

Job Description for Exam Lab Invigilator (ELI)

Type of Employment	Contractual
Company	Adecco
Position	Exam Lab Invigilator
Age	28 Years to 56 Years
Gender	Male of Female
Qualification	<ol style="list-style-type: none"> 1. Graduate from Govt Recognized University/Board (Civilians). 2. Ex-servicemen- Army Graduates
Preference	Ex Servicemen/ Ex-Banker/ Ex-Teacher
Travel	Should be willing to travel within city
Salary Structure	One Shift Exam -Rs 289 - NTH. Rs 362 CTC Two Shift Exam- Rs 578- NTH, CTC-Rs 724 Three Shift Exam-Rs 867 NTH Rs 1087 CTC
No of Exams per day	Min -1 Max-3
Ratio of 1 Exam to 2-3 Exams	10% - 1 Exam, 90% - 2 to 3 Exam
Salary Payout	Monthly
Selection	Successful clearance of Exam after training.
Required Documents	Aadhar, PAN Card, Bank Details, Educational Qualification (10th + Graduation certificate)(For Ex-servicemen - (10th + highest qualification certificate), Experience Certificate (If applicable), Cancelled Cheque, 6 Color Passport Photos, Vaccination Certificate, For Ex-servicemen - Copy of ESM ID Card and Discharge book copy.
Onboarding	After Training and Certification

Pre-Requisites

- ELI's must be well groomed and well behaved to get engaged in the duty of Exam Invigilation.
- Must be comfortable to travel within any part of the city
- Should undergo training and must be certified by client.

Job Description

- Proper Invigilation of candidates to prevent any malpractice and unfair means at the exam centers.
- Candidate registration as per process to avoid any impersonation/swapping.
- Candidate verification as per process to avoid any impersonation/swapping.
- Assist Operations Team in fair and smooth conduct of all activities at the venue.

Duties & Responsibilities of Exam Lab Invigilator

- ✓ Report at the Centre three hours prior to the exam start time.
- ✓ Upon arrival leave your personal belongings including mobile phone in the designated area
- ✓ Carry an original valid Government Photo ID proof and Employer ID card for verification. The Government photo ID must have the address printed.
- ✓ Attending exam briefing provided at the test center and clearly understand exam specific instructions.
- ✓ Be familiar with the emergency procedures for the exam venue
- ✓ Cooperate with the security guards while getting frisked at any given point in time.
- ✓ Collect print out of candidate attendance sheets mapped in respective labs from the Venue Operation Manager
- ✓ Always ensure that registration desk instruction sheets are pasted at every Registration Desk
- ✓ Ensure that the required number of Registration Desks are configured before the start of a candidates' entry.
- ✓ Show evidence of completing exam specific training/certification.
- ✓ Move to the allocated exam room and launch the candidate system as per the defined guidelines. Accountable for ensuring that PC is started with correct operating system. Inspect the exam room to ensure that arrangements meet the agreed standards. 12. Keep stationery on candidates' desk (if applicable) before they reach the labs.
- ✓ Once the candidates reach the lab, ensure that they are not carrying any prohibited items inside the lab.
- ✓ Verify the candidates admit card and ID proof and scribe declaration form, if applicable and then guide him/her to the registration desk.
- ✓ Register incoming candidates for the IM (Identification Management) desk and inform them of the system generated seat number.
- ✓ During registration, inform the candidate to adhere to instructions to capture the clear photograph of the candidate.
- ✓ Ensure that the clear candidate image with white background is captured along with biometrics and IRIS (whenever applicable).
- ✓ Cross check the photograph of the candidate on the Photo ID proof and the candidate in the person and if applicable, even on the call letter and/or attendance sheet. Fingerprints need to be captured (depending upon the client requirement).
- ✓ On successful registration, assigned system number will be displayed on the respective systems.
- ✓ Escort the candidate to his/her desk.

- ✓ After candidates log into the systems, announce in the lab that Roll number of candidates is pre-populated on screen and inform the password details to them.
- ✓ Read out candidate instruction 15 minutes prior to the start of the exam.
- ✓ Provide additional rough sheets to the candidates if anyone asks for it during exam.
- ✓ Check the candidate system if anyone highlights any technical issues during the exam.
- ✓ Capture During Exam Biometric (if applicable).
- ✓ Capture biometric for Bio-breaks (if applicable).
- ✓ Capture Exit Biometric (if applicable)
- ✓ If a situation arises to move the candidate to another system, avoid moving him or her to another lab. You must try to accommodate in the same lab on a buffer system, if the same is not possible, then move the candidates to an absent candidate system only after getting necessary approval from Venue Operation Manager/System Operator.
- ✓ Candidates should be allowed to move out of the lab in an orderly manner, one candidate at a time following social distancing guidelines.
- ✓ Monitors of the systems which are not in use (absent candidate, buffer systems) should be switched off and informed to the Venue Operation Manager.
- ✓ In case candidates need to visit the washroom, they must be allowed only with an escort and if any candidate is not reporting back to her/his seat during the exam, the same must be immediately informed to Venue Operations Manager.
- ✓ Be extremely vigilant and keep a close watch on all candidates in the assigned lab. Be watchful of any unfair practice in the exam hall. In case of cheating/impersonation/ malpractice, immediately report it to Venue Operations Manager.
- ✓ Support the ground team to lodge official complaints to statutory authorities, law enforcement agencies about usage of UFM, unethical practices related to conduct of exam.
- ✓ If a candidate has requested a special arrangement, ensure same is provided.
- ✓ Ensure not to leave the exam room unattended under any circumstances.
- ✓ Do not talk to other invigilators during the exam. Keep taking rounds in the lab and do not sit or stand at one place (behind a candidate) for too long during exam.
- ✓ Ensure no candidate leaves the room even if the candidate finishes the exam before time
- ✓ If any candidate is unwell, highlight the same to Venue Operations Manager.
- ✓ Report about locking incident to respective Venue Operation Manager/System Operator, immediately and follow the instructions.
- ✓ Deal with unruly behavior by anyone in the lab.
- ✓ Ensure that the candidates do not damage any property at the exam center. Any damage to exam monitors, candidate desk etc. must be immediately reported.
- ✓ Document at end of shift whether any issues/malpractice were noted.
- ✓ Assist Operations Team in fair and smooth conduct of all activities the venue

State and Locations	Sum of Total Candidates Req
Andhra Pradesh	64
Ongole	64
Bihar	870
Arrah	42
Aurangabad	36
Bhagalpur	42

Bihar Sharif	6
Darbhanga	26
Gaya	40
Muzaffarpur	60
Patna	500
Purnea	82
Rohtas	16
Samastipur	20
Delhi	200
New Delhi	200
Gujarat	156
Ahmedabad	70
Gandhinagar	16
Surat	70
Jharkhand	260
Dhanbad	60
Ranchi	200
Maharashtra	264
Mumbai	208
Navi Mumbai	56
Tamil Nadu	188
Chennai	80
Coimbatore	28
Tirunelveli	80
Uttar Pradesh	666
Agra	60
Aligarh	54
Bareilly	60
Gorakhpur	40
Kanpur	140
Lucknow	100
Meerut	52
Noida	100
Varanasi	60
West Bengal	300
Kolkata	300
Grand Total	2968

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