

SIKKIM PUBLIC SERVICE COMMISSION

INSTRUCTIONS FOR INVIGILATORS

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

1. Report to the Supervisor **02 (TWO) HOURS** before commencement of the examination; ascertain Room/Hall, no. of candidates, their Roll Nos. and Name(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, attendance lists, seating plan and other requirements, if any, from the Supervisor. Account of these articles is to be rendered to the Supervisor after conclusion of the Examination. Tally Roll Nos. of the candidates written on the tables/desks to be occupied by the candidates with reference to their attendance lists and inform the Supervisor if any discrepancy is noticed.
3. You must immediately proceed to the respective Examination Hall/Room after receiving aforesaid items including the small sealed packet(s) of Test Booklets and the packet cutter for opening packet(s) (referred to para 2 above) from the Supervisor. Once the Examination is over, the packet-cutters must be returned to the Supervisor for its safe custody.
4. You will open these sealed packet(s) of Test Booklets containing 20 (twenty) to 30 (thirty) Test Booklets (exact number will be specified on the packet) in your allotted

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Examination Halls/Rooms **05 (FIVE) 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/Test Booklets in the packet(s) is noticed by the you, the same should be brought to the notice of the Venue Supervisor immediately, who should forthwith bring it to the notice of the Control Room in SPSC without affecting the actual conduct of the examination and distribution of question papers to the candidates in the Examination Halls/Rooms.

6.
 - (i) 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.

 - (ii) **The candidates are also not allowed Mobile phones and such I. T. Gadgets or any other equipment capable of being used as a communication device or cameras / spy cameras (whether in switched ON or OFF or in Silent mode) to the examination premises i.e., the building where the examination is to be conducted. Any infringement of these instructions by the candidate will entail disciplinary action including debarment from future examinations. Announcement to the above effect should be made before the start of the examination. Carrying of Mobile / Cellular Phones, whether in switched ON or OFF or in Silent mode, by examination functionaries in Examination Hall/Room or in the room where Packets will be opened, is also strictly prohibited.**

 - (iii) You should ensure that the candidates leave their books, notebooks 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.**

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7. Candidates have been advised to come to the examination venue well before the commencement of the Examination. Entry of candidates to the Examination Venue shall be closed 20 (twenty) minutes after 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.
- (i) Candidates shall be admitted into the Examination Halls/Rooms 15 minutes before commencement of examination in each paper and should be asked to take their seats as soon as they enter.
 - (ii) **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 answer 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.
 - (iii) 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 at the same time. While going to the toilet, the candidate should not take the Test Booklets, OMR Answer Sheets etc., out of the examination hall/room. Before going to the toilet, the candidate should also close/overturn his/her OMR Answer Sheet/Test Booklet in such a manner that the answers or any other note(s) marked by him/her on the OMR Answer Sheet/Test Booklet is not visible.
 - (iv) No candidate should be allowed to go to the toilet during the last 30 (thirty) minutes of the examination in each session.

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- (v) If a candidate slips away from the toilet and comes back after 15 to 20 minutes, he/she should not be allowed to re-enter the examination hall/room and the case should be referred to the Supervisor.
- (vi) 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 all the present candidates 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 List sent by the Commission. In case the 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 for rough work as additional sheets have been provided at the end of each Test Booklet for this purpose.
10. Test Booklets are to be distributed to present candidates only, three minutes before the commencement of the examination in each session, exactly as per the seating plan. The Test Booklets should be distributed to candidates as per Instructions in the Handbook.
- (i) Spare copies of Test Booklets should be returned to the Supervisor **20 (twenty) 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.

