**Instructions to the Room Invigilators**

1. Only one set of question booklet and answer sheet shall be given to each candidate.
2. The room invigilator shall see that the candidates are seated in the assigned places and writes his/her correct register number and other information required on the facing sheet of the answer sheet.
3. The room invigilator shall read out the instruction leaflet provided to him to the candidates and instruct the candidates to read and follow the instructions printed on the OMR sheet also.
4. The candidates may be asked to check whether they have received the right question booklet.
5. Soon after the examination begins, the room invigilator should obtain the register number and the signature of the candidate on the attendance sheet.
6. Room superintendent shall check whether the candidate’s signature and photograph agree with his/her specimen signature and photograph on the admission ticket. Minor variations which are not uncommon can be ignored. However, if there is glaring variation, the invigilator shall bring it to the notice of the Deputy Chief Superintendent.
7. Additional OMR sheet shall not be given to the candidates.
8. The room invigilator should ensure that all the candidates have signed in the attendance sheet.
9. A candidate may be allowed to enter the examination hall till 9.30 AM but once the candidate has entered, he shall not be allowed to go out of the examination hall.
10. No candidate shall be allowed to go out of the examination hall temporarily on the plea of the call of nature, telephone calls, meeting someone urgently etc. except when it is most unavoidable and under the supervision of a trusted person. (PTO)
11. The BASLP candidates should be permitted to leave the examination hall only after the completion of the examination at 12.00 pm.
12. After the distribution of the question booklets, the Deputy Chief Superintendent or his representative will collect back the balance question booklets from the Room Invigilator.
13. The Room Invigilator shall be vigilant on his duty. Most of the time he shall keep moving. Reading books, newspapers/magazines etc., is forbidden.
14. The Room Invigilator shall see that no candidate makes use of notes, attempts to copy from other candidates
15. No Room Invigilator/s is permitted to leave the examination hall during the examination. He/she may leave the examination hall after the relieving Invigilator has taken charge of the supervision of the room as the case may be. Relief shall not be taken for more than 10 minutes.
16. The question booklet should be opened by the Invigilator in front of the candidates.
17. The Invigilator has to note down the number of candidates present and absent in the attendance sheet.
18. The Invigilator has to make sure that the number of used OMR sheets are tallying with the number of candidates present.
19. The used OMR sheets should be placed in the new empty yellow envelop provided and bring the same to the control room after completing the exam without sealing the envelope.
20. The Deputy Chief Superintendent or his representative will seal the envelope after verifying the used OMR sheets in the presence of the Room Invigilator in the control room.