

**RAILWAY RECRUITMENT CELL, EASTERN RAILWAY, KOLKATA
INSTRUCTIONS FOR INVIGILATORS**

Note: INVIGILATOR WILL TAKE DETAILED BRIEFING ON THE INSTRUCTIONS FROM THE CENTRE INCHARGE/COORDINATING SUPERVISOR WELL IN ADVANCE. IMPORTANT POINTS ARE SUMMARIZED AS UNDER:

1. Invigilators must maintain the following time schedule and Bell Code:

SR. No.	BELL CODE	ACTIVITY	TIMINGS
1.	--	Duration of Exam.	120 Minutes
		Timings of Written Examination	10.30 am to 12.30 pm
2.		All Invigilators to reach examination centre and report to Centre Incharge / Coordinating Supervisor.	08.45 am
3.	1 st Bell	Reporting Time of Candidates	10.00 am
4.	--	Coordinating Supervisor/Centre Incharge (As applicable) to open Cartons/boxes after signing "Seal Intact Certificates" and distribution of Question Packets to Invigilators, Room wise.	10.00 am
5.	2 nd Bell (at 10.15 am)	Opening of Question Packets by Invigilators after signing Seal Intact Certificates and distribution of Question Booklets to Candidates.	10.15 am
		Without opening the seal, the candidates should - 1) Read the instructions on the unsealed pages of the question booklet. 2) Take out Answer sheet from the booklet and fill information on the same. 3) Copy paragraph given in question booklet in the space provided in Question booklet itself in running hand writing in both languages i.e. Hindi & English.	10.15 am to 10.30 am
6.	3 rd Bell	Breaking the Seal on Question Booklet and starting of Answering the questions by candidates	10.30 am
7.	4 th Bell	10 minutes before the end of examination.	12.20 pm
8.	5 th Bell	End of exam and collection of papers.	12.30 pm
9.	--	Filling necessary forms and collecting all the materials and handing over the same to Centre Incharge after all necessary formalities.	As soon as possible after the examination is over.

2. At the time of entry of candidates to examination hall Invigilators must compare the face of the candidates with the photograph available on the call letter to check impersonation. Entry time is restricted between 10.00 am to 10.40 am.
3. Candidates should not be allowed to bring or use any material including any paper, mobile, calculator etc and should occupy the allotted seat only.
4. Invigilator must announce the following:-
 - 4.1 Candidate would not be given any extra time for attending to nature calls etc.
 - 4.2 Use of accessories like notebooks, mobiles, calculators, manuscripts, digital diaries or any other related thing, is prohibited during exam.
 - 4.3 Candidates must check the numbers on question booklet and answer sheet. Any difference must be brought to notice and the booklet changed immediately.
 - 4.4 OMR sheet provided is in duplicate and carbonless type. It should be pulled out without breaking the seal and before writing anything on the question booklet.
 - 4.5 Instructions available on the unsealed portion of the question booklet and the front and back portion of the OMR answer sheet must be gone through, thoroughly before the candidates start filling up necessary information in the OMR Answer sheet and Question booklet.
 - 4.6 Para given in the Question booklet is to be copied in the space provided in the Question booklet itself in running hand writing in both the languages i.e. Hindi and English.
 - 4.7 Candidates should not put any mark on question booklet at any place other than in the space provided for rough work on each page and towards the end. This will lead to disqualification.
5. Packets of question booklet will be opened in presence of 2 candidates and necessary Seal Intact Certificate pasted on the packets must be filled up. Thereafter, distribution of question booklet has to be done in serial order of Roll numbers as indicated on the desks, only to the candidates who are present.
6. After distributing the question booklet Invigilators must announce that the candidates perform the task as listed in the table at point No. 1, Serial No. 5 without opening the seal.
7. Invigilators will obtain signature of the candidates and also counter sign on upper and lower portion of call letter, question booklet, answer sheet and attendance sheet. Left Thumb Impression of the candidates must be affixed at the specified space in the attendance sheet. Necessary columns in the attendance sheet may also be filled up.
8. The call letters, after signature must be collected and the upper portion of the call letter will be detached and kept by Invigilator. The lower portion (attendance slip) will be given back to the candidates towards the end.
9. Unused question booklet will be handed over, alongwith duly filled up seal intact certificate at 10.40.am to Coordinating Supervisor / Centre Incharge or his authorized representative who comes to collect them.
10. Invigilator will prepare his report as given in FORMAT 'I-1' and also fill up the Roll numbers of the candidates present and absent in his/her hall/room on the back side of FORMAT 'I-2' .
11. Invigilators will not allow any candidate to leave the examination hall/room till examination is over and all material has been counted and collected from the candidates. NO CANDIDATE SHOULD TAKE AWAY QUESTION BOOKLET OR ANY FOIL OF ANSWER SHEET. ANY untoward INCIDENT MUST BE REPORTED TO POLICE STATION IN THE PRESCRIBED FORMAT AVAILABLE WITH CENTRE INCHARGE.
12. Invigilator will maintain strong vigil throughout the conduct of examination so that no malpractices take place.
13. After the final bell at 12.30 pm Invigilator will collect used question booklet and answer sheet (both original and duplicate) from the candidate, physically count the same as per attendance before allowing candidates to leave.
14. Invigilator will bring the used question paper booklets, OMR sheets alongwith other examination material (unused / leftover stationary etc.) to the Coordinating Supervisor/Centre Incharge room.
15. Thereafter Invigilator will carefully separate answer sheet (into original and duplicate), ensuring that they do not get torn in the process.
16. All items (QUESTION BOOKLET, ANSWER SHEET (BOTH ORIGINAL AND DUPLICATE), ATTENDANCE SHEET, INVIGILATOR REPORT, UPPER PORTION OF CALL LETTER, SEAL INTACT CERTIFICATE, STATIONARY ITEMS etc.) must be handed over to the Centre Incharge who will verify the same with the presentee statement available with him. This is to ensure that all items related to each candidate are collected.
17. Invigilator will leave the premises only with the permission of Centre Incharge after the smooth conduct of examination.

