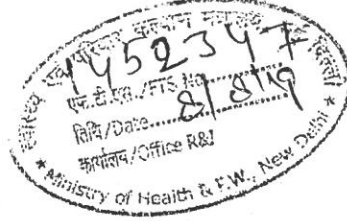
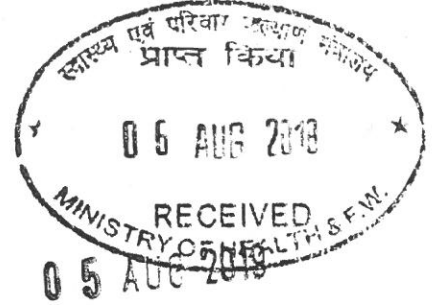




F. No.: 05/01/2019-EIA(II)/(039)

Union Public Service Commission
Dholpur House, Shahjahan Road,
New Delhi-110069

BY SPEED POST
URGENT



To

✓ The Secretary to the Govt. of India,
 Ministry of Health & Family Welfare,
 Nirman Bhawan,
 New Delhi-110001.
[Kind Attention: Joint Secretary(Admn.)]

Subject: Appointment of Assistant Supervisors & Invigilators for conduct of the Central Armed Police Force (ACs) Examination 2019 to be held on 18/08/2019.

Sir/Madam,

I am directed to forward herewith a list of officers working in your Ministry/Department proposed to be appointed as Assistant Supervisors 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 punctually at the time indicated and to contact the Supervisor. Under no circumstances should an officer be allowed to withdraw from supervision duties without the Ministry/Deptt. making alternative arrangements. Changes in supervision 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 their information and record.

2. As the requirement of Assistant Supervisors 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 duty without timely prior intimation to the Union Public Service Commission or arrives at the centre late or is reported by the Supervisor to be non-cooperative or found negligent in his/her duty or his/her performance is otherwise reported to be unsatisfactory, his/her name will be removed from the panel of Assistant Supervisors maintained by the Commission. 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 supervisor.

4. The Assistant Supervisors will be paid remuneration of Rs. 1200/- and Invigilator will be paid remuneration of Rs.1000/- for the day of examination on 18th August, 2019 at the designated venue.

5. If any of the officers, whose services as Assistant Supervisor 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.

6. It is essential that their presence may be required at the time of packing of scripts/examination material after the examination in each session. You are, therefore, advised not to leave the centre without prior intimation to Supervisor.

7. Assistant Supervisor and Invigilators are required to carry a valid ID proof issued by their office.

Mobile Phones & Such IT Gadgets are banned in the Campus of UPSC Examination Halls.

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The timings of the examination to be held on Sunday, the 18th August, 2019 will be as under:

Forenoon Session 10.00 A.M. to 12.00 NOON

Afternoon Session 2.00 P.M. to 5.00 P.M.

Reporting Time 9.00 A.M.

Yours faithfully

(P C BISWAS)
Under Secretary
Union Public Service Commission
Tele No.23381132 Fax:23387840
Email:eaupsc@gmail.com

Encl: List of officers deputed for invigilation duty.

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Adm- I section
Di-4115

Dt. 13/8/2019

(36)

Ref. UPSC's letter at page.

Approximately 16 officers/officials have been nominated from Di-4115 for UPSC duty. A bunch of instructions have also been received.

We may request all concerned to collect their nomination from Adm-I of Di-4115, and see the instructions related to it in Di-4115 website. Also request DD (4A) to upload copy of UPSC's above letter and instructions in Di-4115 website. Submitted for consideration and approval pl.

Mug
13/8/2019

~~DD (A)~~

Jiles
13/8/19

Sol M

Copy to (1) All concerned nominated officers/officials
(2) DD (4A) for upload in Di-4115 website

Pl upload
Di-4115
13/8/19

Self-I-T-Cell

Union Public Service Commission
Central Armed Police Force (ACs) Examination, 2019

