

No. F. 5/2/2014-EIA(III)/(002)
Union Public Service Commission
Dholpur House, Shahjahan Road,
New Delhi - 110069

To

The Secretary to the Govt. of India,
Department of Agricultural Research and Education,
Ministry of Agriculture, Krishi Bhawan, New Delhi-110001.

02 APR 2014

[Kind Attention: Shri Vijay Singh, Under Secretary (Estt.)]

Subject: Appointment of Invigilators for conduct of the National Defence Academy & Naval Academy Exam.(I), 2014 to be held on 20th April, 2014.

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. 05 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/-

For necessary action please

Amr
3/4/14

Dissemination
ASIA
3-4-14

22/4/14
At Patsuri

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 10th April, 2014 by hand/fax.

7. The timings of the examination to be held on Sunday, the 20th April, 2014 will be as under:

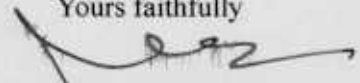
Reporting Time by Invigilator.... 09.00 A.M. Sharp.

Forenoon Session 10.00 A.M. to 12.30 P.M.

Afternoon Session 02.00 P.M. to 4.30 P.M.

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

Yours faithfully



(S.K. MOHANTY)

Under Secretary

Union Public Service Commission

Tele No.011-23381132

Encl: List of officers deputed for invigilation duty.

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

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Union Public Service Commission

National Defence Academy & Naval Academy Exam.(I), 2014

Ministry Code: 002

Date of Duty:- 20/04/2014

Ministry Name: Department of Agricultural Research and Education,

LIST OF INVIGILATORS

S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
1	S1071	SHRI PAWAN KUMAR OJHA, SO, KRISHI VIHAR	08130/033	SARVODAYA BAL VIDYALAYA, SADIQ NAGAR, (NEAR GARGI COLLEGE), NEW DELHI-110049. Tel. No.:-26252091
2	S1072	SHRI JAYANTA DAS, SO, KRISHI VIHAR	08010/034	KENDRIYA VIDYALAYA, MASJID MOTH, NEAR SADIQ NAGAR, SECTOR III, NEW DELHI-110049 Tel. No.:-26258370
3	S1073	SHRI KAJAL PAL, ASST., KRISHI VIHAR	08010/034	KENDRIYA VIDYALAYA, MASJID MOTH, NEAR SADIQ NAGAR, SECTOR III, NEW DELHI-110049 Tel. No.:-26258370
4	S1074	SHRI SATISH KUMAR, SO, KRISHI VIHAR	08010/034	KENDRIYA VIDYALAYA, MASJID MOTH, NEAR SADIQ NAGAR, SECTOR III, NEW DELHI-110049 Tel. No.:-26258370
5	S1075	SHRI ASHOK KUMAR MEENA, SO, KRISHI VIHAR	08481/035	KENDRIYA VIDYALAYA, ANDREWS GANJ, (NEAR MOOL CHAND FLY-OVER), POST OFFICE LAJPAT NAGAR, NEW DELHI-110024. Tel. No.:-26434112
6	S1076	SHRI BALBIR SINGH, ASST., KRISHI VIHAR	08151/032	GOVT. CO-EDU. SR. SEC. SCHOOL, LAJPAT NAGAR-I, NEAR DEFENCE COLONY FLY-OVER NEW DELHI-110024 Tel. No.:-29818763
7	S1077	SHRI RAM SINGH, ASST., KRISHI VIHAR	08010/034	KENDRIYA VIDYALAYA, MASJID MOTH, NEAR SADIQ NAGAR, SECTOR III, NEW DELHI-110049 Tel. No.:-26258370

LIST OF INVIGILATORS

S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
8	S1078	SHRI S.S.RANA, ASST., KRISHI VIHAR	08148/031	GOVT. BOYS SR. SEC. SCHOOL, VARUN MARG, DEFENCE COLONY, NEW DELHI-110024. Tel. No.:24333666
9	S1079	SHRI SANJAY KUMAR, ASST., KRISHI VIHAR	08071/054	GOVT. BOYS SENIOR SECONDARY SCHOOL, CHIRAG DELHI (SOAMI NAGAR), NEAR CHIRAG DELHI FLY OVER, NEW DELHI-110017 Tel. No.:26496797
10	S1080	SHRI P.K.MISHRA, SO, KRISHI VIHAR	08481/035	KENDRIYA VIDYALAYA, ANDREWS GANJ, (NEAR MOOL CHAND FLY-OVER), POST OFFICE LAJPAT NAGAR, NEW DELHI-110024. Tel. No.:26434112
11	S1081	SHRI RAJENDER SINGH, ASST., KRISHI VIHAR	08071/054	GOVT. BOYS SENIOR SECONDARY SCHOOL, CHIRAG DELHI (SOAMI NAGAR), NEAR CHIRAG DELHI FLY OVER, NEW DELHI-110017 Tel. No.:26496797
12	S1082	SHRI NIRMAL SARKAR, SO, KRISHI VIHAR	08141/042	GOVERNMENT BOYS SENIOR SECONDARY SCHOOL, CHITTARANJAN PARK, B-BLOCK, (NEAR NO.1 FISH MARKET), NEW DELHI-110019. Tel. No.:26270394
13	S1083	SHRI DAULAT RAM, ASST., KRISHI VIHAR	08141/042	GOVERNMENT BOYS SENIOR SECONDARY SCHOOL, CHITTARANJAN PARK, B-BLOCK, (NEAR NO.1 FISH MARKET), NEW DELHI-110019. Tel. No.:26270394
14	S1084	SHRI B.S.VERMA, ASST., SANT NAGAR	08694/177	SARVODAYA KANYA VIDYALAYA NO.1, NEAR NAGIA PARK, SHAKTI NAGAR, DELHI-110007 Tel. No.:011-23845922

