

Technical Observer Roles:

The NIELIT may deploy Technical observers at the Examination Centres to facilitate smooth conduct of online web based examinations, and is purely need based. The detailed functions of the Technical Observers would be as follows:

- i) To function in close coordination with the Exam Superintendent and other staff deployed for Exam duty as also with the representative of the institutes and the candidates appearing in the Exams.
- ii) To provide all possible support and guidance to the Examination Superintendent/ Staff deployed for Examination duty in smooth installation and operation of Computer Aided Paperless Examinations System (CAPES).
- iii) To extend guidance and support to the Examination Superintendent(ES) or his nominee (KTC/YCs) for installation of CAPES in a server at the Examination Centre and check that all clients are able to access the CAPES. This activity includes retaining possession of the Lab till the Examination are over and the Server/ Clients in the Lab are cleared with regard to records pertaining to CAPES after keeping backup.
- iv) To submit his claim towards Honorarium, etc. pertaining to the duty performed within one week of the completion of the Examination at the Centre. To which he/she is attached.
- v) To extend guidance to the ES(Exam Superintendent)/KTC(Key Technical Coordinator)/TCs(Technical Coordinator) to uplink the answer files on NIC site or dispatch by E-mail to NIELIT (RC/HQ) at the end of every day and after the completion of the Examination.