Date Of Duty.: 18/08/2019

Ministry Code : 039

Ministry Name: Ministry of Health & Family Welfare,

List of Invigilator/Ast. Supervisor

S NO.	Inv. Code	Elig.	Name of Officer	Venueld/Sub-Center	Details of Supervisor/Place of Duty
1	S0579	1	Shri. SONU SIKRI, PS	08207 /020	MS. BHARTI KUKKAL, PRINCIPAL, KENDRIYA VIDYALAYA NO. 2, DELHI CANTT., NH - 8, GURGAON ROAD, NEAR A P S COLONY, NEW DELHI-110010 , DELHI-110010 Tel:-011-25682853, 9990822920
2	S0015	1	Shri. NARSH KUMAR JERATH,SO	08212 /021	SHRI PRAVEEN SHARMA PRINCIPAL KENDRIYA VIDYALAYA NO. 3, DELHI CANTT., (NEAR SEEMA SADAK BHAWAN), NARAINA VILLAGE, RING ROAD, NARAINA, NEW DELHI-110010 , DELHI -110028 Tel:-01125693499, 8765956528
3	S0571	1	Smt. P VIJAYA, PS	08206 /024	SMT. VIMALA SRINIVASAN PRINCIPAL KENDRIYA VIDYALAYA NO. 1, DELHI CANTT, SADAR BAZAR ROAD, (NEAR OLD BASE HOSPITAL), NEW DELHI-110010 , DELHI-. Tel:-01125691083, 9818929980
4	S1261	1	Shri. R. D. MEENA, ASO	08149 /039	DR. RENU BHATIA, PRINCIPAL, SARVODAYA KANYA VIDYALAYA, MOTI BAGH-I, (NEAR CHARAK PALIKA HOSPITAL), NEW DELHI-110021 , NEW DELHI-110021 Tel:-26112826, 9818404045
5	S0544	1	Shri. TRILOK SINGH ,SO	08383 /047	SHRI M.S.NEGI, VICE-PRINCIPAL, JOSE MARTI SARVODAYA VIDYALAYA, SECTOR-12, R.K.PURAM (NEAR DPS), NEW DELHI-110022 , DELHI-110022 Tel:-011-26197371, 9868919451
6	S0060	1	Shri. RAVINDRA KUMAR YADAV, JSO	08289 /055	DR. SHAMSHAD ALI PRINCIPAL SARVODAYA BAL VIDYALAYA, NOOR NAGAR, JAMIA NAGAR, (NEAR JAMIA MILIA ISLAMIA METRO STATION & JAMIA COMMUNITY CENTRE), NEW DELHI-110025 , NEW DELHI-110025 Tel:-9654634321, 9015998387
7	S0565	1	Shri. ANIL KUMAR SHARMA, SO	08289 /055	DR. SHAMSHAD ALI PRINCIPAL SARVODAYA BAL VIDYALAYA, NOOR NAGAR, JAMIA NAGAR, (NEAR JAMIA MILIA ISLAMIA METRO STATION & JAMIA COMMUNITY CENTRE), NEW DELHI-110025 , NEW DELHI-110025 Tel:-9654634321, 9015998387
8	S0642	1	Smt. GURPREET KAUR, PA	08023 /057	SHRI DINESH AGGARWAL, VICE-PRINCIPAL, SARVODAYA BAL VIDYALAYA, ASHOK NAGAR, (NEAR SUBHASH NAGAR MOR / METRO STATION), NEW DELHI-110027 , DELHI-110027 Tel:-011-25140214, 9818354252
9	S0586	1	Shri. HARDEEP SINGH, PS	08235 /058	SHRI MUKESH KUMAR PRINCIPAL KENDRIYA VIDYALAYA, TAGORE GARDEN, 'E' BLOCK, NEAR TAGORE GARDEN METRO STATION, NEW DELHI-110027 , DELHI-110027 Tel:-01125194036, 9868004170