Ministry Code: 002

Date of Duty:- 20/04/2014

Ministry Name: Department of Agricultural Research and Education,

LIST OF INVIGILATORS

S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
15	S1085	SHRI UPENDRA MEHTA, ASST., KRISHI VIHAR	08141/042	GOVERNMENT BOYS SENIOR SECONDARY SCHOOL, CHITTARANJAN PARK, B-BLOCK, (NEAR NO.1 FISH MARKET), NEW DELHI-110019. Tel. No.:-26270394
16	S1086	SHRI DRISHAN GOPAL, ASST., KRISHI VIHAR	08141/042	GOVERNMENT BOYS SENIOR SECONDARY SCHOOL, CHITTARANJAN PARK, B-BLOCK, (NEAR NO.1 FISH MARKET), NEW DELHI-110019. Tel. No.:-26270394
17	S1087	SHRI S.D.MEENA, SO, KRISHI VIHAR	08141/042	GOVERNMENT BOYS SENIOR SECONDARY SCHOOL, CHITTARANJAN PARK, B-BLOCK, (NEAR NO.1 FISH MARKET), NEW DELHI-110019. Tel. No.:-26270394
18	S1088	SHRI M.C.BHATT, ASST., KRISHI VIHAR	08481/035	KENDRIYA VIDYALAYA, ANDREWS GANJ, (NEAR MOOL CHAND FLY-OVER), POST OFFICE LAJPAT NAGAR, NEW DELHI-110024. Tel. No.:-26434112
19	S1089	SHRI A.K.YADAV, SO, KRISHI VIHAR	08071/054	GOVT. BOYS SENIOR SECONDARY SCHOOL, CHIRAG DELHI (SOAMI NAGAR), NEAR CHIRAG DELHI FLY OVER, NEW DELHI-110017 Tel. No.:-26496797
20	S1090	SHRI SATBIR SINGH, ASST., KRISHI VIHAR	08071/054	GOVT. BOYS SENIOR SECONDARY SCHOOL, CHIRAG DELHI (SOAMI NAGAR), NEAR CHIRAG DELHI FLY OVER, NEW DELHI-110017 Tel. No.:-26496797
21	S1091	SHRI GAUR SINGH RANA, ASST., KRISHI VIHAR	08481/035	KENDRIYA VIDYALAYA, ANDREWS GANJ, (NEAR MOOL CHAND FLY-OVER), POST OFFICE LAJPAT NAGAR, NEW DELHI-110024. Tel. No.:-26434112

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22	S1092	SHRI SANJAY KUMAR-IV, KRISHI VIHAR	08148/031	GOVT. BOYS SR. SEC. SCHOOL, VARUN MARG, DEFENCE COLONY, NEW DELHI-110024. Tel. No.:-24333666
23	S1093	SHRI SANJAY PRASAD, ASST., KRISHI VIHAR	08148/031	GOVT. BOYS SR. SEC. SCHOOL, VARUN MARG, DEFENCE COLONY, NEW DELHI-110024. Tel. No.:-24333666
24	S1094	SHRI H.S.GUSAIN, ASST., KRISHI VIHAR	08148/031	GOVT. BOYS SR. SEC. SCHOOL, VARUN MARG, DEFENCE COLONY, NEW DELHI-110024. Tel. No.:-24333666
25	S1095	SHRI S.S.GUSAIN, ASST., KRISHI VIHAR	08151/032	GOVT. CO-EDU. SR. SEC. SCHOOL, LAJPAT NAGAR-I, NEAR DEFENCE COLONY FLY-OVER NEW DELHI-110024 Tel. No.:-29818763
26	S1096	SHRI HARPAL THAKUR, SO, KRISHI VIHAR	08130/033	SARVODAYA BAL VIDYALAYA, SADIQ NAGAR, (NEAR GARGI COLLEGE), NEW DELHI-110049. Tel. No.:-26252091
27	S1097	SHRI NAND KISHORE, ASST., KRISHI VIHAR	08130/033	SARVODAYA BAL VIDYALAYA, SADIQ NAGAR, (NEAR GARGI COLLEGE), NEW DELHI-110049. Tel. No.:-26252091
28	S1098	SHRI RAM EKBAL SAH, ASST., KRISHI VIHAR	08481/035	KENDRIYA VIDYALAYA, ANDREWS GANJ, (NEAR MOOL CHAND FLY-OVER), POST OFFICE LAJPAT NAGAR, NEW DELHI-110024. Tel. No.:-26434112

LIST OF INVIGILATORS

S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
29	S1099	SHRI NARINDER SINGH, ASST., MOTI BAGH	08144/075	SARVODAYA CO-EDUCATION SENIOR SECONDARY SCHOOL, NANAKPURA, MOTI BAGH-II, (NEAR RING ROAD MOTI BAGH FLY OVER), NEW DELHI-110021 Tel. No.: -26875417
30	S1100	SHRI SOHON LAL, ASST., SHAKARPUR	08063/201	GOVT. SARVODAYA BAL VIDYALAYA, F-BLOCK, KRISHNA NAGAR, (MANDIR MARG), DELHI-110051. Tel. No.: -22092518
31	S1101	SMT. SUSHILA JOSHI, ASST., MAYUR VIHAR	08714/240	RAJKIYA SARVODAYA KANYA VIDYALAYA, BLOCK-27, TRILOKPUR, DELHI-110091 Tel. No.: -011-22710712
32	S1102	SHRI LAL SINGH, ASST., VINOD NAGAR	08710/246	RAJKIYA SARVODAYA KANYA VIDYALAYA, EAST VINOD NAGAR, (NEAR SPORTS COMPLEX), DELHI-110091 Tel. No.: -011-22771947
33	S1103	SHRI VINEET KUMAR, ASST., AMBEDKAR NAGAR	08621/049	GOVT. CO-ED. SARVODAYA VIDYALAYA, DR. AMBEDKAR NAGAR, SECTOR-V, DAKSHINPURI EXTN., NEW DELHI-110062 Tel. No.: -29967389
34	S1104	SHRI RAJEEV KUMAR SHARMA, ASST., SEELAMPUR	08668/216	GOVT. GIRLS SENIOR SECONDARY SCHOOL, NEW USMANPUR, (NEAR JAG PRAVESH CHAND HOSPITAL), DELHI-110053. Tel. No.: -011-22184536
35	S1105	SHRI RAMESH KUMAR, SO, SHAHDARA	08218/207	BABU RAM GOVT. SARVODAYA BAL VIDYALAYA, (NEAR BABU RAM SCHOOL CHOWK), BHOLA NATH NAGAR, SHAHDARA, DELHI-110032. Tel. No.: -22304026

