

Sub:- Appointment of Invigilators for Conduct of the Combined Defence Service Exam. (I), 2016 to be held on 14.2.2016.

Reference UPSC letter vide no. 7/1/2016-EIA (I)/(115) dated 01-02-2016 whereby they have appointed some ICAR employees as Invigilator for conducting the Combined Defence Service Exam (I), 2016 scheduled to be held on 14.02.2016.

In view of above, Media Unit is requested to upload the list of Invigilators along with the instructions containing 11 pages on the ICAR website so that the individual may obtain their place of duty & instructions.

London
03/2/16

US (Admin.)

Media Unit

Q
03/2/16

105944/2016/ESTT-I
3/2/16

No. F. 7/1/2016-EIA(I)/(115)

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

To

The Director General,
Indian Council of Agricultural Research,
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001.

1-2-2016

[Kind Attention: Under Secretary (Admn.)]

Subject: Appointment of Invigilators for conduct of the Combined Defence Services Exam. (I), 2016 to be held on 14.2.2016.

Sir/Madam,

I am directed to forward herewith a list of officers working in your Ministry/ Department whom it is proposed to appoint as invigilators for the conduct of the examination mentioned above. The place, date and time of duty have been noted 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. In case any of the officers cannot be spared, I am to request that alternative arrangement may be made by deputing officers of equal status. Under no circumstances should an officer be allowed to withdraw from invigilation duties without the Ministry/Deptt. making alternative arrangements. Changes in invigilation 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. THE OFFICERS CONCERNED MAY KINDLY BE INFORMED THAT IN CASE ANY ONE OF THEM ABSENTS HIMSELF /HERSELF FROM INVIGILATION DUTY WITHOUT TIMELY PRIOR INTIMATION TO THE UNION PUBLIC SERVICE COMMISSION OR ARRIVES AT THE CENTRE LATE OR IS REPORTED BY THE SUPERVISORS TO BE NON-COOPERATIVE OR IS 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 INVIGILATORS MAINTAINED BY THE COMMISSION AND ALSO THIS BE VIEWED SERIOUSLY.

3. The Invigilator will be paid remuneration @ Rs.720.00 (for two sessions) for the actual day of the examination.

4. _____ copies of the "Instructions for Invigilators" are enclosed for the guidance of the Invigilator(s) and may kindly be given to him/them for careful study.

Contd.....2/-

105642/2016-2
2/2/16
E-I
SCKVermg
2/2/2016

5. If any of the Officers, whose services as an Invigilator(s) have been requested for, has any dependent/relation appearing at the above-mentioned examination at the 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 Invigilator finds that any dependent/relation of his/her is a candidate for the examination at Delhi Center, he/she may kindly be asked not to take up the assignment.

6. A reply to this letter may kindly be sent as early as possible and positively by 29-01-2016 by hand/fax.

7. The timings of the examination to be held on Sunday, the 14th February, 2016 will be as under:

Reporting Time by Invigilator.... 08.00 A.M. Sharp.

Forenoon Session 09.00 A.M. to 11.00 A.M.

Afternoon Session 12.00 NOON to 02.00 P.M.

8. The Invigilator(s) should not leave the venue after the examination without permission of the Supervisors.

Yours faithfully



(P.C. BISWAS)

Under Secretary

Union Public Service Commission

Tele No.23381132/23385223

Encl: List of officers deputed for invigilation duty. 23

Mobile phones & such IT gadgets are banned in the Campus of UPSC Examination Halls.