S NO.	Inv. Code	Elig.	Name of Officer	Venueld/Sub-Center	Details of Supervisor/Place of Duty
10	S0018	1	Shri. ANAND RAM YADAV, ASO	08305 /080	SHRI PRAMOD KUMAR SHARVA VICE-PRINCIPAL, GOVT. BOYS SENIOR SECONDARY SCHOOL, RAJOKARI, NEAR SHIV MANDIR, RAJOKARI VILLAGE, NEW DELHI-110038, DELHI-110038 Tel:-011-24125836, 9868233441
11	S0637	1	Shri. MD FAIYAZ ALAM, JR. STATISTICAL OFFICER	08039 /085	SHRI AJAY KUMAR HOS GOVT. BOYS SR. SECONDARY SCHOOL NO.2, NEAR DELHI GATE, NAJAFGARH, NEW DELHI-110043 , NEW DELHI-110043 Tel:-011-25321035, 9718343424
12	S0643	1	Shri. R S MEENA, PA	08097 /102	SMT PRATIBHA MISHRA, PRINCIPAL SARVODAYA VIDYALAYA, VASANT VIHAR, (NEAR CHINMAYA VIDYALAYA, PRIYA CINEMA), (NEAREST METRO STATION -VASANT VIHAR), NEW DELHI-110057 , DELHI-110057 Tel:-011-26141479, 9868827967
13	S0592	1	Shri. SANJAY GUPTA, PS	08265 /104	SHRI VINOD KUMAR YADAV, PRINCIPAL, KENDRIYA VIDYALAYA, C - 2 AREA, NEAR JAIN MANDIR, JANAKPURI, (NEAR DABRI MOD METRO STATION), NEW DELHI-110058 , DELHI-110058 Tel:-011-25551376, 9818080875
14	S0640	1	Smt. ANITA KUMAR, ASO	08024 /124	DR. POONAM VICE-PRINCIPAL GOVT. CO-ED. SECONDARY SCHOOL, SECTOR-16A, NEAR DWARKA METRO STATION & METRO PILLER NO. 855, (OPP: AKSHAY PUBLIC SCHOOL), DWARKA, NEW DELHI-110078 , DELHI-110078 Tel:-011-64552542, 9968314137
15	S0067	1	Shri. DEV DUTT, JSO	08379 /136	DR. MRS. PANKAJ, VICE-PRINCIPAL, GOVT. SARVODAYA VIDYALAYA, SECTOR-6, ROHINI, (NEAR ROHINI WEST METRO STATION), DELHI-110085 , DELHI-110085 Tel:-011-27046685, 9999434989
15	S0014	1	Shri. WILLIAM V JEREMY, SO	08201 /145	SHRI MUNNA LAL PRINCIPAL KENDRIYA VIDYALAYA, AGCR COLONY, NEAR KARKARDOOMA COURT, DELHI-110092, DELHI-110092 Tel:-011-22374384, 8800223383
17	S0555	1	Shri. PITAM SINGH, SO	08209 /054	DR. CHARU SHARMA PRINCIPAL, KENDRIYA VIDYALAYA, ANDREWS GANJ, (NEAR MOOL CHAND FLY OVER AND NEAR MOOL CHAND METRO STATION, P.O. LAJPAT NAGAR), NEW DELHI-110024 , NEW DELHI-110024-110024 Tel:-011-26434114, 7678322358
18	S0063	1	Shri. ANIL KUMAR BHARGAV	08209 /054	DR. CHARU SHARMA PRINCIPAL, KENDRIYA VIDYALAYA, ANDREWS GANJ, (NEAR MOOL CHAND FLY OVER AND NEAR MOOL CHAND METRO STATION, P.O. LAJPAT NAGAR), NEW DELHI-110024 , NEW DELHI-110024-110024 Tel:-011-26434114, 7678322358
19	S0073	1	Shri. BHASKAR SANYAL, ASO	08395 /061	MS. SANGEETA CHAUHAN, VICE-PRINCIPAL, SARVODAYA CO-ED SENIOR SECONDARY SCHOOL, SAFDARJUNG ENCLAVE, NEW DELHI-110029 , NEW DELHI-110029 Tel:-011-26102743, 9868506070
20	S0076	1	Shri. KAILASH CHANDER, ASO	08395 /061	MS. SANGEETA CHAUHAN, VICE-PRINCIPAL, SARVODAYA CO-ED SENIOR SECONDARY SCHOOL, SAFDARJUNG ENCLAVE, NEW DELHI-110029 , NEW DELHI-110029 Tel:-011-26102743, 9868506070



S NO.	Inv. Code	Elig.	Name of Officer	Venueld/Sub-Center	Details of Supervisor/Place of Duty
21	S0016	1	Shri. ARJUN LAL MEENA, SO	08267 /070	MS. ANJALI THAKKAR PRINCIPAL KENDRIYA VIDYALAYA, TP BLOCK, PITAMPURA, (NEAR T V TOWER, MANGAL BAZAR ROAD), PITAMPURA, (NEAREST METRO STATION - NETAJI SUBHASH PLACE), DELHI-110034 , DELHI-110034 Tel:-01127325256, 7417003346
22	S0622	1	Shri. S S GUSAIN, JR. ANALYST	08391 /072	SHRI SATYENDRA PAL SINGH HOS SARVODAYA BAL VIDYALAYA, ANANDVAS, LOKVIHAR, NEAR NDPL OFFICE, (OPP: ROHIT KUNJ DDA MARKET), DELHI-110034 , DELHI-110007 Tel:-011-27354488, 9873003066
23	S0650	1	Smt. NEHA AGGARWAL, ASO	08391 /072	SHRI SATYENDRA PAL SINGH HOS SARVODAYA BAL VIDYALAYA, ANANDVAS, LOKVIHAR, NEAR NDPL OFFICE, (OPP: ROHIT KUNJ DDA MARKET), DELHI-110034 , DELHI-110007 Tel:-011-27354488, 9873003066
24	S0541	1	Shri. D N K KUTUMBA RAO, SO	08112 /073	SHRI RAKESH KUMAR VICE PRINCIPAL, SARVODAYA VIDYALAYA, F U BLOCK, PITAMPURA, (NEAR RAMLILA MAIDAN, INCOME TAX COLONY), DELHI-110034 , DELHI-110034. Tel:-011-27344483, 9868810716
25	S0056	1	Shri. SATISH KUMAR, ASO	08219 /092	SMT. SUSHMA CHAUDHARY, PRINCIPAL, KENDRIYA VIDYALAYA, MASJID MOTH, SECTOR - III, SADIQ NAGAR, (NEAR MOOLCHAND METRO STATION AND KAMLA NEHRU COLLEGE), NEW DELHI-110049 , DELHI-110049 Tel:-011-26258370, 9899973324
26	S0072	1	Shri. UTTAM KUMAR, SSA	08097 /102	SMT PRATIBHA MISHRA, PRINCIPAL SARVODAYA VIDYALAYA, VASANT VIHAR, (NEAR CHINMAYA VIDYALAYA, PRIYA CINEMA), (NEAREST METRO STATION -VASANT VIHAR), NEW DELHI-110057 , DELHI-110057 Tel:-011-26141479, 9868827967
27	S0064	1	Shri. ANUJ KUMAR CHAUDHARY	08307 /111	SHRI SAHAV SINGH VICE-PRINCIPAL, SARVODAYA BAL VIDYALAYA NO. 2, SECTOR - IV, DR. AMBEDKAR NAGAR, NEW DELHI-110062, DELHI-110062 Tel:-011-29965851, 9968893415
28	S0070	1	Shri. AWADHESH KUMAR SHARMA, STENO	08307 /111	SHRI SAHAV SINGH VICE-PRINCIPAL, SARVODAYA BAL VIDYALAYA NO. 2, SECTOR - IV, DR. AMBEDKAR NAGAR, NEW DELHI-110062, DELHI-110062 Tel:-011-29965851, 9968893415
29	S0550	1	Shri. ADOLPHUS LAWRENCE, SO	08082 /130	SHRI VIPIN KUMAR, VICE-PRINCIPAL, RAJKIYA PRATIBHA VIKAS VIDYALAYA, SECTOR-XI, NEAR RITHALA METRO STATION, ROHINI, DELHI-110085, DELHI-110085 Tel:-27572102, 9868307769
30	S0059	1	Shri. RAVI KUMAR ASO	08249 /133	SHRI VED PARKASH, VICE-PRINCIPAL, GOVT. SARVODAYA CO-ED SR. SEC. SCHOOL, SECTOR - 7, (NEAR ROHINI EAST/WEST METRO STATION), ROHINI. DELHI-110085 , DELHI-110085 Tel:-011-27050353, 9582579309
31	S0539	2	Smt. RAMINDER RANA , PPS	08006 /040	SHRI JAI PRAKASH VICE-PRINCIPAL, GOVT. BOYS SENIOR SECONDARY SCHOOL, SECTOR-3, R.K. PURAM, OPPOSITE SECTOR-3 R.K.PURAM MARKET, NEW DELHI-110022 , DELHI-110022 Tel:-011-26179071, 9990202494

