



GROUP-IV SERVICES RECRUITMENT EXAMINATION – INVIGILATORS INSTRUCTIONS

TIME SCHEDULE ON THE EXAMINATION DAY: The Chief Superintendent and his/her staff should reach the venue on the day of commencement of the **examination** as mentioned in the time schedule below without fail. The Chief Superintendent and Invigilators should adjust their watches to synchronize with correct Indian Standard Time. Electronic/ Digital/ Smart watches are not allowed.

TIME		ACTIVITY
a)	7.00 AM	Chief Superintendent, Assistant Chief Supdt., (wherever venue has above 500 capacity) and Clerk should reach the venue and re-check all arrangements duly signing on the “No Relation Certificate”.
b)	7.30 & 11.30	Route Officer will hand over the Question Paper & OMR between 7.30 to 8.30 AM for Forenoon Session and between 11.30 to 12.30 PM for Afternoon Session.
c)	7.45 AM	Invigilators should deposit their mobile phones and Smart Watches at the initial portal of examination centre and report for duty to the Chief Superintendent and append their signatures on the specified documents such as “No Relation Certificate”, Attendance etc.
d)	8.00 AM & 1.00 PM onwards	Candidates allowed for Hall Ticket & Valid Photo-ID Verification
e)	8.40 AM & 1.30 PM	Allotment of rooms to the invigilators through lottery system by the Chief Superintendent
f)	8.45 AM & 1.35 PM	The Chief Superintendent should open the Carton box of OMR Answer Sheets in presence of the Liaison Officer and distribute them to the Invigilators along with Nominal Rolls, Seating Plan, Forms and other material (except Question Paper)
g)	8.50 AM & 1.40 PM	Chief Superintendent should brief the Invigilators about the various procedures. Special instructions should be given with regard to language chosen in question paper (English-Telugu or English-Urdu). If 6 th digit in the Hall Ticket Number is “1”, the candidate has opted for ENGLISH-URDU Question paper.
h)	9.15 AM & 1.45 PM	Invigilators should be in examination room assigned to them.
i)	9.20 AM & 1.50 PM	Verifying the identity of the candidates with reference to Hall Tickets. To announcing that the OMR Answer Sheets cannot be replaced under any circumstances in case of wrong bubbling so that the candidate should carefully write and encode the Hall-Ticket Number first on OMR Answer Sheet. After receiving the Question Paper only, he/she should verify and encode Question Booklet Number on the OMR Sheet. <u>Distribution of OMR Answer Sheets to the candidates present only</u>
j)	9.30 AM & 2.00 PM	Opening of Question Paper Boxes by the Chief Superintendent and to check the sealed Question Paper packets are adequate. The Question Paper packets of English-Telugu and English-Urdu should be segregated.



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k)	9.45 AM & 2.15 PM	Closure of Candidates entry into the Examination Venue								
l)	9.50 AM & 2.20 PM	Distribution of sealed Question Booklet packets to the Invigilators. Care should be taken to handover English-Telugu packets and English-Urdu packets to the designated rooms / halls.								
m)		The Question Paper Boxes Colours are: <table border="1"><tr><td>FN Session</td><td>English–Urdu (RED)</td><td>English–Telugu (WHITE)</td></tr><tr><td>AN Session</td><td>English–Urdu (BLUE)</td><td>English–Telugu (YELLOW)</td></tr></table>			FN Session	English–Urdu (RED)	English–Telugu (WHITE)	AN Session	English–Urdu (BLUE)	English–Telugu (YELLOW)
FN Session		English–Urdu (RED)	English–Telugu (WHITE)							
AN Session		English–Urdu (BLUE)	English–Telugu (YELLOW)							
n)		Invigilators shall check the label on the Question Paper Packet in addition the colour codes to ascertain the language chosen (English-Telugu or English-Urdu) and then only open								
o)	Invigilators read out the Announcements									
p)	9.55 AM & 2.25 PM	Invigilators to open the sealed question paper packet in presence of the candidates and should take the signature of 2 candidates as evidence on the declaration affixed on the cover, then Invigilator should also sign. Distribute the Question Papers as per Hall Ticket Numbers sequence to all the candidates including on the seats of candidates Absent.**								
q)	9.57 AM & 2.27 PM	Candidates should be instructed to check the Question Booklet Number printed on the top of the Question Paper and verify whether any printing defects /damages by opening the seal of the question paper. He / she should write and encode properly and carefully the Question Booklet Number on his/her OMR Answer Sheet.								
r)	10.00 AM & 2.30 PM	Announcement & Long Bell for indicating the commencement of examination.								
s)	10.05 AM & 2.35 PM	Informing the status of commencement of examination started / faced any issues to TSPSC & District Collector/Authorities								
t)	10.10 AM & 2.40 PM	<ul style="list-style-type: none">• Collection of Question Papers from the seats of candidates Absent by the Invigilator. The list of un-used question booklets is to be prepared as per the proforma given by the Commission and then has to place them in self-adhesive cover and seal the cover in front of the candidates and has to take the signature of 2 candidates on the declaration affixed on the cover as evidence then Invigilator should also sign in it.• After that Collection of unused Question Papers and OMR Answer Sheets from the Invigilators, pack and seal the Unused OMR Answer Sheets in Packet No. 4 & Unused Question Paper packets in Packet No. 5. Unused buffer question paper seals should not be opened.								



