

Added **INSTRUCTIONS TO THE CHIEF SUPERINTENDENT AND
INVIGILATORS**

- ➔ The Chief Superintendent and the Invigilators must verify the correctness of the register numbers on the printed answer script of the candidates at the time of Examination.
- ➔ The Chief Superintendent is responsible to despatch the following documents through speed post:-
 - ➔ **Same day of Examination**
 - ➔ Written Answer Scripts
 - ➔ Unused Answer Sheets
 - ➔ Attendance Sheet
 - ➔ Absentees Statement
 - ➔ **Last day of Examination**
 - ➔ Unused Spare Sheets
 - ➔ Unused Covers

Failure to despatch the above materials in the above mentioned day will entail action against the Chief Superintendent.

SPARE SHEETS

- * Only Printed answer Booklets (Reg. No., Subj.Code & Date of Exam) should be used for the examinations.
- * If spare sheets are given to the candidates at the time of Examination, prior **permission has to be obtained from Deputy Controller/ Controller of Examination-
On the day of the Examination.**
- * **An Email / Fax No. 044-22354577 has to be sent with the signature of Chief Superintendent to concerned DCOE with proper justification for usage of spare sheets on the examination day itself, followed by hard copy in separate cover addressed to Deputy Controller of Examinations immediately and not along with the answer bundles. Failed to do so will be viewed seriously.**