S NO.	Inv. Code	Elig.	Name of Officer	Venueld/Sub-Center	Details of Supervisor/Place of Duty
32	S2683	2	Shri. SUNIL KUMAR, PPS	08108 /041	MRS. NEETA KHATRI, VICE PRINCIPAL GOVT. GIRLS SENIOR SECONDARY SCHOOL , SECTOR.- IV, R. K. PURAM, (NEAR RAMJAS SCHOOL & BARAT GHAR OF SECTOR.- IV R.K.PURAM), NEW DELHI - 110022 , DELHI-110022 Tel:-011-26191092, 9958324318
33	S0647	1	Shri. DHIRAJ KUMAR, ASO	08142 /063	SHRI YASHWANT SINGH NEGI, PRINCIPAL, GOVT. BOYS SR. SECONDARY SCHOOL, GHITORNI, M. G. ROAD, (NEAR METRO STATION : GHITORNI METRO PILLAR NO.142), NEW DELHI-110030, NEW DELHI-110030 Tel:-011-26502102, 9818424709
34	S0632	1	Shri. SUJEET KUMAR , ASO	08429 /084	SMT. MRINALINI GAUTAM VICE PRINCIPAL GOVT. GIRLS SR. SEC. SCHOOL SHAHBAD DAULATPUR, NEAR SHAMSHAN GHAT, ROHINI, SECTOR-26, DELHI-110042 , NEW DELHI-110085 Tel:-01127298266, 9810754937
35	S0017	1	Smt. ANKITA GUPTA,ASO	08021 /129	DR. AWADHESH KR JHA, H.O.S GOVT. SARVODAYA CO-ED. VIDYALAYA, SECTOR-8, ROHINI, (NEAR ROHINI EAST METRO STATION), DELHI-110085, DELHI-110085 Tel:-011-27944242, 9811376592
36	S0058	1	Shri. ABHINAY KUMAR SHRIVASTAVA	08082 /130	SHRI VIPIN KUMAR, VICE-PRINCIPAL, RAJKIYA PRATIBHA VIKAS VIDYALAYA, SECTOR-XI, NEAR RITHALA METRO STATION, ROHINI, DELHI-110085, DELHI-110085 Tel:-27572102, 9868307769

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

(B)

UNION PUBLIC SERVICE COMMISSION

CENTRAL ARMED POLICE FORCES (ASSISTANT COMMANDANT) EXAMINATION, 2019

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.

