room when the examination is on. Further, he/she should be careful and vigilant regarding any suspicious activities by the candidates, particularly of the use of Bluetooth / Small Cameras fitted on watches, pens etc. used by the candidates for cheating.

22. The Invigilator should refer any case of doubt to the Supervisor at once.

23. The Invigilator should not leave the venue till the conclusion of the examination and without the express permission of the Supervisor.

24. 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.

25. All cases of copying and/or infringement of instructions should be brought to the notice of the Supervisor immediately in writing.

26. Important announcement to be made by the Invigilators and timing of the same is Annexed.

**NOTE: The Invigilators are expected to perform their duty diligently and any negligence on the part of invigilator in performance of their assigned duties will attract stern action of the Commission apart from debarring in future assignment in UPSC examinations and de-empanelment.**

***(To be provided alongwith its annexure to the Invigilators in each examination room by the Venue Supervisor)***

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**IMPORTANT ANNOUNCEMENT**

TIME	ANNOUNCEMENT	REMARKS
One hour before commencement of Examination	<p>Attention Please. Bags, Mobile Phones, Digital watches, Smart watches, Bluetooth I.T. Gadgets any other electronic equipment or any other equipment capable of being used as communication devices, lighter/ match boxes and valuables or costly items etc. are not allowed inside the premises. Any infringement of these instructions will entail disciplinary action including ban from future examinations and lodging of FIR with police. 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 held responsible for any loss in this regard. (Please stand in the queue for frisking). Entry gate will be closed 10 minutes before commencement of the examination session.</p>	<p>To be made by Asstt. Supervisor over Public Address System at the entry gate before commencement of the examination and repeated from time to time.</p>
Fifteen minutes before each session of the Examination	<p>Attention Please. Ensure you have no unauthorized books, papers, calculator, or mobile phones 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).</p> <p>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.</p> <p>(the invigilators will now distribute the answer sheets to the candidates).</p> <p>Fill in with black ball point pen in the top line of the answer sheet:-</p> <ol style="list-style-type: none"> <li>Name of Centre</li> <li>Name of Subject</li> <li>Subject Code</li> <li>Your roll number (exactly as it is given in your admit card including zeroes, if any, prefixed to your roll number).</li> </ol> <p>Candidates should note that any omission/ mistake/ discrepancy in encoding/filling in the OMR answer sheet, specially with regard to Roll NO. and Test Booklet series code, will render the answer sheet liable for rejection.</p> <p>Now encode subject and roll number with <u>Black Ball Point Pen</u> at the appropriate space provided in answer sheet (allow some time to candidates).</p>	<p>To be made by one of the Invigilators after the candidates have taken their seats.</p>



	<p>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.</p> <p>You will shortly be getting the Test Booklets. Do not open the Test Booklet until signal for commencement is given. On receiving Test Booklet, write your roll number in ink or ball point pen in the space provided on the cover of the Test Booklet. Read the directions printed on it. One additional sheet has been included at the end of each Test Booklet for rough work. No rough sheet will be provided for rough work.</p> <p>Please encode booklet series with <u>Black Ball Point Pen</u> at appropriate space in the Answer Sheet. Also write in black ball point pen the series of Test Booklet in box after subject in the topline of the answer sheet (give candidates some time to do so).</p> <p>No candidate is allowed to leave the exam venue till completion of the allotted time. No candidate is allowed to go to the washroom during the last 30 minutes of each session.</p> <p>After the test is over, return the answer sheet. You are free to take away the Test Booklet.</p>	<p>To be made by one of the Invigilators three minutes before the commencement of examination.</p>
At the time of commencement of each session.	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 start of the examination.
At half time of each session.	Half time is over.	There would be a bell at half time. Announcement to be made by one of the Invigilators.
Five minutes before end of the session.	Five minutes left.	<p>Warning bell to be rung five minutes before the closing time.</p> <p>Announcement to be made by one of the Invigilators.</p>
At the end of each session.	Time is over. Stop marking. Close Test Booklet and remain in your seats till answer sheets of all the candidates have been collected and accounted for. Please ensure that your script has been handed over to the Invigilator before you leave the room.	To be announced by one of the Invigilators, when the bell for the completion of examination rings.