Union Public Service Commission

3

Combined Defence Services Exam. (I), 2016

Ministry Code: 115

Date of Duty:- 14/02/2016

Ministry Name: Indian Council of Agricultural Research,

LIST OF INVIGILATORS

S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
1	S1159	SHRI SURINDER SINGH-II, ASSTT., SONEPAT 9868366211	08993/090	B M BHARTI MODEL SCHOOL, D-BLOCK, RAMA VIHAR, MAJRI NEAR ROHINI SECTOR 22, DELHI 110081 (B-WING) Tel. No.:-
2	S1161	SHRI ARUN GOEL, PA, KRISHNA NAGAR 9868366211	08553/065	GOVT. BOYS SENIOR SECONDARY SCHOOL,G-BLOCK, (BEHIND PVR SONIA),VIKASPURI, NEW DELHI-110018 Tel. No.: -28546283
3	S1191	SHRI SOHAN LAL, ASSTT., MAYUR VIHAR 9868239956	08553/065	GOVT. BOYS SENIOR SECONDARY SCHOOL,G-BLOCK, (BEHIND PVR SONIA),VIKASPURI, NEW DELHI-110018 Tel. No.: -28546283
4	S1192	SHRI SATBIR SINGH, ASSTT., KRISHI VIHAR 9215040030	08991/044	SARVODAYA BAL VIDYALAYA, ANANDVAS, (LOK VIHAR), ADJACENT TO NDPL, DELHI 110034 Tel. No.:27354488
5	S1196	SMT. TRIPTA JOSHI, PS, PASCHIMPURI 9968094288	08993/090	B M BHARTI MODEL SCHOOL, D-BLOCK, RAMA VIHAR, MAJRI NEAR ROHINI SECTOR 22, DELHI 110081 (B-WING) Tel. No.:-
6	S1197	SHRI K.G. MATHEW, SO, PASCHIM VIHAR 9811649969	08993/090	B M BHARTI MODEL SCHOOL, D-BLOCK, RAMA VIHAR, MAJRI NEAR ROHINI SECTOR 22, DELHI 110081 (B-WING) Tel. No.:-
7	S1198	SHRI MOHAN CHANDER BHATT, ASSTT., KRISHI VIHAR 9818253231	08991/044	SARVODAYA BAL VIDYALAYA, ANANDVAS, (LOK VIHAR), ADJACENT TO NDPL, DELHI 110034 Tel. No.:27354488

LIST OF INVIGILATORS

S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
8	S1199	SHRI BHUPENDRA KUMAR ARYA, ASSTT., BRAHMPURI 7868825994	08993/090	B M BHARTI MODEL SCHOOL, D-BLOCK, RAMA VIHAR, MAJRI NEAR ROHINI SECTOR 22, DELHI 110081 (B-WING) Tel. No.:-
✓ 9	S1201	SHRI SANJAY KUMAR-IV, ASSTT., KRISHI VIHAR N.M.	08991/044	SARVODAYA BAL VIDYALAYA, ANANDVAS, (LOK VIHAR), ADJACENT TO NDPL, DELHI 110034 Tel. No.:-27354488
10	S1203	SMT. SUSHILA JOSHI, ASSTT., MAYUR VIHAR	08993/090	B M BHARTI MODEL SCHOOL, D-BLOCK, RAMA VIHAR, MAJRI NEAR ROHINI SECTOR 22, DELHI 110081 (B-WING) Tel. No.:-
11	S1204	SMT. RAJNI ANAND, ASSTT., DSHALIMAR BAGH 25843657	08993/090	B M BHARTI MODEL SCHOOL, D-BLOCK, RAMA VIHAR, MAJRI NEAR ROHINI SECTOR 22, DELHI 110081 (B-WING) Tel. No.:-
12	S1206	SHRI KAJAL PAL, ASSTT., KRISHI VIHAR 9717152627	08991/044	SARVODAYA BAL VIDYALAYA, ANANDVAS, (LOK VIHAR), ADJACENT TO NDPL, DELHI 110034 Tel. No.:-27354488
13	S1211	SHRI RAMESH KUMAR, SO, SAHADRA Edn. Div. N.M.	08993/090	B M BHARTI MODEL SCHOOL, D-BLOCK, RAMA VIHAR, MAJRI NEAR ROHINI SECTOR 22, DELHI 110081 (B-WING) Tel. No.:-
14	S1213	SHRI RAJENDER KUMAR KUKREJA, ASSTT., SONEPAT 9868478659	08993/090	B M BHARTI MODEL SCHOOL, D-BLOCK, RAMA VIHAR, MAJRI NEAR ROHINI SECTOR 22, DELHI 110081 (B-WING) Tel. No.:-