1. Report to Supervisor one 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/Question cum Answer Booklets (QCAB) and packet cutter for opening these packets, Scannable 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 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 / QCABs and the knife for opening these packet(s) (referred to in para 2 above) from the Supervisor.
4. Invigilator(s) will open these sealed packet(s) of Test Booklets / QCABs each containing 12 Test Booklets in their allotted Examination Halls/Rooms FIVE MINUTES / SEVEN MINUTES respectively before the commencement of the Examination (in each session) and verify that the number of Test Booklets / QCABs 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 / QCABs 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.
6. The candidates are permitted to bring and use their **simple or Scientific (Non-Programmable type battery operated pocket calculators)** in conventional papers only. Programmable type calculators are not allowed and use of such calculators shall tantamount to resorting to unfair means by the candidates.

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Examination Halls”**

6.1 Loaning/interchanging of calculators, slide rules, erasers or anything by the candidates is not permitted.

6.2 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.

6.3 The candidates are also not allowed to bring Mobile phones and such I.T. Gadgets or any other 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 QCAB boxes/Packets will be opened is also strictly prohibited.

6.4 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, QCAB etc., out of the examination hall/room. He should also close his OMR Answer Sheet/ Test Booklets/QCAB 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 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, OMR Answer Sheets for the Objective Type papers 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.**

10. Test Booklets/QCAB are to be distributed to present candidates only, three minutes and five minutes before the commencement of the examination, respectively. The Test Booklets / QCAB be distributed to candidates as per Instruction in the Handbook.

10.1 Spare copies of Test Booklet / QCAB be returned to the Supervisor 10 minutes after commencement of the examination. He/She should, in no case, leave the spare copies of the Test Booklets / QCAB on the tables or the desks or anywhere else.

10.2 No Invigilator should read the Test Booklet / QCAB. He 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.

10.3 If a candidate asks a question regarding any misprint or ambiguity in a question, he should be told to make a representation to the commission, if he so desires, giving his 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-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

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Examination Halls”**

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 QCAB / 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/her signature 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 of thus 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 / QCAB 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 / QCAB and also obtain his/her signature in token of his/her attendance. 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/QCAB 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 mentioned in their online Application Forms of the 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.

12.3 The candidates have to report at the Examination Venue with e-Admit card and aforementioned Photo ID Cards 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 paper on the ground of non-production of photo ID 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 or there is any mismatch in its details, an UNDERTAKING (Annexure-10) to this (mismatch of details) effect, mentioning the reason of non production of Photo ID Card, may be obtained and sent to the Commission.

12.4 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/she is

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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.

12.5 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.

12.6 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.

12.7 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 / QCAB 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.

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

12.9 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.

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

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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 QCAB 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) alongwith counter signature of Asstt Supervisor/Supervisor obtained.

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

15. 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."

15.1. The Invigilator should ensure that no candidate marks or writes or revises his answers after the expiry of the allotted time. In conventional papers, if a candidate does not stop writing, the Invigilator on duty should immediately mark out the portion of the answer written by the candidate after the expiry of the prescribed time by sidelining the said portion on both sides. He should also write (preferably in red ink) the words "**written after the expiry of the prescribed time**" under his dated signature in the left hand margin. He should also make a report to the Supervisor in this regard separately who will forward it to the Commission with his remarks.

16. 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/cover page of the QCAB.

17. 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.

18. 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 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.

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

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

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

22. It may happen that during examination and after writing one or more answers in the allotted Question cum Answer Booklet, candidate points out any discrepancy relating to misprint of Question(s)/missing of any page and he/she is unable to attempt a Question(s) due to this discrepancy. Question cum Answer Booklet cannot be replaced at this stage and candidate may be provided another Question cum Answer Booklet which should be attached to the original Question cum Answer Booklet and sent to the Commission. A detailed report signed by Invigilator/Assistant Supervisor/Supervisor is to be submitted to the Commission clearly indicating the circumstances for this change. Control Room, UPSC should also be intimated telephonically at the same time by the supervisor while taking such decision.

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-empament.

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IMPORTANT ANNOUNCEMENTS (For Objective Type Paper)

TIME	Announcement	Remarks
09.00 A.M.	<i>Attention please. Bags, Lighters/Match Boxes, and such prohibited items such as calculators etc. Mobile phones or such IT Gadgets, Bluetooth or any other communication device are not allowed inside the Venue premises. Any infringement of these instructions will entail disciplinary action including ban from future examinations. Candidates are also advised not to take 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.</i>	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.
09.45 A.M.	<i>Ensure you have no unauthorized books or papers or calculator or mobile phone or any other gadgets capable of being used as communication devices 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.) You will soon be given answer</i>	To be made by one of the Invigilators after the candidates have taken their seats in each session.

sheet. Make sure it is numbered, properly printed and is not mutilated or torn. If unnumbered or defective, get it changed. (Invigilators will now distribute the answer sheets to the present candidates).

Fill in with Black Ball Point Pen in the top line of the answer sheet:-

- a) **Name of centre**
- b) **Name of subject**
- c) **Subject code**

d) **Your roll number (exactly as it is given in your admission certificate including zeroes, if any, prefixed to your roll number.)**
Candidate should note that any

omission/mistake/discrepancy in encoding/filling in the O.M.R. answer sheet, specially with regard to Roll Number and test booklet serried code, will render the answer sheet liable for rejection.