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S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
36	S1106	SHRI ZILE SINGH, ASST., MUNDKA	08413/121	DOON PUBLIC SCHOOL, B-2, PASCHIM VIHAR, NEAR LAXMI NARAIN MANDIR, NEW DELHI-110063 Tel. No.: -25268686, 42316890-94
37	S1107	MS. KUSUM JUYAL, ASST., GHAZIABAD	08066/183	SHAHEED BHAI BAL MUKUND GOVT. SARVODAYA VIDYALAYA, SHANKRACHARYA MARG, NEAR CIVIL LINES METRO STATION, (BEHIND I.P. COLLEGE), DELHI-110054 Tel. No.: -23972122
38	S1108	SHRI P. RAJANI, TA, RANI BAGH	08025/132	KENDRIYA VIDYALAYA, SAINIK VIHAR, NEAR SHAKUR BASTI, RANI BAGH, DELHI-110034 Tel. No.: -27025480, 27022979
39	S1109	SHRI SARWAJIT SINGH, TO, SAGARPUR	08015/080	KENDRIYA VIDYALAYA NO.1, DELHI CANTT., SADAR BAZAR ROAD, (NEAR OLD BASE HOSPITAL), NEW DELHI-110010 Tel. No.: -25691003
40	S1110	SMT. SUSHILA KULLU, SO, R.K. PURAM	08053/028	SARVODAYA CO-EDU. SENIOR SECONDARY SCHOOL, SAFDARJUNG ENCLAVE, (OPP. GREEN FIELD SCHOOL), NEW DELHI-110029 Tel. No.: -26102743
41	S1111	SHRI B.K. ARYA, ASST., BRAHMIPURI	08668/216	GOVT. GIRLS SENIOR SECONDARY SCHOOL, NEW USMANPUR, (NEAR JAG PRAVESH CHAND HOSPITAL), DELHI-110053. Tel. No.: -011-22184536
42	S1112	SHRI R.K. BHARMOTA, ASST., LODHI ROAD	08134/011	N.P. CO-ED. SR. SECONDARY SCHOOL, LODHI ESTATE, NEAR KHAN MARKET (BUS STOP:- SUJAN SINGH PARK), NEW DELHI-110003 Tel. No.: -011-24604731

Ministry Name: Department of Agricultural Research and Education,

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S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
43	S1113	SMT. SHALINI JAYARAJ, SO, PITAMPURA	08304/147	BRILLIANTS' CONVENT, (NEAR BAL BHARTI SCHOOL), WEST ENCLAVE, PITAMPURA, DELHI-110034. Tel. No.: -27032325
44	S1114	SMT. B.RAJESWARI NAIR, SO, KRISHI VIHAR	08010/034	KENDRIYA VIDYALAYA, MASJID MOTH, NEAR SADIQ NAGAR, SECTOR III, NEW DELHI-110049 Tel. No.: -26258370
45	S1115	SHRI RAM KARAN PAL, SO, UTTAM NAGAR	08015/080	KENDRIYA VIDYALAYA NO.1, DELHI CANTT., SADAR BAZAR ROAD, (NEAR OLD BASE HOSPITAL), NEW DELHI-110010 Tel. No.: -25691003
46	S1116	SHRI ARUN GOEL, PA, KRISHNA NAGAR	08063/201	GOVT. SARVODAYA BAL VIDYALAYA, F-BLOCK, KRISHNA NAGAR, (MANDIR MARG), DELHI-110051. Tel. No.: -22092518
47	S1117	SHRI MANOHAR, AF&AO, PITAMPURA	08304/147	BRILLIANTS' CONVENT, (NEAR BAL BHARTI SCHOOL), WEST ENCLAVE, PITAMPURA, DELHI-110034. Tel. No.: -27032325
48	S1118	SMT. RAJNI ANAND, ASST., SHALIMAR BAGH	08108/114	GOVERNMENT BOYS SENIOR SECONDARY SCHOOL, PHASE-II, ASHOK VIHAR, (NEAR SATYAWATI COLLEGE), DELHI-110052. Tel. No.: -27144668
49	S1119	MRS. SARITA SHARMA, ASST., KAMLA NAGAR	08694/177	SARVODAYA KANYA VIDYALAYA NO.1, NEAR NAGIA PARK, SHAKTI NAGAR, DELHI-110007 Tel. No.: -011-23845922