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- (ii) 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.
 - (iii) 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.
 - (iv) 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 they so desire, giving his/her name, serial no. of the question and Roll number. No further answer should be given. Such representation, if any, should be handed over to the Supervisor together with the comments of the Invigilator concerned for onward transmission to the Commission.
11. The e-Admit Card downloaded from the website of SPSC by the candidates contains the printed photograph of the candidate and some important instructions for the candidates.
12. The Attendance List shall have the roll no. and name of each candidate printed on it. Space has been provided to mark the attendance of each candidate (by entering to mark whether the candidate is Present or Absent respectively), the serial of the OMR sheet and the candidate's signature.
13. The candidate shall be required to fill in the relevant particulars against their columns. After making entries in the relevant columns, the candidate is required to append

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his/her signature in presence of the Invigilator. In respect of candidates who are absent, the Invigilator shall mark them as absent by writing 'A' in the relevant column. After getting each sheet completed, the Invigilator is also required to sign the Attendance List in the space provided for the purpose in token of his/her confirmation of the identification of the candidates and also verification of the relevant particulars entered by the candidates in the Attendance List.

- (i) 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 based on the candidate's Photo Identity Card and the Photograph on the e-Admit Card. It is also to be checked by the Invigilator whether the candidate has written correctly the serial number of the OMR Answer Sheet and obtain his/her signature in token of his/her attendance.
- (ii) The Commission has introduced the provision of carrying the original Photo ID Card (such as Voter ID Card, Aadhaar Card, PAN Card, Passport, Driving License or Photo ID Cards issued by the Central / State Governments) by the candidates along with their e-Admit Card for appearing in each paper of the Examination.

The candidates will report to the Examination venue with the e-admit card and aforementioned Photo ID cards in original as instructed 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 for non-production of Photo ID Card, may be obtained and sent to the Commission.

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- (iii) If the e-Admit card is reported to have been lost or is otherwise not produced but the name of the candidate is included in the 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 the Controller of Examinations, S.P.S.C.) in the prescribed proforma stating the reason for his/her failure to produce the e-Admit card and that he/she is appearing in the examination at his/her own risk. Such candidates should be asked to bring downloaded e-admit card in the next session of the examination. Such Statement/Undertaking should be subject to consideration and decision by the S.P.S.C. for finalising his/her candidature.
- (iv) If any candidate whose name is not included in the Attendance List, presents himself/herself for the examination and produces his/her e-Admit card in support of his/her candidature, the matter should be immediately reported to the Supervisor concerned who should contact the SPSC Control Room forthwith to ascertain the status of the candidate. Only in the cases where the Control Room of S. P. S. C. 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 his/her admit card and identity proof and forwarded to the Commission. This procedure should be followed for each session of the Examination. A report in the matter may also be made to the Commission by the Supervisor. Another copy of the e-Admit card may be faxed to the Control Room of the SPSC immediately. The supervisor must in every such case satisfy himself/herself about the identity of the candidate.
- (v) In case there is no photograph in the e-Admit card or there is disparity between the photo of the candidate as printed in the e-Admit card and his/her actual physical appearance, the candidate may be allowed to write the examination at his/her own

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risk with undertaking in the prescribed format subject to production of proof of identity such as Voter ID Card, Aadhaar Card, PAN Card, Passport, Driving License or Photo ID Cards issued by the Central / State Governments 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 with the Undertaking.

- (vi) While the candidate is making entries in the attendance list, the Invigilator is required to verify that the roll number written by the candidate on his/her OMR answer sheet is exactly the same as indicated in the e-Admit card 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 initiated by the candidates as well as by the Invigilators and countersigned by the Supervisor also.
- (vii) The invigilator should examine the e-admit card of each candidate under his/her charge to see that candidate's admission to the examination is authorised.
- (viii) In case of any doubt regarding identity of any candidate, the matter should be referred to the supervisor for advice.
- (ix) The candidate should make all entries and mark answers in OMR answer sheets with Black Ball Point Pen only.