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).

Answers may be marked by blackening completely the

To be made by one of the Invigilators three minutes before the commencement of examination in each session.

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.

You will shortly be getting the test booklet. Do not open the test booklet until signal for commencement is given. On receiving test booklet 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. Sheets for rough work are appended with the Test Booklets at the end. No separate rough sheet will be provided for rough work.

Please encode booklet series with Black Ball Point Pen at the appropriate space in the answer sheet. Also write in 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).

No candidate is allowed to leave the examination venue till completion of the allotted

	<p><i>time.</i></p> <p><i>No candidate is allowed to go to the wash room during the last 30 minutes in each session.</i></p> <p><i>After the test is over, return the answer sheet. You are free to take away the test booklet</i></p>	
<p><u>10:00</u> <u>A.M.</u></p>	<p>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.</p>	<p>The Invigilator should announce after the bell at the start of the examination in each session.</p>
<p><u>11:00</u> <u>A.M.</u></p>	<p>Half time is over.</p>	<p>There would be a bell at half time. Announcement to be made by the Invigilator.</p>
<p><u>11:55</u> <u>A.M.</u></p>	<p>Five minutes left.</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>12:00</u> <u>NOON</u></p>	<p>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. Please ensure that your script has been handed over to the Invigilator before you leave the room.</p>	<p>To be announced by the Invigilator when the bell for the completion of examination rings.</p>

IMPORTANT ANNOUNCEMENTS (For Conventional Type Paper)

<u>Time</u>	<u>Announcement</u>	<u>Remarks</u>
01:00 PM	<p>Attention please. Bags, Lighters, Match boxes, Mobile phones and such I.T. Gadgets, pagers or any other communication device are not allowed inside the venue premises. Any infringement of these instructions will entail disciplinary action including ban from future examinations. <i>Candidates are also advised not to take any valuable/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.</i></p> <p>Candidates are permitted to bring and use their own simple scientific NON-PROGRAMMABLE BATTERY OPERATED POCKET TYPE Calculators. Programmable type calculators are, however, not allowed and use of such calculators shall tantamount to resorting to unfair means by the candidates. Loaning or interchanging of calculator etc. in the examination hall/room is not permitted. Candidates are also not allowed to use/keep their own books/charts/electric slide rules/log or other tables.</p>	<p>To be made by Asstt. Supervisor repeatedly over public address system at the entry gate before commencement of the examination and repeated from time to time.</p>

<p>01:45 PM</p>	<p>Ensure you have no unauthorized books or luggage or eatables or papers or mobile phone or such IT Gadgets etc. 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 Question cum Answer Booklets. Make sure it is numbered, properly printed and is not mutilated or torn. If it is unnumbered, defective or does not contain no. of pages as mentioned on the top page, get it changed. Please check that Question cum Answer Booklet contains all Questions as printed in the detachable Question Paper before attempting answer. Follow the instructions printed on the cover of the Question cum Answer Booklets. (Invigilators will distribute the Question cum Answer Booklets to the candidates five minutes before commencement of the examination).</p>	<p>To be made by one of the Invigilators after the candidates have taken their seats in each session.</p>
<p>01:50 PM</p>	<p>You will shortly be getting the Question cum Answer Booklets. On receiving Question cum Answer Booklets make sure that it relates to the subject to which you have been admitted. Write your roll number in ink or ball point pen in the space provided on the cover of the Question cum Answer Booklets. Read the directions printed on it.</p>	<p>To be made by one of the Invigilators before the commencement of examination in each session.</p>

You have to write your answers in the Question cum Answer Booklet in the space provided under each Question. Candidates are required to attempt answer to the part/sub-part of a Question strictly within the pre-defined space. Any attempt outside the pre-defined space shall not be evaluated.

After the examination is over, return the Question cum Answer Booklets. You are free to take away the Question Paper available in detachable form at the end of Question cum Answer Booklet.

**01:55
PM**

Question cum Answer Booklets are being distributed. Please do not start writing answers to the Questions. Only fill in particulars.

There would be a bell.
Announcement to be made by the Invigilator.

**02:00
PM**

Start writing Answers.

There would be a bell.
Announcement to be made by the Invigilator.

**03:30
PM**

Half time is over.

There would be a bell at half time.
Announcement to be made by the Invigilator.

**04:55
PM**

Five minutes left.

Warning bell to be rung five minutes before the closing time.
Announcement to

		be made by the Invigilator and the doors to be closed.
05:00 PM	Time is over. Stop writing. Close Answer Books and remain in your seats till Scripts of all the candidates have been collected and accounted for.	To be announced by the Invigilator, when the bell for the completion of examination rings.

UNION PUBLIC SERVICE COMMISSION

CENTRAL ARMED POLICE FORCES (ASSISTANT COMMANDANT) EXAMINATION, 2019

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.