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50	S1120	SMT. TRIPTA JOSHI, PS, PASCHIM PURI	08413/121	DOON PUBLIC SCHOOL, B-2, PASCHIM VIHAR, NEAR LAXMI NARAIN MANDIR, NEW DELHI-110063 Tel. No.:25268686,42316890-94
51	S1121	SHRI PRABHAKAR BHATT, SO, PUSA	08013/079	KENDRIYA VIDYALAYA NO.3, DELHI CANTT., (NEAR SEEMA SADAK BHAWAN), NARAINA VILLAGE, RING ROAD, NARAINA, NEW DELHI-110010. Tel. No.:25693499
52	S1122	SHRI J.K.MEENA, SO, DEV NAGAR	08051/190	RAJKIYA PRATIBHA VIKAS VIDYALAYA, LINK ROAD, PLOT NO.1, KAROL BAGH, (NEAR METRO STATION JHANDEWALAN), NEW DELHI-110005. Tel. No.:23622367
53	S1123	SHRI HAJARILAL, ASST., NAJAFGARH,	08328/100	RAJKIYA PRATIBHA VIKAS VIDYALAYA, BE-BLOCK, HARI NAGAR, OPP. MAYA PURI POLICE STATION, NEW DELHI-110064 Tel. No.:25494338
54	S1124	SHRI K.G.MATHEW, ASST., PASCHIM VIHAR	08413/121	DOON PUBLIC SCHOOL, B-2, PASCHIM VIHAR, NEAR LAXMI NARAIN MANDIR, NEW DELHI-110063 Tel. No.:25268686,42316890-94
55	S1125	SHRI RAKESH KUMAR, ASST., PATEL NAGAR	08561/187	GOVT. SARVODAYA BAL VIDYALAYA, QUTAB ROAD, (NEAR OLD TANGA STAND), SADAR BAZAR, DELHI-110006 Tel. No.:23557220
56	S1126	SHRI RAJESH KUMAR, SO, ASHOK VIHAR	08111/113	GOVT. SARVODAYA BAL VIDYALAYA, H-BLOCK, ASHOK VIHAR PHASE-I, (NEAR MONT FORT SCHOOL), DELHI-110052. Tel. No.:27416585

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S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
57	S1127	SHRI PRAMOD KUMAR SUNDRIYAL, ASST., YAMUNA VIHAR	08668/216	GOVT. GIRLS SENIOR SECONDARY SCHOOL, NEW USMANPUR, (NEAR JAG PRAVESH CHAND HOSPITAL), DELHI-110053. Tel. No.:-011-22184536
58	S1128	SHRI RAJIV KUMAR, ASST., UTTAM NAGAR	08015/080	KENDRIYA VIDYALAYA NO.1, DELHI CANTT., SADAR BAZAR ROAD, (NEAR OLD BASE HOSPITAL), NEW DELHI-110010 Tel. No.:-25691003
59	S1129	SHRI NAWAL SINGH, PA, MADANGIR	08621/049	GOVT. CO-ED. SARVODAYA VIDYALAYA, DR. AMBEDKAR NAGAR, SECTOR-V, DAKSHINPURI EXTN., NEW DELHI-110062 Tel. No.:-29967389
60	S1130	SHRI A.K.PATHAK, PS, LODHI COLONY	08134/011	N.P. CO-ED. SR. SECONDARY SCHOOL, LODHI ESTATE, NEAR KHAN MARKET (BUS STOP:- SUJAN SINGH PARK), NEW DELHI-110003 Tel. No.:-011-24604731
61	S1131	SHRI BHOLA NATH, ASST., GEETA COLONY	08059/194	GOVT. BOYS SENIOR SECONDARY SCHOOL, BLOCK NO 13, GEETA COLONY, (BEHIND KHUREJI SUBZI MANDI), DELHI-110031. Tel. No.:-22548602
62	S1132	SHRI RAJENDER KUMAR KUKREJA, ASST., SONEPAT	08025/132	KENDRIYA VIDYALAYA, SAINIK VIHAR, NEAR SHAKUR BASTI, RANI BAGH, DELHI-110034 Tel. No.:-27025480,27022979
63	S1133	SMT. RENU SHARAD, ASST., NAUROJI NAGAR	08053/028	SARVODAYA CO-EDU. SENIOR SECONDARY SCHOOL, SAFDARJUNG ENCLAVE, (OPP. GREEN FIELD SCHOOL), NEW DELHI-110029 Tel. No.:-26102743

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S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
64	S1134	SMT. PRITI MEHTA, ASST., MANDIR MARG	08293/189	GOVERNMENT SARVODAYA BAL VIDYALAYA, PAHARGANJ, (KASERU WALAN), NEW DELHI-110055 Tel. No.: -23581719
65	S1135	SHRI HARI OM, PS, PALAM VILLAGE	08015/080	KENDRIYA VIDYALAYA NO.1, DELHI CANTT., SADAR BAZAR ROAD, (NEAR OLD BASE HOSPITAL), NEW DELHI-110010 Tel. No.: -25691003
66	S1136	SMT. SUSHEELA TOMAR, SO, KALI BARI MARG	08293/189	GOVERNMENT SARVODAYA BAL VIDYALAYA, PAHARGANJ, (KASERU WALAN), NEW DELHI-110055 Tel. No.: -23581719
67	S1137	SHRI RAJESH KUMAR SAROYA, ASST., NANGAL RAYA	08015/080	KENDRIYA VIDYALAYA NO.1, DELHI CANTT., SADAR BAZAR ROAD, (NEAR OLD BASE HOSPITAL), NEW DELHI-110010 Tel. No.: -25691003
68	S1138	MS. KAMLESH, KRISHI VIHAR	08071/054	GOVT. BOYS SENIOR SECONDARY SCHOOL, CHIRAG DELHI (SOAMI NAGAR), NEAR CHIRAG DELHI FLY OVER, NEW DELHI-110017 Tel. No.: -26496797
69	S1139	MS. CHANDRAKANTA LAVANIA, AF&AO, R.K.PURAM	08144/075	SARVODAYA CO-EDUCATION SENIOR SECONDARY SCHOOL, NANAKPURA, MOTI BAGH-II, (NEAR RING ROAD MOTI BAGH FLY OVER), NEW DELHI-110021 Tel. No.: -26875417
70	S1140	SHRI S.K.SANTOSHI, ASST., KALYANPURI	08714/240	RAJKIYA SARVODAYA KANYA VIDYALAYA, BLOCK-27, TRILOKPURI, DELHI-110091 Tel. No.: -011-22710712