5

LIST OF INVIGILATORS

S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
15	S1231	SHRI VIKRAM SAINI, PA, MUNDKA 9213950364	08993/090	B M BHARTI MODEL SCHOOL, D-BLOCK, RAMA VIHAR, MAJRI NEAR ROHINI SECTOR 22, DELHI 110081 (B-WING) Tel. No.:-
16	S1236	SHRI BICHITER SINGH VERMA, ASSTT., BURARI 9711357427	08993/090	B M BHARTI MODEL SCHOOL, D-BLOCK, RAMA VIHAR, MAJRI NEAR ROHINI SECTOR 22, DELHI 110081 (B-WING) Tel. No.:-
17	S1242	SHALINI JAYARAJ, SO, PITAMPURA 9811337634	08993/090	B M BHARTI MODEL SCHOOL, D-BLOCK, RAMA VIHAR, MAJRI NEAR ROHINI SECTOR 22, DELHI 110081 (B-WING) Tel. No.:-
18	S1245	SHRI RAJEEV BHATIA, ASSTT., RADHEY PURI N.A.	08553/065	GOVT. BOYS SENIOR SECONDARY SCHOOL,G-BLOCK, (BEHIND PVR SONIA),VIKASPURI, NEW DELHI-110018 Tel. No.: -28546283
19	S1263	SHRI PRAMOD KUMAR, ASSTT., SHADARA 9868445435	08993/090	B M BHARTI MODEL SCHOOL, D-BLOCK, RAMA VIHAR, MAJRI NEAR ROHINI SECTOR 22, DELHI 110081 (B-WING) Tel. No.:-
20	S1274	SMT. SEEMA BHATIA,, SHAHDARA N.A.	08993/090	B M BHARTI MODEL SCHOOL, D-BLOCK, RAMA VIHAR, MAJRI NEAR ROHINI SECTOR 22, DELHI 110081 (B-WING) Tel. No.:-
21	S1277	SHRI VIKAS JAIN, SO, PITAMPURA N.A.	08993/090	B M BHARTI MODEL SCHOOL, D-BLOCK, RAMA VIHAR, MAJRI NEAR ROHINI SECTOR 22, DELHI 110081 (B-WING) Tel. No.:-

Ministry Code: 115

Date of Duty:- 14/02/2016

6

Ministry Name: Indian Council of Agricultural Research,

LIST OF INVIGILATORS

S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
22	S1279	SHRI ZILE SINGH, ASSTT., MUNDKA R.N. 519, K.A	08993/090	B M BHARTI MODEL SCHOOL, D-BLOCK, RAMA VIHAR, MAJRI NEAR ROHINI SECTOR 22, DELHI 110081 (B-WING) Tel. No.:-
23	S1280	SHRI ASHVINENDRA PAL SINGH, ASSTT., GHAZIABAD E.D	08993/090	B M BHARTI MODEL SCHOOL, D-BLOCK, RAMA VIHAR, MAJRI NEAR ROHINI SECTOR 22, DELHI 110081 (B-WING) Tel. No.:-

(7)

UNION PUBLIC SERVICE COMMISSION
COMBINED DEFENCE SERVICES EXAMINATION-I, 2016
INSTRUCTIONS TO INVIGILATORS

The instructions as detailed below must be strictly complied with by the invigilators: -

1. The invigilators must report to the supervisor **one hour before** commencement of examination. Ascertain room/hall and name of fellow invigilator where duty is to be performed. They are to ensure that none of them is in possession of mobile phone/communication device within the venue. As soon as they reach the venue, the mobile phone/communication devices are to be deposited by the Invigilators to the safe custody of Supervisors, and are to be returned to them after completion of packing of sensitive material for the last session of the examination.

2. Obtain Answer Sheets, attendance lists, **seating plan with series of test booklets marked thereon**. Important announcements to be made by the Invigilator and timing of the same is annexed.

3. Candidates with valid e-Admission Certificate to be allowed entry in the examination hall/room, 20 minutes before commencement of examination in each paper.

4. (i) If the Admission certificate is reported to have been lost or is otherwise not produced but name of the candidate is included in the attendance list, the candidate should be allowed to take the examination in the first session and asked to furnish photograph and written undertaking indicating therein, the circumstances and stating that he/she is appearing in the examination at his/her own risk. Candidate should be asked to download his Admission Certificate from UPSC website and produce a copy of the print out of the Admission Certificate in the second session of the examination.