1. Report to Supervisor one 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/Question cum Answer Booklets (QCAB) and packet cutter for opening these packets, Scannable 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 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 / QCABs and the knife for opening these packet(s) (referred to in para 2 above) from the Supervisor.
4. Invigilator(s) will open these sealed packet(s) of Test Booklets / QCABs each containing 12 Test Booklets in their allotted Examination Halls/Rooms FIVE MINUTES / SEVEN MINUTES respectively before the commencement of the Examination (in each session) and verify that the number of Test Booklets / QCABs 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 / QCABs 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.
6. The candidates are permitted to bring and use their **simple or Scientific (Non-Programmable type battery operated pocket calculators)** in conventional papers only. Programmable type calculators are not allowed and use of such calculators shall tantamount to resorting to unfair means by the candidates.

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6.1 Loaning/interchanging of calculators, slide rules, erasers or anything by the candidates is not permitted.

6.2 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.

6.3 The candidates are also not allowed to bring Mobile phones and such I.T. Gadgets or any other 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 QCAB boxes/Packets will be opened is also strictly prohibited.

6.4 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, QCAB etc., out of the examination hall/room. He should also close his OMR Answer Sheet/ Test Booklets/QCAB 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 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, OMR Answer Sheets for the Objective Type papers 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.**

10. Test Booklets/QCAB are to be distributed to present candidates only, three minutes and five minutes before the commencement of the examination, respectively. The Test Booklets / QCAB be distributed to candidates as per Instruction in the Handbook.

10.1 Spare copies of Test Booklet / QCAB be returned to the Supervisor 10 minutes after commencement of the examination. He/She should, in no case, leave the spare copies of the Test Booklets / QCAB on the tables or the desks or anywhere else.

10.2 No Invigilator should read the Test Booklet / QCAB. He 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.

10.3 If a candidate asks a question regarding any misprint or ambiguity in a question, he should be told to make a representation to the commission, if he so desires, giving his 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-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

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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 QCAB / 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/her signature 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 of thus 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 / QCAB 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 / QCAB and also obtain his/her signature in token of his/her attendance. 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/QCAB 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 mentioned in their online Application Forms of the 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.

12.3 The candidates have to report at the Examination Venue with e-Admit card and aforementioned Photo ID Cards 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 paper on the ground of non-production of photo ID 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 or there is any mismatch in its details, an UNDERTAKING (Annexure-10) to this (mismatch of details) effect, mentioning the reason of non production of Photo ID Card, may be obtained and sent to the Commission.

12.4 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/she is

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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.

12.5 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.

12.6 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.

12.7 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 / QCAB 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.

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

12.9 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.

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

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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 QCAB 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) alongwith counter signature of Asstt Supervisor/Supervisor obtained.

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

15. 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."

15.1. The Invigilator should ensure that no candidate marks or writes or revises his answers after the expiry of the allotted time. In conventional papers, if a candidate does not stop writing, the Invigilator on duty should immediately mark out the portion of the answer written by the candidate after the expiry of the prescribed time by sidelining the said portion on both sides. He should also write (preferably in red ink) the words "**written after the expiry of the prescribed time**" under his dated signature in the left hand margin. He should also make a report to the Supervisor in this regard separately who will forward it to the Commission with his remarks.

16. 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/cover page of the QCAB.

17. 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.

18. 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 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.

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

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

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

22. It may happen that during examination and after writing one or more answers in the allotted Question cum Answer Booklet, candidate points out any discrepancy relating to misprint of Question(s)/missing of any page and he/she is unable to attempt a Question(s) due to this discrepancy. Question cum Answer Booklet cannot be replaced at this stage and candidate may be provided another Question cum Answer Booklet which should be attached to the original Question cum Answer Booklet and sent to the Commission. A detailed report signed by Invigilator/Assistant Supervisor/Supervisor is to be submitted to the Commission clearly indicating the circumstances for this change. Control Room, UPSC should also be intimated telephonically at the same time by the supervisor while taking such decision.

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-empement.

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Examination Halls”**

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IMPORTANT ANNOUNCEMENTS (For Objective Type Paper)

TIME	Announcement	Remarks
09.00 A.M.	<p>Attention please. Bags, Lighters/Match Boxes, and such prohibited items such as calculators etc. Mobile phones or such IT Gadgets, Bluetooth or any other communication device are not allowed inside the Venue premises. Any infringement of these instructions will entail disciplinary action including ban from future examinations. Candidates are also advised not to take 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.</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>
09.45 A.M.	<p>Ensure you have no unauthorized books or papers or calculator or mobile phone or any other gadgets capable of being used as communication devices 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.) You will soon be given answer</p>	<p>To be made by one of the Invigilators after the candidates have taken their seats in each session.</p>

sheet. Make sure it is numbered, properly printed and is not mutilated or torn. If unnumbered or defective, get it changed. (Invigilators will now distribute the answer sheets to the present candidates).