Ministry Name: Department of Agricultural Research and Education,

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71	S1141	SHRI J.N.MAHTO, ASST., PUSHP VIHAR	08086/051	GOVERNMENT BOYS SENIOR SECONDARY SCHOOL, SECTOR-I, PUSHP VIHAR, M.B. ROAD, NEAR SAKET COURT, NEW DELHI-110017. Tel. No.: -29564232
72	S1142	SHRI ASHVINENDRA PAL SINGH, ASST., GHAZIABAD	08066/183	SHAHEED BHAI BAL MUKUND GOVT. SARVODAYA VIDYALAYA, SHANKRACHARYA MARG, NEAR CIVIL LINES METRO STATION, (BEHIND I.P. COLLEGE), DELHI-110054 Tel. No.: -23972122
73	S1143	SHRI PRAMOD KUMAR, ASST., SHAHDARA	08218/207	BABU RAM GOVT. SARVODAYA BAL VIDYALAYA, (NEAR BABU RAM SCHOOL CHOWK), BHOLA NATH NAGAR, SHAHDARA, DELHI-110032. Tel. No.: -22304026
74	S1144	SHRI KULDEEP RAWAT, PS, SARAJINI NAGAR	08048/026	NAVYUG SCHOOL, I-AVENUE, SARAJINI NAGAR, 3RD CROSS ROAD, NEW DELHI-110023 Tel. No.: -26870393
75	S1145	SHRI JASVINDER PAL SINGH, ASST., PITAMPURA	08304/147	BRILLIANTS' CONVENT, (NEAR BAL BHARTI SCHOOL), WEST ENCLAVE, PITAMPURA, DELHI-110034. Tel. No.: -27032325
76	S1146	SMT. VEENA SALUJA, PS, HARI NAGAR	08328/100	RAJKIYA PRATIBHA VIKAS VIDYALAYA, BE-BLOCK, HARI NAGAR, OPP. MAYA PURI POLICE STATION, NEW DELHI-110064 Tel. No.: -25494338
77	S1147	MS. KULJEET KHURANA, PS, SHALIMAR BAGH	08108/114	GOVERNMENT BOYS SENIOR SECONDARY SCHOOL, PHASE-II, ASHOK VIHAR, (NEAR SATYAWATI COLLEGE), DELHI-110052. Tel. No.: -27144668

LIST OF INVIGILATORS

S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
78	S1148	SHRI LAKHMI CHAND, ASST., ASHOK VIHAR	08111/113	GOVT. SARVODAYA BAL VIDYALAYA, H-BLOCK, ASHOK VIHAR PHASE-I, (NEAR MONT FORT SCHOOL), DELHI-110052. Tel. No.:27416585
79	S1149	MS. RAVINDER KAUR KHANDPUR, ASST., JANAK PURI	08666/089	GOVT. BOYS SENIOR SECONDARY SCHOOL NO.1, C-BLOCK, (NEAR C-4E MARKET), JANAKPURI, NEW DELHI-110058 Tel. No.:011-25599569
80	S1150	SHRI VIJAY KUMAR, SO, GEETA COLONY	08059/194	GOVT. BOYS SENIOR SECONDARY SCHOOL, BLOCK NO 13, GEETA COLONY, (BEHIND KHUREJI SUBZI MANDI), DELHI-110031. Tel. No.:22548602
81	S1151	SHRI RAJPAL CHAUHAN,, KRISHI VIHAR	08148/031	GOVT. BOYS SR. SEC. SCHOOL, VARUN MARG, DEFENCE COLONY, NEW DELHI-110024. Tel. No.:24333666
82	S1152	SHRI SURESH KUMAR SHAMI, PS, MAYAPURI	08328/100	RAJKIYA PRATIBHA VIKAS VIDYALAYA, BE-BLOCK, HARI NAGAR, OPP. MAYA PURI POLICE STATION, NEW DELHI-110064 Tel. No.:25494338
83	S1153	SMT. NEELAM SHARMA, ASST., TILAK NAGAR	08328/100	RAJKIYA PRATIBHA VIKAS VIDYALAYA, BE-BLOCK, HARI NAGAR, OPP. MAYA PURI POLICE STATION, NEW DELHI-110064 Tel. No.:25494338
84	S1155	SHRI RAVI RANJAN, SO, NOIDA	08714/240	RAJKIYA SARVODAYA KANYA VIDYALAYA, BLOCK-27, TRILOKPURI, DELHI-110091 Tel. No.:011-22710712

