

TAMIL NADU PUBLIC SERVICE COMMISSION
DUTIES OF INVIGILATORS
DESCRIPTIVE TYPE

- a. The invigilators shall be present in the Chief Invigilator's control room **one hour and fifteen minutes** before the time of commencement of the examination, without fail.
- b. The invigilators shall receive instructions from the Chief Invigilator and **should leave the mobile phones** there itself and ensure yourself that there is no mobile phone or other gadgets with you and should take the attendance sheet cum hall sketch to the concerned room allotted to them.
- c. The invigilators shall be present at the allotted examination room, **one hour** before the time of commencement of examination.

ON THE DAY OF EXAMINATION - Activities during the Examination

1. Proceedings inside the Examination Room
 - a. The room invigilator on verification of the memorandum of admission (hall ticket) shall permit the candidates to enter into the examination room.
 - b. Biometric authentication shall be undertaken.
 - c. The room invigilator shall personally verify the identity of the candidate with reference to the photograph printed on the memorandum of admission (hall ticket) and sign in the appropriate space provided therein.
 - d. The signature and photograph of the candidate in the attendance sheet-cum-hall sketch shall be verified.
 - e. Signatures of the candidates shall be obtained in the attendance sheet, duly mentioning the question-cum-answer booklet number.
 - f. The invigilator shall compulsorily write the register number and question-cum-answer booklet number of all candidates (both present and absent) allotted to that examination room in the hall sketch as per the actual seating arrangement.
 - g. Immediately after commencement of the examination, the invigilator shall shade the appropriate **bubble [A]** against the register number of the absentee candidates in the attendance sheet, using only **black ball point pen**. Thereafter, the invigilator shall encircle the register number along with question-cum-answer booklet number of the absentee candidates in the hall sketch, using a red ball point pen.
 - h. Invigilators shall issue instructions to the candidates regarding filling of particulars in the question-cum-answer booklets.
 - i. The question-cum-answer booklets shall be distributed exactly fifteen minutes before the commencement of examination and they shall be placed in sequence, on the tables earmarked for the candidates concerned, even if the candidates are not seated at the time of distribution, in order to avoid disturbing the sequence of distribution..
 - j. Before using the answer sheet, the photograph and the details printed on it shall be verified. It shall be ensured that the answer sheet pertains to that particular candidate only. In case any of the details are found to be incorrect or defective in any way, it shall immediately be reported to the room invigilator for replacement. No question-cum-answer booklet shall be replaced after use.

- k. The candidate shall affix his/her signature at the two designated places in the answer paper. One signature shall be affixed after having read the instructions therein, before the commencement of the examination and the other certifying that all instructions have been followed, after the conclusion of the examination.
- l. The candidate shall affix his/her left hand thumb impression in the appropriate box provided in the answer paper, after the examination is over.
- m. As a general practice, the Chief Invigilator shall arrange sufficient numbers of facilitators (such number of Chief Invigilator's Assistants / Office Assistants, as approved by the Commission), who shall carry additional question-cum- answer booklets, as requested by room invigilators for the purpose of replacing the defective ones. Upon receipt, the room invigilator shall replace the defective ones and the candidate shall check the completeness of the new one in all respects.
- n. The examination shall commence on time and delay on any ground is not permissible.
- o. Invigilators shall fill in the attendance sheet-cum-hall sketch within ten minutes from the commencement of the examination.
- p. The bubble meant to record the absence of the candidate shall be shaded by the invigilator using black ball point pen only. The first page (candidate's portion as printed on the OMR sheet) of the question-cum-answer booklet shall also be scored out and signed across by the invigilator personally, using red ball point pen only.
- q. Only upon completion of these procedures, candidates shall be permitted to leave the examination room.
- r. In case of any malpractice / untoward incident, the room invigilator shall report the incident immediately to the Chief Invigilator, who shall in turn report the same to the inspection staff. The videographer and police personnel shall also be summoned to the examination room. Thereafter, a written statement in the candidate's own handwriting shall be obtained from the candidate in the presence of officials who shall also sign in the said statement as witnesses. In the case of mofussil centres, the incident shall also be reported to the District Collector (Chief Co-ordinator) / District Revenue Officer (Joint Co-ordinator), Controller of Examinations and senior most inspection staff deputed by the Commission immediately, in addition to the Monitoring Committee in the office of the Commission, through the EMS application. In case of Chennai centre, such incidents shall be reported to the Monitoring Committee in the office of the Commission, over phone and through the EMS application.