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- (x) In case a candidate is absent in the first session and reports for the second session of the examination, he may be allowed to write subsequent paper. Attendance list should be filled accordingly.
- (xi) **After commencement of examination, if any candidate brings to notice any defect in his/her test booklet, the matter should be reported to the Supervisor immediately for replacement of defective test booklet with another booklet.**
14. The invigilator should see that there is no communication among the candidates and that the candidates do not use unfair means in the examination halls/rooms. He/she should also ensure that no candidate indulges 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 statement of admission thereon should be obtained to the effect that such incriminating 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, it may be recorded clearly by the invigilator(s) and signature of 02 (two) other candidates (as witness) along with counter signature of the Assistant Supervisor / Supervisor may be obtained.
15. The invigilator should ensure that no candidate copies or attempts to copy from the papers of any other candidate, nor permits 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 violates such further instructions as may be administered in the Examination Hall by the Supervisor/invigilator.
16. **In the attendance list, the candidates shall write only the serial number of the OMR Answer sheets apart from putting his/her signature.**

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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 shall announce **“Candidates should stop writing or revising their answers”**.
- 18.
- (i) 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 leaves the examination room / hall without depositing his/her OMR answer sheet, responsibility will be fixed on the Invigilator and he/she shall be subject to penal action for such laxity.**
 - (ii) The invigilators 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 candidate on the OMR answer sheet.
20. Smoking, taking tea or other refreshments 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 **expected NOT to use mobile phones or any other means of communication** in the examination hall/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 expected not to sit on the table or engage himself or herself in conversation with other invigilators or candidates. The invigilator should also not read books/journals/magazines withing the hall/room when the examination is ongoing. Further, he/she should be careful and vigilant regarding any suspicious activities by

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candidates, particularly of the use of Bluetooth devices / small cameras fitted on watches, pens etc., used by the candidates for cheating.

22. The invigilators 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 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 herewith.

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

(To be provided along with 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, Lighters, Match Boxes, Mobile Phones/Pagers or such IT Gadgets are not allowed inside the premises. 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 held responsible for any loss in this regard. Please stand in queue for frisking. Entry gates will be closed 10 minutes before commencement of the examination session.</p>	To be made by Asstt. Supervisor over Public Address System at the entry gate and repeated from time to time.
Fifteen minutes before each session of the Examination	<p>Attention Please. Ensure you have no unauthorised books, papers, calculators or mobile phones with you.</p> <p>(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 the OMR 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 at the appropriate places:-</p> <ol style="list-style-type: none"> a) Name of the centre b) Name of the subject c) Subject Code d) Your roll number exactly as it is given in your e-admit card including zeroes, if any, prefixed to your roll number. e) Your signature <p>Candidates should note that any omission/mistake/discrepancy in encoding/filling in the OMR Answer sheet,</p>	To be made by one of the Invigilators after the candidates have taken their seats.

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	<p>specially with regard to Roll number will render the answer sheet liable for rejection.</p> <p>Now encode these details with a Black Ball Point Pen at the appropriate spaces provided in the answer sheet</p> <p>(allow some time to the candidates)</p> <p>Answers may be marked by blackening completely the correct circle (a or b or c or d) with a 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 optical reading and scoring of the answer sheet.</p>	
5 minutes before commencement of each session	<p>You will shortly be getting the Test Booklets. Do not open the Test Booklet until the signal for commencement is given. On receiving the Test Booklet, read carefully the directions printed on it. Additional blank sheets have been included at the end of each test booklet for rough work. No other sheet will be provided for rough work.</p> <p>(Distribute the Test Booklets and allow some time to the candidates to read the instructions)</p> <p>No candidate is allowed to leave the examination venue till the 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 to the Invigilator. You are free to take away the Test Booklet.</p>	To be made by one of the Invigilators.
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 page(s) or item(s) etc. If defective, get it changes with another booklet. 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

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		made by one of the invigilators.
Five minutes before the end of each session.	Five minutes left.	Warning bell to be rung five minutes before the closing time. Announcement to be made by one of the invigilators.
At the end of each session.	Time is over. Stop marking. Close Test booklet and remain seated till answer sheets of all the candidates have been collected and accounted for. Please ensure that your answer sheet 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.

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