LIST OF INVIGILATORS

S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
85	S1156	SHRI JITENDER KUMAR, ASST., MAHAVIR ENCLAVE	08015/080	KENDRIYA VIDYALAYA NO.1, DELHI CANTT., SADAR BAZAR ROAD, (NEAR OLD BASE HOSPITAL), NEW DELHI-110010 Tel. No.:-25691003
86	S1157	SHRI SURINDER KUMAR, ASST., NARAINA L VILLAGE	08013/079	KENDRIYA VIDYALAYA NO.3, DELHI CANTT., (NEAR SEEMA SADAK BHAWAN), NARAINA VILLAGE, RING ROAD, NARAINA, NEW DELHI-110010. Tel. No.:-25693499
87	S1158	SHRI G.B.SINGH, TO, GHAZIABAD	08066/183	SHAHEED BHAI BAL MUKUND GOVT. SARVODAYA VIDYALAYA, SHANKRACHARYA MARG, NEAR CIVIL LINES METRO STATION, (BEHIND I.P. COLLEGE), DELHI-110054 Tel. No.:-23972122
88	S1159	SMT. SARLA PANWAR, ASST., PANKHA ROAD	08015/080	KENDRIYA VIDYALAYA NO.1, DELHI CANTT., SADAR BAZAR ROAD, (NEAR OLD BASE HOSPITAL), NEW DELHI-110010 Tel. No.:-25691003
89	S1160	SHRI AZMAT HUSSAIN, ASST., KRISHI VIHAR	08151/032	GOVT. CO-EDU. SR. SEC. SCHOOL, LAJPAT NAGAR-I, NEAR DEFENCE COLONY FLY-OVER NEW DELHI-110024 Tel. No.:-29818763
90	S1161	MS. MANJU SHARMA, PA, INDERPURI	08051/190	RAJKIYA PRATIBHA VIKAS VIDYALAYA, LINK ROAD, PLOT NO.1, KAROL BAGH, (NEAR METRO STATION JHANDEWALAN), NEW DELHI-110005. Tel. No.:-23622367
91	S1162	SHRI NAGENDRA KUMAR, ASST., KRISHI VIHAR	08130/033	SARVODAYA BAL VIDYALAYA, SADIQ NAGAR, (NEAR GARGI COLLEGE), NEW DELHI-110049. Tel. No.:-26252091

LIST OF INVIGILATORS

S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
92	S1163	SHRI NARINDER KUMAR GOGIA, SO, SHAKARPUR	08063/201	GOVT. SARVODAYA BAL VIDYALAYA, F-BLOCK, KRISHNA NAGAR, (MANDIR MARG), DELHI-110051. Tel. No.:-22092518
93	S1164	SMT. NISHA AGGARWAL, ASST., YAMUNA VIHAR	08668/216	GOVT. GIRLS SENIOR SECONDARY SCHOOL, NEW USMANPUR, (NEAR JAG PRAVESH CHAND HOSPITAL), DELHI-110053. Tel. No.:-011-22184536
94	S1165	SHRI VIKRAM SAINI, PA, MUNDKA	08413/121	DOON PUBLIC SCHOOL, B-2, PASCHIM VIHAR, NEAR LAXMI NARAIN MANDIR, NEW DELHI-110063 Tel. No.:-25268686,42316890-94
95	S1166	SHRI ANIL KUMAR,ASST., KRISHI VIHAR	08151/032	GOVT. CO-EDU. SR. SEC. SCHOOL, LAJPAT NAGAR-I, NEAR DEFENCE COLONY FLY-OVER NEW DELHI-110024 Tel. No.:-29818763
96	S1168	SMT. RAKHI KAPOOR, ASST., NIRANKARI COLONY	08694/177	SARVODAYA KANYA VIDYALAYA NO.1, NEAR NAGIA PARK, SHAKTI NAGAR, DELHI-110007 Tel. No.:-011-23845922
97	S1169	SMT. KRANTI PIPAL, PS, PUSHPI VIHAR	08086/051	GOVERNMENT BOYS SENIOR SECONDARY SCHOOL, SECTOR-I, PUSHPI VIHAR, M.B. ROAD, NEAR SAKET COURT, NEW DELHI-110017. Tel. No.:-29564232
98	S1170	SHRI Y.P.CHAUHAN, ASST., DIZ AREA	08293/189	GOVERNMENT SARVODAYA BAL VIDYALAYA, PAHARGANJ, (KASERU WALAN), NEW DELHI-110055 Tel. No.:-23581719

LIST OF INVIGILATORS

S.No.	Inv. Code	Name & Address of Officer	VenueID/ Sub Centre	Details of Supervisor Place of Duty
99	S1171	SHRI MADAN GOPAL, ASST., SHAKARPUR	08063/201	GOVT. SARVODAYA BAL VIDYALAYA, F-BLOCK, KRISHNA NAGAR, (MANDIR MARG), DELHI-110051. Tel. No.:22092518
100	S1172	SHRI NARESH KUMAR SHARMA, SO, SHALIMAR BAGH	08108/114	GOVERNMENT BOYS SENIOR SECONDARY SCHOOL, PHASE-II, ASHOK VIHAR, (NEAR SATYAWATI COLLEGE), DELHI-110052. Tel. No.:27144668
101	S1173	SHRI DAVINDER KUMAR, SO, BINDAPUR	08015/080	KENDRIYA VIDYALAYA NO.1, DELHI CANTT., SADAR BAZAR ROAD, (NEAR OLD BASE HOSPITAL), NEW DELHI-110010 Tel. No.:25691003
102	S1174	SHRI SANJAY KARKAR, ASST., KRISHI VIHAR	08130/033	SARVODAYA BAL VIDYALAYA, SADIQ NAGAR, (NEAR GARGI COLLEGE), NEW DELHI-110049. Tel. No.:26252091
103	S1175	SHRI SURENDRA SINGH-III, ASST., GOLE MARKET	08561/187	GOVT. SARVODAYA BAL VIDYALAYA, QUTAB ROAD, (NEAR OLD TANGA STAND), SADAR BAZAR, DELHI-110006 Tel. No.:23557220
104	S1176	SHRI LILU SINGH, ASST., GHAZIABAD	08066/183	SHAHEED BHAI BAL MUKUND GOVT. SARVODAYA VIDYALAYA, SHANKRACHARYA MARG, NEAR CIVIL LINES METRO STATION, (BEHIND I.P. COLLEGE), DELHI-110054 Tel. No.:23972122
105	S1660	SHRI YOGENDRA SAH, ASST., PUSHP VIHAR	08019/050	KENDRIYA VIDYALAYA, PUSHP VIHAR, SECTOR III, M.B. ROAD, NEW DELHI-110017 Tel. No.:29553861

N.D.A. & N.A. EXAMINATION (I), 2014

INSTRUCTIONS TO INVIGILATORS **(FOR OBJECTIVE TYPE EXAMINATION)**

Carefully read following instructions and follow them strictly. Please do not bring mobile phones in the Examination hall.

