



No.F.1/OSD(EXAM)BTE/53/Misc./P.File-2/ 5783

DATED: 14/12/18

CIRCULAR
Guidelines regarding Invigilation Duty for BTE Examination

- 1). In every examination room atleast one gazetted officer/regular lecturer of the institute should be deployed.
- 2). During the entire examination time the Principal of the institute must ensure his/her presence in the institute. In case of official extreme emergency to leave the institute he/she must bring it notice to his/her immediate superior officer (Reporting Officer).
- 3). In the entire examination no relaxation in invigilation duty should be given to the HOD/ Deptt. Incharges, TPO and In-charges of the several committee of the institute.
- 4). Invigilation duty should be the first priority of the teaching faculty of the institute during examination time.
- 5).(i) Every HOD/Lecturer (S.G) or equivalent cadre with AGP greater than or equal to Rs. 9000 or equivalent should perform atleast 06 invigilation duty during entire examination period.
(ii). Lecturer (S.G.) with AGP Rs. 8000 or equivalent should perform atleast 08 invigilation duty during entire examination period.
(iii). Lecturer (Senior Scale) or equivalent cadre with AGP Rs. 7000 or equivalent should perform at least 10 invigilation duty during entire examination period.
(iv). Lecturer with AGP Rs.5400 & Rs. 6000 or equivalent should perform atleast 12 invigilation duty during entire examination period.
- 6). At the time of simultaneous practical exam of B.Voc courses along with BTE theory exam, some relaxation in invigilation duty may be given to the regular teacher. But his/her total performed invigilation duty should not be marked below as per guidelines mentioned at point 5 (a), (b), (c), (d), whichever is applicable. It will be the responsibility of the internal/external practical examiner of B.Voc to adjust his/her invigilation duty with other regular faculty with prior intimation to the Exam/Deputy Exam Supdt. of the institute.
- 7). The teaching faculty involved in Advance Automotive Mechatronics course of GBPIT in collaboration with MOU of Mercedes Benz and GNCT of Delhi should be given relaxation in invigilation duty as those teaching faculties will be busy in teaching and practical classes during the BTE theory examination which is running concurrently.

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14/12/2018

- 8). Every invigilator should sign in the attendance sheet mentioning his name and designation in capital letter and should must check the paper code, subject name, date of exam, roll no., photograph and signature of the student with the admit card issued by BTE alongwith the student's admit card. It is to prohibit impersonation act of pretending to be another person for the purpose of fraud.
- 9). As the Principal/Exam Supdt. and Deputy Exam Supdt. of the exam centre are actively involved in supervision in conducting exam, so in case of extreme emergency AES (Assistant Exam Supdt.) who is gazatted officer/regular lecturer may be engaged in invigilation.
- 10). During the invigilation duty hours no invigilator is permitted to use mobile phone in the exam room. It must be kept in the safe custody of Deputy Exam Supdt. in the control room of the institute.
- 11). As per CCS rule, leave is not a matter of right. So without extreme emergency, any kind of leave should not be sanctioned during examination period.
- 12). During vacation if BTE exam continues then permission for STC/STTP application for CAS may be forwarded taking in consideration that their services in exam are no longer required and invigilation duty has been adjusted before relieving them for STC/STTP.
- 13). For specially abled persons, assignment of invigilation duty should be assigned sympathetically. Some relaxations to the specially abled person may be given.
- 14). Regular faculty/officer deployed in ACS, Observer duties by BTE may be given relaxation in invigilation duty as they are already in official duty at BTE for smooth conduction of exam.
- 15). The dependency on contractual/part-time employees may be reduced. More and more regular staff must be deployed in exam related sensitive work like frisking, invigilation, exam team etc.

This issues with the prior approval of Competent Authority.

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14/12/2018
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