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u)		<p>The Invigilator should sign in the space provided in the Answer Sheet, only after verifying the Hall Ticket Number and Question Booklet Number are filled on the OMR Answer Sheet and should ensure NO IMPERSONATION.</p> <p>He/she should obtain the signature of the Candidate in the Nominal Roll and should ensure that the candidate write the correct Question Booklet Number. Candidate should not write other's question booklet number.</p> <p>The word "ABSENT" should be written with <u>RED PEN</u> on the Nominal Roll against the Name of the candidate who is absent</p> <p>The Invigilator has to bubble the circles against the Hall Ticket number of the absentee candidate in the Absentee Statement</p>
v)	10.15 AM & 2.45 PM	Informing the Attendance to the Collector's Office
w)		On completion of Every half-an-hour, Invigilators should inform the completed time & remaining examination time to the candidates
x)	12.15 PM & 4.45 PM	Supply of Stamp Pads / Ink Strips & Cloth to each room for obtaining Left Thumb Impressions of candidates in the Nominal Rolls by the Invigilators.
y)	12.25 PM & 4.55 PM	After Warning Bell Announce that only 5 minutes are left.
z)	12.30 PM & 5.00 PM	After Long Bell, Announce closing time and collection of OMR Answer Sheets from all the candidates.
aa)		After collecting the OMR Answer Sheets from candidates, Invigilator should obtain the Left Thumb Impression (any other finger impression if he / she doesn't have left Thumb) of the Candidates in the box earmarked for this purpose in the Nominal Roll for each session separately. Invigilator to certify in the same column if candidate does not have both the arms.
bb)		Invigilators must count the Used OMR Answer Sheets collected from all the candidates and to ensure that the Used OMR Sheets of the room are tallied as per the counts of candidates Present according to the Nominal Roll. After that only Used OMR Answer Sheets will be handedover to the Chief Supdt.
cc)		The Chief Superintendent should appoint one special team with any of two invigilators to verify, count and tally the total number of Used OMR Answer Sheets as per the candidates present in the Nominal Roll.
dd)		After the thorough verification by the special team, the Chief Supdt and Liaison Officer should verify and confirm the final counts of Used OMR Answer Sheets. After confirmation only, the used OMR Answer Sheets should be packed and the total number of Used OMR Answer Sheets should be mentioned on the Packet No.1 without fail.

****NB:** 1. Note that OMR Answer Sheets shall **NOT** be placed in the seats of Absentee candidates.

2. Note that the Question Paper Booklets have to be placed in the seats of **ABSENTEE** candidates also.

3. Note the **DIFFERENCE** between 1 & 2 above.



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DETAILED INSTRUCTIONS:

1. The Invigilator shall be present in the allotted examination venue at 7.45 AM.
2. The Invigilator shall not carry any reading or written material with him. He/she should not carry his **Mobile** phone / Smart watch to the examination hall and distribution centre/hall. They should be deposited at the initial portal and the Chief Supdt to ensure its safe keeping. If the Invigilator is found carrying the mobile phone to the examination hall / distribution centre/hall, then he/she shall be removed forthwith and be replaced with another Invigilator, it is the responsibility of Chief Supdts to have some substitute Invigilators. Suitable action as deemed fit would be taken if mobile phone / electronic gadgets are found later.
3. After receiving instructions from the Chief Superintendent, the Invigilator shall collect the Nominal Rolls, Seating plan and the OMR sheets pertaining to the room he is allotted and verify whether the numbers are correct.
4. The Invigilator shall be present in the allotted examination room at 9.15 AM & 1.45 PM.
5. The Invigilator shall verify the hall ticket and the valid ID brought by the candidate with reference to the photograph printed on the Nominal Rolls and the candidate's signature. He should also ensure that candidate sat in the seat allotted to him/her as per Hall ticket and also is in the right venue before issuing the OMR sheets.
6. The Invigilator should announce in the exam hall while issuing the OMR Answer Sheets that **Under any circumstances, the OMR Answer Sheets / Question Paper Booklets will not be replaced except if there are printing mistakes / defects on the Question Booklet / OMR Answer Sheet.**

Therefore, the candidates have to fill all the relevant columns in the Answer sheet carefully and also encode correctly the Hall Ticket Number, Question Booklet Number & Answers with BLUE / BLACK BALL POINT PEN only and to Sign in the space provided for on Side-1 of the Answer Sheet.