1. Report to the supervisor one hour before commencement of paper. Ascertain room/hall and name of fellow invigilator where duty is to be performed.

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.

3.1) The Commission have now introduced the facility of generating e-Admission Certificate. Therefore Admission Certificate have not been issued to candidates by Post. The candidates can download their Admission Certificate from the UPSC website and report at the venue with e-Admission Certificate. They are to be allowed to write the examination after verifying their identity with reference to the photograph and facsimile signature printed in the Attendance List.

ii) No candidate will ordinarily be allowed to take the examination unless he holds an e-Admission Certificate for the examination. However, the candidates who do not produce e-Admission Certificate should be allowed to write the examination after getting a written "Undertaking" from them that they are appearing in the examination at their own risk. These candidates are required to furnish their passport size photograph and also produce some identity proof viz. I-card, Voter I-card, Driving License, etc. to the Supervisors. Such candidates should also be asked to produce downloaded e-Admission Certificate in the next session of the examination.

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

- ❖ No candidate should be admitted to the examination hall after Ten minutes of scheduled time of commencement of the examination/paper in each session. No functionary has any discretion in this regard.
- ❖ No candidate should be allowed to leave the examination hall until expiry of the full allotted time for the paper.
- ❖ No candidate should be allowed to go to the toilet during last 30 minutes of the examination in each session.
- ❖ 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.

iv) In the following cases, candidates may be allowed to appear in the examination on receipt of a written undertaking (addressed to Secretary, UPSC, New Delhi) indicating therein the circumstances and stating that he is appearing in the examination at his own risk :-

- (a) **Candidate has valid e-Admission Certificate but name is not included in the Attendance list.**

Necessary entries regarding the Roll No. and name should be made in the blank proforma of Attendance list.

- (b) **In case there is disparity between the photo of the candidate as printed in the e-admission certificate and Attendance lists and actual physical appearance.**

The candidate should be allowed to take examination with undertaking subject to production of proof of identity such as identify-card or Voter identity-card or Passport or Driving License. He should be asked to produce photograph on the same day in next session, which should then be fixed on the undertaking and signed by the candidate and attested by the Invigilator and Supervisor.

- (c) **If a candidate who is absent in the first session, reports for the examination in second session.**

He may be allowed to appear in the second session. Attendance list should be got filled accordingly.

4. Mobile phones and such IT Gadgets 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. Candidates should leave above items at specified place at the entrance of the building under the charge of the watchman. Any infringement of above instructions by candidates will entail disciplinary action including ban from future examinations.

5. Candidates are advised not to bring any valuables/costly items to the Examination Halls, as safe keeping of the same cannot be assured. Commission will not be responsible for any loss in this regard.

6. Following requirements are to be supplied to each candidate:-

ANSWER SHEET - ONE SHEET PER CANDIDATE

Supply of rough sheets to candidates has been discontinued. Two pages have been provided at the end of each Test Booklet for rough work

Invigilator should encode with **black ball point pen** the series of the Test Booklets and also append his/her signature/initials at the appropriate space provided in the OMR answer sheet (left hand corner bottom) after verifying the entries made by the candidate in the answer sheet.

7. Test booklet will be delivered to Invigilator five minutes before the commencement of examination in each session. **Test booklets should relate to the subject(s) to which the candidates under his/her charge have been admitted. Also ensure test booklets are properly arranged as per test booklet series indicated in the seating plan handed over to him by the Supervisor.**

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

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 commencement of exam, **if any candidate brings to notice 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.**

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 counter signed by Supervisor. **Invigilator should also encode with BLACK BALL POINT PEN the series of the Test Booklet at the appropriate space provided in the answer sheet (left hand corner bottom).**

12 (i) The Commission has introduced Scannable Attendance list of candidates for this examination. *As these Scannable Attendance List are to be computer compliant, it is expected that these are 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.*

(ii) 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, 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' Ballpoint pen** against their columns. After darkening the oval **inscribed 'P'** and marking the relevant entries in relevant columns, the candidate is required to append his signature in **'Black' ball point pen** in the presence of Invigilator.

13. 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 and also append his signature for such candidates in **'black' ball point pen**. After getting each sheet of the list completed, the invigilator is also required to sign the Attendance List in the space provided for these purpose in token of his confirmation of the identification of the candidate and also verifications of the relevant particulars entered by the candidate in the Attendance List.

14. 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" and obtained the signature in token of his attendance in the relevant columns of the attendance list. Thereafter, invigilator should sign the attendance list with black ball point pen.**

15. *Invigilators should remain alert and should not engage himself in conversation with other invigilators. He 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 himself in disorderly or improper conduct and violates such further instructions as may be administered in the Examination Hall by the Supervisor/Invigilator.*

16. 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 representation candidate should indicate name of examination, his 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.

17. Candidate(s) will mark responses himself 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 except in case of visually challenge candidates.

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

19. 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 permitted to visit the examination venue is strictly prohibited.

20. 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.

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

22. Close the doors of examination room/hall 5 minutes before the conclusion of the session. Candidates should not be allowed to leave examination room/hall until answer sheets from all candidates have been collected and accounted for.