Fill in with Black Ball Point Pen in the top line of the answer sheet:-

- a) **Name of centre**
 - b) **Name of subject**
 - c) **Subject code**
 - d) **Your roll number (exactly as it is given in your admission certificate including zeroes, if any, prefixed to your roll number.)**
- Candidate should note that any omission/mistake/discrepancy in encoding/filling in the O.M.R. answer sheet, specially with regard to Roll Number and test booklet serried code, will render the answer sheet liable for rejection.**

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).

Answers may be marked by blackening completely the

To be made by one of the Invigilators three minutes before the commencement of examination in each session.

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.

You will shortly be getting the test booklet. Do not open the test booklet until signal for commencement is given. On receiving test booklet 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. Sheets for rough work are appended with the Test Booklets at the end. No separate rough sheet will be provided for rough work.

Please encode booklet series with Black Ball Point Pen at the appropriate space in the answer sheet. Also write in 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).

No candidate is allowed to leave the examination venue till completion of the allotted

	<p><i>time.</i></p> <p><i>No candidate is allowed to go to the wash room during the last 30 minutes in each session.</i></p> <p><i>After the test is over, return the answer sheet. You are free to take away the test booklet</i></p>	
<p><u>10:00</u> <u>A.M.</u></p>	<p>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.</p>	<p>The Invigilator should announce after the bell at the start of the examination in each session.</p>
<p><u>11:00</u> <u>A.M.</u></p>	<p>Half time is over.</p>	<p>There would be a bell at half time. Announcement to be made by the Invigilator.</p>
<p><u>11:55</u> <u>A.M.</u></p>	<p>Five minutes left.</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>12:00</u> <u>NOON</u></p>	<p>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. Please ensure that your script has been handed over to the Invigilator before you leave the room.</p>	<p>To be announced by the Invigilator when the bell for the completion of examination rings.</p>

IMPORTANT ANNOUNCEMENTS (For Conventional Type Paper)

<u>Time</u>	<u>Announcement</u>	<u>Remarks</u>
01:00 PM	<p>Attention please. Bags, Lighters, Match boxes, Mobile phones and such I.T. Gadgets, pagers or any other communication device are not allowed inside the venue premises. Any infringement of these instructions will entail disciplinary action including ban from future examinations. <i>Candidates are also advised not to take any valuable/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.</i></p> <p>Candidates are permitted to bring and use their own simple scientific NON-PROGRAMMABLE BATTERY OPERATED POCKET TYPE Calculators. Programmable type calculators are, however, not allowed and use of such calculators shall tantamount to resorting to unfair means by the candidates. Loaning or interchanging of calculator etc. in the examination hall/room is not permitted. Candidates are also not allowed to use/keep their own books/charts/electric slide rules/log or other tables.</p>	<p>To be made by Asstt. Supervisor repeatedly over public address system at the entry gate before commencement of the examination and repeated from time to time.</p>

01:45 PM	<p>Ensure you have no unauthorized books or luggage or eatables or papers or mobile phone or such IT Gadgets etc. 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 Question cum Answer Booklets. Make sure it is numbered, properly printed and is not mutilated or torn. If it is unnumbered, defective or does not contain no. of pages as mentioned on the top page, get it changed. Please check that Question cum Answer Booklet contains all Questions as printed in the detachable Question Paper before attempting answer. Follow the instructions printed on the cover of the Question cum Answer Booklets. (Invigilators will distribute the Question cum Answer Booklets to the candidates five minutes before commencement of the examination).</p>	To be made by one of the Invigilators after the candidates have taken their seats in each session.
01:50 PM	<p>You will shortly be getting the Question cum Answer Booklets. On receiving Question cum Answer Booklets make sure that it relates to the subject to which you have been admitted. Write your roll number in ink or ball point pen in the space provided on the cover of the Question cum Answer Booklets. Read the directions printed on it.</p>	To be made by one of the Invigilators before the commencement of examination in each session.

You have to write your answers in the Question cum Answer Booklet in the space provided under each Question. Candidates are required to attempt answer to the part/sub-part of a Question strictly within the pre-defined space. Any attempt outside the pre-defined space shall not be evaluated.

After the examination is over, return the Question cum Answer Booklets. You are free to take away the Question Paper available in detachable form at the end of Question cum Answer Booklet.

**01:55
PM**

Question cum Answer Booklets are being distributed. Please do not start writing answers to the Questions. Only fill in particulars.

There would be a bell.
Announcement to be made by the Invigilator.

**02:00
PM**

Start writing Answers.

There would be a bell.
Announcement to be made by the Invigilator.

**03:30
PM**

Half time is over.

There would be a bell at half time.
Announcement to be made by the Invigilator.

**04:55
PM**

Five minutes left.

Warning bell to be rung five minutes before the closing time.
Announcement to

		be made by the Invigilator and the doors to be closed.
05:00 PM	Time is over. Stop writing. Close Answer Books and remain in your seats till Scripts of all the candidates have been collected and accounted for.	To be announced by the Invigilator, when the bell for the completion of examination rings.