Candidate should encode the Hall-Ticket Number first on OMR Answer Sheet and to write the venue code in the space provided at bottom of the OMR Answer Sheet. After receiving the Question Paper only, candidate should verify and encode Question Booklet Number on the OMR Answer Sheet. Use of Gel pens / pencils shall not be allowed. Use of correcting fluids (Whitener Etc.) or Erasers for correcting any of the fields in the Answer Sheet is prohibited and will be treated as tampering and Malpractice.

OMR Answer Sheets should not be placed in the seats of absent candidates.

If candidate does wrong bubbling, OMR Answer Sheet shall not be replaced. He/she should continue with the same OMR Sheet. Candidate is not supposed to take any absentee OMR Sheet and Invigilator is not supposed to replace the fresh OMR Sheet in place of wrong bubbled OMR Sheet.



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7. If noticed on writing the examination that the question booklet is damaged or not printed properly, candidate can request for a fresh question paper alongwith fresh OMR Answer Sheet within the 10 minutes of commencement of the examination.
8. In case the candidate receives the wrong question paper according to the Hall Ticket i.e., English-Urdu / English-Telugu vice-versa, he/she can return the paper and ask for fresh paper without opening the seals.
9. (i) The candidates who are totally blind are allowed to write the examination with the help of scribe provided by the Chief Superintendent and 20 minutes compensatory time is permitted to them per hour.
(ii) Scribe will be provided by the Chief Superintendent to those candidates who do not have both the upper limbs for Orthopedically Handicapped. However, no extra time will be granted to them.
(iii) Compensatory time of 20 minutes per hour is also permitted for the candidates with locomotor disability and CEREBRAL PALSY where dominant (writing) extremity is affected for the extent slowing the performance of function (Minimum of 40% impairment). Scribe is allowed to such candidates also.
10. Invigilator shall not give any additional instruction(s) to the candidates which are contrary to TSPSC instructions.

11. The Question Papers Tamper-proof Packets Colours are:

Forenoon Session	English–Urdu (RED)	English–Telugu (BLUE)
Afternoon Session	English–Urdu (BLACK)	English–Telugu (GREEN)

12. The Sealed Question Paper Packets shall be opened by the Invigilator at 9.55 AM in the FN Session & 2.25 PM in the AN Session only in the presence of at least two candidates in the examination hall. A declaration to that effect also obtained from Invigilator and Two candidates who witnessed the opening of Question Paper packets.
13. The Invigilator should ensure that the Question booklets shall be first placed at all the seats of candidates including on the seats of the absent candidates. (If the Test Booklets are not sufficient, then the question paper booklets are to be distributed only to the candidates who are present and should not be placed on desks of the absentee candidates).
14. The Invigilator should obtain the signature of the Candidate in the Nominal Roll in the space provided for that purpose and he should ensure that the candidate writes the Question Booklet Number correctly.
15. The word “ABSENT” should be written with RED PEN on the Nominal Roll against the Name of the candidate who is absent and it should be attested by the Invigilator.



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16. The Invigilator should sign in the space provided in the Answer Sheet, only after verifying the Hall Ticket Number and Question Booklet Number are encoded properly in the OMR Answer Sheet. **He should not sign in advance.**
17. After 10 minutes of the commencement of examination, the Invigilator should collect unused Question Booklets and pack them in the empty cover supplied with question papers packet under proper seal with the signatures of two candidates at their respective examination hall. The Invigilator shall prepare the list of Unused Question Booklet Numbers and handover to the Chief Supdt along with the unused question booklets packet and unused OMR Sheets.
18. The Invigilator has to bubble the circles against the Hall Ticket number of the absentee candidate in the Absentee Statement and should write his name and should sign in the spaces provided for the purpose
19. **BELL**: *As the candidates are not permitted to wear the watches, the Chief Superintendent should organize a bell for indicating time schedule as follows:*

Paper-I 10.00 A.M	Paper-II 02.30 PM	Long bell (30 seconds) at the commencement of examination
10.30 AM, 11.00 AM, 11.30 AM, 12.00 AM	3.00 PM, 3.30 PM, 4.00 PM, 4.30 PM	1 bell ring 2 bell rings 3 bell rings 4 bell rings
12.25 P.M	04.55 P.M	Warning bell (5 Seconds)
12.30 P.M	5.00 P.M.	Long bell (30 seconds) on conclusion of the exam
On completion of Every half-an-hour, Invigilators should announce the completed time & remaining examination time to the candidates		