23. After expiry of the full allotted time, collect answer sheets from all candidates and hand over to Supervisor immediately. Invigilators will be personally responsible for loss or misplacement of any answer sheet.

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

IMPORTANT ANNOUNCEMENTS

TIME	Announcement	Remarks
9:30 A.M.	<p><i>Attention please. Lighters/Match Boxes, Mobile phones or such IT Gadgets, pagers or any other communication device are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions will entail disciplinary action including ban from future examinations. Candidates are also advised not to bring any valuables/costly items to the examination halls, as safe keeping of the same cannot be assured. Commission will not be responsible for any loss in this regard.</i></p>	To be made by Asstt. Supervisor over public address system before commencement of the examination / allowing entry to the candidates inside examination premises.
09:45 A.M. (F.N. SESSION) 01:45 P.M. (A.N. SESSION)	<p><i>Ensure you have no unauthorized books or papers or calculator or mobile phone or any other gadgets capable of being used as communication devices with you (Candidates to be given some time to keep the things at the specified place at the entrance of the building under the charge of a watchman.)</i></p> <p><i>You will soon be given answer sheet. Make sure it is numbered, properly printed and is not mutilated or torn. If unnumbered or defective, get it changed. (Invigilators will now distribute the answer sheets to the present candidates).</i></p> <p><i>Fill in with Black Ball Point Pen in the top line of the answer sheet:-</i></p> <ol style="list-style-type: none"> <i>a) Name of centre</i> <i>b) Name of subject</i> <i>c) Subject code</i> <i>d) Your roll number (exactly as it is given in your admission certificate including zeroes, if any, prefixed to your roll number.)</i> <p><i>Candidate should note that any omission/mistake/discrepancy in encoding/filling in the O.M.R. answer sheet, specially with regard to Roll Number and test booklet serried code, will render the answer sheet liable for rejection.</i></p> <p><i>Now encode subject and roll number with black ball point pen at the appropriate space provided in the answer sheet (Allow some time to candidates).</i></p> <p><i>Answers may be marked by blackening completely the correct circle (a or b or c or d) <u>with Black Ball Point Pen</u> as per example given in the answer sheet. <u>Ink pen is not to be used as it may create smudges on the answer sheet which may interfere with the mechanical scoring of the answer sheet.</u></i></p>	To be made by one of the Invigilators after the candidates have taken their seats in each session.

	<p>You will shortly be getting the test booklet. Do not open the test booklet until signal for commencement is given. On receiving test booklet write your roll number in Black Ball Point Pen in the space provided on the cover of the test booklet. Read the directions printed on it. One additional sheet (2 pages) has been included at the end of each test booklet for rough work. No separate rough sheet will be provided for rough work.</p> <p>Please encode booklet series with Black Ball Point Pen at the appropriate space in the answer sheet. Also write in Black Ball Point Pen the series of the test booklet in box after subject in the top line of the answer sheet (Give candidates some time to do so).</p> <p>No candidate is allowed to leave the examination venue till completion of the allotted time.</p> <p>No candidate is allowed to go to the wash room during the last 30 minutes in each session.</p> <p>After the test is over, return the answer sheet. You are free to take away the test booklet</p>	To be made by one of the Invigilators three minutes before the commencement of examination in each session.
10:00 A.M. 02:00 P.M.	Open test booklet. Ensure it is not defective i.e. there are no unprinted or torn or missing pages or item(s) etc. If defective, get it changed with booklet of same series. Start answering immediately.	The Invigilator should announce after the bell at the start of the examination in each session.
11:15 A.M. 03:15 P.M.	Half time is over.	There would be a bell at half time. Announcement to be made by the Invigilator.
12:25 A.M. 04:25 P.M.	Five minutes left.	Warning bell to be rung five minutes before the closing time. Announcement to be made by the Invigilator. Doors of all rooms/halls to be closed.
12:30 P.M. 04:30 P.M.	Time is over. Stop marking. Close test booklets and remain in your seats till answer sheets of all the candidates have been collected and accounted for.	To be announced by the Invigilator, when the bell for the completion of examination rings.

ANNEX

On receipt of the bill of materials, the contractor shall submit to the Engineer a bill of materials for the work to be done.

The Engineer will check the bill of materials and if it is found to be correct, he will issue a bill of materials to the contractor.

Intention of the bill of materials is to provide a check on the quantity of materials required for the work and to provide a basis for the payment of the contractor.

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Attachment 1A

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Attachment 1B

7

**Common mistakes on the part of Invigilators/Supervisors observed
on receipt of answer sheets/OMR sheets in UPSC**

1. The Invigilators while signing on the OMR sheet does not ensure correctness of the Roll No., Test Booklet series, subject code filled in by the candidates.
2. Invigilators while signing the OMR sheet do not fill the series of the test booklet used by the candidates correctly in column to be filled by Invigilators (Left hand corner bottom).
3. Invigilators while signing the Attendance List do not ensure correctness of test booklet series used by the candidates.
4. Invigilators while signing the Attendance List do not ensure encoding of Test Booklet serial number and Answer Sheet serial number/Litho Code number by the candidates in the Attendance List.
5. In case the candidate is absent, the Invigilators do not ensure that Answer Sheet serial number and Test Booklet series is not marked in the Attendance List.
6. Invigilators do not ensure marking of attendance against appropriate Roll No.
7. Used Answer Sheets (OMR sheets) are sent back along with unused OMR sheets.
8. Used Answer Sheets (OMR sheets) are not sent back along with Attendance Lists.
9. Supervisors do not count the OMR sheets and do not fill up attendance No. on the OMR sheet correctly and ensure matching of the count.
