

### **Instructions for Inspecting Officers**

- To reach the Venue on each examination day at least  $\frac{1}{2}$  an hour before the starting of Gate Entry Time of candidates to ensure that all arrangements/instructions are strictly adhered to.
- To **carry your ID Proof** while attending the Examination Duty.
- To **read thoroughly the Guidelines for Inspecting Officers (Annexure-I)** to ensure smooth conduct of the examination.
- To collect the **Attendance** and communicate the same to SSC (SR), Chennai **through SMS to Mobile No.9444234705 within 15 minutes** from the commencement of each Shift of the examination. The format of SMS will be Venue Code & Shift Number, followed by number of candidates "Present" for the examination in that Shift.
- After conclusion of examination on each day, to **send Softcopy of SSC Examination Report (as per Annexure II) to this Regional Office on the same day itself.**
- **Hardcopy of Inspection Report (Annexure III)** along with duly filled/signed "**No Relation Certificate**", "**Pre-Receipt**" (Annexure-IV) and "**Self-Certification for Conveyance Charges**" (Annexure-V) to be sent immediately after completion of examination for all days, to enable this Regional Office to make payment of Honorarium and Conveyance Charges.
- In the event of any emergency, please contact this Regional Office (Mobile No.9868134843/9444234705)
- The following documents are enclosed herewith:

<b>Annexure No.</b>	<b>Details</b>
I	Guidelines for Inspecting Officers
II	SSC Examination Report
III	Proforma for Inspecting Officer's Report
IV	No Relation Certificate and Pre-Receipt
V	Self-Certification for Conveyance Charges
VI	General Instructions for the Candidates
VII	Advisory of candidates regarding COVID-19
VIII	Debarment List & Prohibited Items List