20. The Invigilator should be present in the hall to do the invigilation until completion of examination and *maintain* a secure, professional, quiet, and controlled environment at all times. As all the questions of the examination will be completely of the Objective type (Multiple Choice Answers), the candidates in the rooms may resort to help their friends by finger indications, murmuring etc., with each other in any way during the examination period which is detrimental to the interests of the other candidates. Hence, strict invigilation should be imposed.
21. The Invigilator should inform the candidates that Tick marking of answer choices on Question Booklet is not permitted. If any candidate resorts to writing down anything on the Question Booklet, except in the place provided for rough work on the *last* page or at the end, he / she should be penalized as per the provisions defined under Malpractice Act.
22. In case of any *candidate* found using unfair means, immediately bring it to the notice of Chief Superintendent.



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23. Absence of candidates from examination hall/room for attending nature calls may be permitted with escort after half-an-hour and must not extend beyond the premises of the building in which the examination is held. If there is an abnormal delay in returning to the examination hall, such candidate should not be allowed in to the examination hall.
24. The candidates are wholly and solely responsible for writing and encoding the relevant columns in the Answer Sheets. The Invigilator should instruct the candidate that he / she should not damage the Answer Sheet or make it liable for invalidation. The Invigilator should also ensure that the candidate (i) Encoded the Hall Ticket Number and Question Booklet Number correctly and also the Hall Ticket Number and Question Booklet Number are written correctly; and (ii) not to make markings / writings at other places of the Answer Sheet. The Invigilator should announce the instructions on encoding of Hall Ticket Number and Question Booklet Number and give an undertaking in the proforma attached with the declaration of Invigilator:
25. a) The examination room / hall doors should be closed Five (5) minutes before the closure time for each session. All the *OMR Answer Sheets* should be collected by the Invigilators. The question paper can be carried by the candidates on conclusion of the examination.
- b) **After collecting all the Used OMR Answer Sheets, Invigilator should obtain the Left Thumb Impression (any other finger impression if he / she doesn't have left Thumb) of the Candidates in the box earmarked for the purpose in the Nominal Roll. Invigilator to certify in the same column if candidate does not have both the arms. The Stamp Pads / Ink strips given in the morning session should be returned to the Chief Supdt who in turn will again give it in the Afternoon Session.**
- c) After confirmation that all the Used OMR Answer Sheets are received and all the candidates affixed the Thumb Impressions only, the candidates should be allowed to leave the examination room / hall and **"No candidate should leave the examination room without handing over his/her Used Answer Sheet and without affixing Left Thumb Impression (any other finger impression if he / she doesn't have left Thumb) on the Nominal Roll under any circumstances"**.
26. The invigilators must inform immediately to the Chief Superintendent in case of any unusual incidence during the examination.
27. Any lenience on their part in this regard will be viewed very seriously and will attract the Penal Provisions of Telangana Public Examinations (Prevention of Malpractice and unfair means) Act, 1997 (Act No.25/1997) shall be invoked.



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List of Un-used Question Booklet Numbers

(To be filled by the Invigilator)

Venue Code:	Room No.																						
<table border="1" style="margin: auto; border-collapse: collapse;"><thead><tr><th style="width: 10%;">S.NO.</th><th style="width: 90%;">Un-used Test Booklet No.</th></tr></thead><tbody><tr><td>1.</td><td></td></tr><tr><td>2.</td><td></td></tr><tr><td>3.</td><td></td></tr><tr><td>4.</td><td></td></tr><tr><td>5.</td><td></td></tr><tr><td>6.</td><td></td></tr><tr><td>7.</td><td></td></tr><tr><td>8.</td><td></td></tr><tr><td>9.</td><td></td></tr><tr><td>10.</td><td></td></tr></tbody></table>		S.NO.	Un-used Test Booklet No.	1.		2.		3.		4.		5.		6.		7.		8.		9.		10.	
S.NO.	Un-used Test Booklet No.																						
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9.																							
10.																							
Name of the Invigilator (In Capital Letters)	Signature of the invigilator																						

ANNOUNCEMENT TO BE MADE BY THE INVIGILATOR

- (i) *I have announced that all the columns on the side-1 of OMR sheet should be written and encoded by the candidate correctly.*
- (ii) *I have demonstrated the procedure of filling up & bubbling the circles of OMR answer sheet.*
- (iii) *Also announced that using of correction fluids (whitener etc.) / erasers / powders to tamper the answer sheet or leaving the examination hall on conclusion without handing over the answer sheet will be treated as “malpractice” besides disqualification of his/her candidature, and.*
- (iv) *The photo & the signature on hall ticket & nominal rolls have been verified and tallied.*
- (v) *Ensured that no electronic gadgets were allowed/ used and no copying was allowed.*

SIGNATURE OF THE INVIGILATOR