

Invigilators

Terms of Reference of Invigilators for Examination:

The part time invigilator/s would have the required pre-requisite of Bachelor's Degree in Education and related disciplines. He should also have some experience of invigilation in an educational institute along with sound knowledge of various assessments theoretical frameworks.

- The period of engagement as invigilator would be for 15-20 days/per exam cycle duration.
- The invigilator/s will ensure that all security protocols are followed which have been identified by the Assistant Manager Administration.
- Ensure the time management of examination.
- He should be doing continuous monitoring, tracking and recording of all the activities related to examination.
- He will administer the written paper with the help of a local teacher of the school not belonging to that level in which the exam is being conducted.
- He will liaison with the Exam Administration Division.
- Ensure that the papers are conducted in a proper manner
- Only MALE candidates should apply. (Extensive travelling required)