ADMINISTRATIVE SUPPORT AND HIS/HER ROLE:

The role of Administrative Support personnel is to assist ES in disposing of the administrative duties during the conduct of the Examination, which includes, but not limited to:

a) place the batch schedule on the notice board outside the examination hall;
b) make announcements to candidates as necessary;
c) read out the specific instructions prior to the commencement of examination foe each batch;
d) verification of candidates admit cards and taking signatures on attendance sheets;
e) conduct invigilation and administration of the examination process in such a way as to cause minimum disruption to candidates;
f) report any matters of concern to the ES.