E.N.No.-

रेलवे र्ती कक्ष को वापस ामा कराएँ

रेलवे र्ती कक्ष, पूरु रेलवे, कोलकाता

RAILWAY RECRUITMENT CELL, EASTERN RAILWAY, KOLKATA

(I-1) निरीक्षक की रिपोर्ट INVIGILATOR'S REPORT

केन्द्र नाम/कोड Centre Name/Code.....कमरा नं. Room No.....

दिनांक Date :

1.	आवटित उम्मीदवारों की कुल संख्या Total No. of Candidates allotted	:	
2.	उपस्थित उम्मीदवारों की कुल संख्या Total No. of Candidates Present	:	
3.	अनुपस्थित उम्मीदवारों की कुल संख्या Total No. of Candidates Absent	:	
4.	उत्तर पुस्तिका सहित प्राप्त प्रश्न पुस्तिकाओं की कुल संख्या Total No. of question booklet with answer sheets received	:	
5.	वापस किये गये प्रश्नपत्रों की कुल संख्या Total No. of question papers returned	:	
	प्रयुक्त Used	:	
	अनुप्रयुक्त (उत्तर पुस्तिका सहित) Unused(with answer sheet)	:	
6.	वापस की गई मूल ओएमआर उत्तर पुस्तिकाओं की कुल संख्या Total No. of original OMR answer sheets returned	:	
7.	वापस की गई दुप्लीकेट ओएमआर उत्तर पुस्तिकाओं की कुल संख्या Total No. of duplicate OMR answer sheets returned	:	
8.	वापस किये गये सील इन्टैक्ट प्रमाण पत्रों की संख्या No. of seal intact certificates returned	:	
9.	उम्मीदवारों की सूची गिन्होंने ओएमआर खाली ठेड़े हैं List of the candidates who left blank OMR	:	
10.	वापस किये गये बुलावा पत्रों की प्रतिपर्णियों की कुल संख्या Total No. of call letters counter-foils returned	:	
11.	अन्य कोई जानकारी Any other information	:	

निरीक्षक के हस्ताक्षर Signature of Invigilator.....

नाम, पदनाम तथा नियुक्ति स्टेशन

Name, designation and station of posting.....