(ii) In case candidate has apparently valid admission certificate but name is not included in the Attendance List, the matter should be brought to the notice of Supervisor forthwith who, in turn, should contact the UPSC Control Room immediately and send a copy of the e-Admission Certificate by fax/e-mail for verification of its authenticity. Simultaneously, necessary entries regarding the Roll No. and name should be made in the blank proforma of Attendance list. Duly attested passport size photograph should be pasted in the space provided for the purpose and candidate should fill the relevant columns in the Attendance list. Further, the required undertaking and a copy of the Identity proof such as I-Card, Aadhar Card, Passport, Driving License etc. are to be obtained from the candidate and sent to UPSC along with a report of the supervisor. Above procedure be followed for each session of examination.

(iii) In case there is no photograph on e-Admission Certificate or there is disparity between the photo of the candidate as printed in the admission certificate and Attendance lists and actual physical appearance, the candidate should be allowed to take the examination at his own risk with undertaking subject to production of proof of identity such as Identity Card, Voter Identity Card, Passport, Aadhar Card, Driving License etc. He should be asked to produce photograph on the same day in the next session, which should be fixed on undertaking and signed by the candidate and attested by the Invigilator and Supervisor.

Contd./...

(iv) If a candidate who is absent in the first session, reports for the examination in subsequent session, he/she may be allowed to appear in the subsequent session. Attendance list should be got filled in for that session only.

5. Mobile phones or any other electronic equipment or any other equipment capable of being used as a communication device or reference books, electric/electronic calculators, bags, lunch boxes etc. are not allowed inside the Examination Hall. **The candidates, invigilators and other examination functionaries are also not permitted to bring mobile phones and other communication devices to the examination hall.**

(a) Use of Mobile phones by the Invigilators is also prohibited. The venue Supervisor should ensure that the Invigilators **and other examination functionaries** do not carry Mobile phone with them in the Examination hall/room.

(b) The Invigilators and Assistant Supervisors should be careful and vigilant regarding any suspicious activity by the candidate particularly of the use of Blue-tooth/Small cameras fitted on watches etc used by the candidates for cheating.

6. One Answer Sheet per candidate is to be supplied. No paper for rough work is to be provided separately.

7. Test booklet will be delivered to Invigilator five minutes before the commencement of examination in each session. **Ensure test booklets are properly arranged as per test booklet series indicated in the seating plan.**

8. Test booklets be distributed in vertical rows, three minutes before commencement of examination exactly as per the Seating Plan. No test booklet should be left on the tables not occupied by any candidate.

(a) In case of wrong distribution of Test Booklet(s) by any Invigilator, do not change/ replace the same in the middle of the session. Instead bring it to the NOTICE OF THE SUPERVISOR (who would mention the error in a separate report) and pay special attention to the candidate (s) with the wrong Test Booklets so that they do not resort to talking/discussion amongst themselves.

9. **Candidates are not to be admitted after ten minutes of the scheduled time of commencement of the examination in each session. No functionary has any discretion in this regard.** After expiry of ten minutes invigilators should return spare copies of test booklets and Answer Sheets to the supervisor.

10. After expiry of ten minutes from the commencement of examination if any candidate brings to notice of invigilator any defect in his test booklet, matter be reported to the supervisor immediately for replacement of defective test booklet with another booklet of the same series. Necessary correction with regard to Serial No. of test booklet is to be made by the candidate in the Attendance list, which should be initialed by the candidate and countersigned by the Invigilator and the Supervisor.

Contd./...

11. After expiry of ten minutes from commencement of examination in each session, check that candidate has filled in all particulars on the Answer Sheet and test booklet correctly. Corrections/changes in roll number be initialed by candidate as well as Invigilator and countersigned by Supervisor. Invigilator should also encode in Black ball point pen the series of the Test Booklet at the appropriate space provided in the Answer Sheet (left hand corner bottom).

12. As Scannable Attendance Lists are to be computer compliant, these are to be 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 the 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 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 Test Booklet and Answer Sheet. 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 in 'Black' ball point pen in the presence of Invigilator.

In respect of candidates who are absent, the Invigilator shall mark them as absent by darkening the oval inscribed 'A' in black ball point pen, in the relevant column. After getting each sheet of the list completed, the Invigilator is also required to sign the Attendance List in the space provided for the purpose in token of his/her confirmation of the identification of the candidate and also verifications of the relevant particulars entered by the candidate in the Attendance List.

