

DIPLOMA IN PHARMACY PART I & II EXAMINATION APRIL – 2015
DUTIES AND RESPONSIBILITIES OF DEPUTY CHIEF SUPERINTENDENTS

1. The Deputy Chief Superintendent shall be present at least 30 minutes before the start of Examination and be available at the Examination Centre throughout the time of Examination.
2. The Deputy Chief Superintendent shall take rounds in the examination hall, keep a constant vigil over the examination and supervise the invigilators and assist them in smooth conduct of the Examination.
3. The Deputy Chief Superintendent shall assist the Chief Superintendent in all his/her duties in the proper conduct of Examination.
4. The Deputy Chief Superintendent shall collect the Question paper packet from the Chief Superintendent and distribute it to the Invigilators in various blocks 10 minutes before the starting of Examination.
5. The Deputy Chief Superintendent shall collect the Answer papers from the Invigilators at the end of the examination, scrutinize them and hand over the answer scripts to the Chief Superintendent.
6. The Deputy Chief Superintendent shall report immediately to the Chief Superintendent in case of any Mal-Practice is found in any of the Examination blocks.
7. The Deputy Chief Superintendent shall not be a relief invigilator under any circumstance.
8. **The Deputy Chief Superintendent shall check the seal, fascimile signature and subject with subject code on the question paper packet before opening the Question Paper packet. Any discrepancy observed shall be recorded on the packet separately and certified.**
9. **THE CLOTH BUNDLE CONTAINING ANSWER BOOKS SHALL CONTAIN DETAILS OF SUBJECT, SUBJECT CODE, NO. OF COVERS AND NO. OF CANDIDATES APPEARING FOR THE EXAMINATION. A STICKER SHALL BE AFFIXED AT THE STITCH JOINT AND BOTH CHIEF SUPERINTENDENT AND DEPUTY CHIEF SUPERINTENDENT SHALL SIGN AFTER WHICH A CELLO TAPE SHALL BE FIXED ON IT.**



(S.UMESH)
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