



## **EdCIL (India) Limited**

(A Mini Ratna Category-I CPSE, Govt. of India)

EdCIL House, 18A, Sector-16A, Noida-201301 (U.P.)

Tel.: 0120-4156001-02, 4154003 & 2512003-06 Fax No.: 0120-2515372

### **EMPANELMENT OF OBSERVERS**

EdCIL (India) Limited is in the process of empaneling Observers for supervision of Computer Based Tests conducted by EdCIL on PAN India basis for its end clients. All individuals (Government Servant in-service or retired) desirous of being considered for empanelment are requested to apply on-line by submitting relevant data, uploading the required documents at the following link: <https://www.edcilindia.co.in>. The eligibility criteria for empanelment of observers is also available in the link.

The link will be opened from 21.07.2022 to 20.08.2022 for applying on-line.

Size 8(w) x 6(h)

Span Communications

**Eligibility Criteria for Empanelment of Observers for Supervision of Computer Based Tests conducted by EdCIL on PAN India basis for its end clients**

1. You are not more than 65 years of age as on date of empanelment i.e. 31.05.2022.
2. You have not been convicted by any Court of Law and no disciplinary proceeding are pending against you both in India and abroad.
3. You are not coaching students in private coaching centre.
4. In-service and retired individuals given qualification and are belong or were belong to following type of organization are encouraged to apply.

<b>Minimum Qualification</b>	<b>Type of Organization</b>
Graduates/Post Graduates / Ph.d or Higher	Central/State Government, Autonomous Bodies, Central Schools, State Government School, Central/State Universities, Govt. Colleges, Central/State PSUs

5. Observer Fee:

The observers for EdCIL's CBTs are currently paid as per following as per approval of Competent Authority.

- a) For upto 2 Hours examination per day including local conveyance charges.

<b>Session</b>	<b>Amount</b>	<b>Amount in Words</b>
I	Rs. 2,500/-	<i>Rupees Two Thousand and Five Hundred only</i>
II	Rs.3,000/-	<i>Rupees Three Thousand only</i>
III	Rs.3,500/-	<i>Rupees Three Thousand and Five Hundred only</i>

- b) For above 2 to 3 Hours examination per day including local conveyance charges.

<b>Session</b>	<b>Amount</b>	<b>Amount in Words</b>
I	Rs. 3,000/-	<i>Rupees Three Thousand only</i>
II	Rs.3,500/-	<i>Rupees Three Thousand and Five Hundred only</i>
III	Rs.4,000/-	<i>Rupees Four Thousand only</i>

## **Duty and Responsibility of Observer**

### **Pre-examination:**

1. To liaison with centre superintendent day before the CBT to ensure that mock test of the entire physical and IT infrastructure has been carried out and the centre is ready for conduct of CBT as per end client's requirements.
2. To inform EdCIL's project implementation team regarding readiness for the centre as well as ensure installation of jammers.
3. To attend observers briefing meeting in order to understand the modalities of each CBT.
4. To go through the documentation process laid down for each CBT.

### **Examination:**

1. To report examination centre at the pre-defined time and meet the centre superintendent, invigilators & IT officials and report his arrival to EdCIL's command centre.
2. To supervise smooth entry of candidates to the examination centres for each shift which includes verification of identity as well as physical frisking.
3. To Immediately alert EdCIL's command centre in case of candidates found to create ruckus on closure of the main entry gate.
4. To ensure that the examination centre has made proper arrangements for conduct of CBT with social distancing and sanitization arrangements.
5. To supervise the candidate Biometric/Iris/Photograph registration process and seat allocation.
6. Once the first login is done, observer to send attendance of the candidates at EdCIL's command centre.
7. To ensure availability of jammer operator at the centre and supervise proper functioning of jammers at each examination hall. In case, the jammers are not found to be properly functioned, the observer is required to inform EdCIL's command centre immediately.
8. The observer is required to communicate with service provider's server room in order to ensure that all the CCTVs installed are working properly and surveillance is on progress.
9. The observer shall visit each and every computer node in order to supervise that the system is working properly and in case any complaint is raised by candidate for system lock, he should immediately alert invigilator for redressal of the problem.
10. To inform EdCIL's command centre for the following activities:
  - a) Malfunctioning of infrastructure viz. power backup failure, LAN failure, etc.
  - b) Any medical issues of candidates during the course of examination.
  - c) Any malpractices found during course of examination.

11. To liaison with EdCIL's client observers to ensure proper coordination.
12. To ensure closure all desired documentation process listed out in the EdCIL's examination guidelines.
13. To co-ordinate for all required arraignment like Police, Scribe and Jammer etc.
14. Any other duty relating to conduct of computer-based test.

**Post Examination:**

1. To dispatch the examination related documents like attendance sheets/annexures/ copy of admit cards/ candidate grievance, etc., by speed post/courier to EdCIL's project manager.
2. To confirm receipt of examination related documents by EdCIL.

Sd/-  
(Examination Authority)