13. After Answer Sheets and test booklets have been provided to candidates, **their identity should be checked with the photograph and facsimile signature in the attendance list.** Check that candidate has written correctly Answer Sheet number, test booklet series, serial number and also darkened the oval inscribed 'P' in token of his/her attendance in the relevant column of the attendance list in Black ball point pen. Thereafter, invigilator should sign in Black ball point pen the attendance list in the space provided for the purpose.

14. There would be a bell at half time and a warning bell five minutes before the completion of the examination when the doors of the room/hall should be closed. When the bell for completion of examination rings invigilator will announce "time is over, stop marking, close your test booklets and remain in your seats till Answer Sheets of all candidates have been collected and accounted for."

15. Candidates are not permitted to leave the Exam Hall/Room till expiry of the full allotted time.

Contd./...

16. Invigilator should accompany a candidate to the toilet so that he remains within his full view. No candidate should be allowed to go out for any other purpose. While going to toilet candidate should turn his Answer Sheet upside down. Candidate should not be allowed to take with him the Test Booklet and Answer Sheet out of the examination hall/room.

17. No candidate is allowed to go to the toilet during the last 30 minutes of the examination.

18. Five minutes before completion of each session, the doors of the examination room/halls should be closed. As soon as the session is completed, all OMR Answer Sheets should be collected from all candidates, properly accounted for and handed over to Supervisor immediately. Invigilators will be personally responsible for loss or misplacement of any Answer Sheet. If a candidate goes away from the examination room/hall without depositing his/her OMR answer sheet, responsibility will be fixed and the Invigilator concerned will be made subjected to penal action for such laxity. Further, Attendance No. on the OMR Answer Sheets should not be assigned by the Invigilators. It should be assigned by the Supervisor only.

19. Invigilators should remain alert and should not engage in conversation with other Invigilators. He/she should ensure that no candidate copies or attempts to copy from the papers of any other candidate, nor permit his own papers to be copied, nor attempts to give, nor obtains, nor attempts to obtain irregular assistance of any description and that no candidate indulges in disorderly or improper conduct and violates such further instructions as may be administered in the Examination Hall by the Supervisor/Invigilator. They should also be very careful and vigilant regarding any suspicious activities by the candidates particularly of the use of Bluetooth or small cameras/SIM cards fitted on watches, pens, clothing etc. that could be used by the candidates for cheating.

20. If any candidate raises a doubt about any apparent mistake, ambiguity or anomaly about any item in the Test Booklet, he may be advised to answer the item as it is and make a representation to the Commission. In his/her representation candidate should indicate name of examination, his/her full name, roll number, name of the subject, centre, serial number and series of the test booklet, serial number of the item and nature of mistake/ambiguity. The candidate may be informed that the Commission will take due note of his representation while evaluating the Answer Sheet.

21. Candidate(s) will mark responses himself/herself in the Answer Sheet by blackening completely the correct circle (a or b or c or d) by black ball point pen. Candidates may be advised not to use ink pen as it may create smudges on the Answer Sheet which may obstruct/ interfere with the mechanical scoring of the Answer Sheet. Help of any other person to mark responses is not allowed.

22. All entries in OMR Sheets and Attendance List in all the sessions must be made with **BLACK BALL POINT PEN** by the Candidates/ Invigilator.

23. If a candidate slips away from the bathroom, he/she should not be allowed to re-enter the examination hall/room and the case should be referred immediately to the Supervisor in writing.

Contd./...

24. During the currency of the examination, copying or photocopying of any item or page of the Test Booklet either by the candidate or by any examination functionary or Inspecting Officer of Union Public Service Commission/State Public Service Commission/State Government or any other authority allowed to visit the examination venue is strictly prohibited.

25. Smoking, taking tea or any other refreshment in the examination hall/room is strictly prohibited. Match boxes/cigarette lighters are also not allowed in the hall/room.

26. Invigilators should refer any case of doubt to the Supervisor at once.

27. All cases of infringement of instructions should be immediately brought to the notice of the Supervisor, in writing.

UNION PUBLIC SERVICE COMMISSION