

## Exam Duty Registration Form

Passport size  
Photo

### Role of duty

<u>Supervisor</u>	<u>DR/Deputy Supervisor</u>	<u>Invigilator</u>	<u>Water carrier</u>
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### Particulars of employee

Name (in capital letter):	
Father's name:	CNIC (attach copy):
Date of birth:	Gender:
Domicile:	Designation:
Department:	BPS (Attach copy of latest salary slip):
Place of posting:	Qualification:
Mobile:	Emergency/Substitute contact no.:
Correspondence address:	
Residential address:	

I hereby certify that the above information is correct and true as per my knowledge. I understand that a false statement may disqualify me from benefits.

T.A./D.A. will not be given.

**Signature** \_\_\_\_\_

### Particulars of Employer/Department

<b>Name of verifying authority:</b>	
<b>Designation:</b>	<b>Mobile:</b>
<b>Address:</b>	

" It is certified that above information, as given by Mr./Mst. \_\_\_\_\_ is correct and true to my knowledge and belief. He/she has neither been awarded any penalty under any rule, nor are any disciplinary proceedings pending against him under E&D Rules/PEEDA Act, 2006. Forbearing no question on his/her moral/financial integrity, he/she is hereby recommended to perform duty in connection with the PPSC exam/test".

**Name of competent authority:** \_\_\_\_\_

**Signature & stamp:** \_\_\_\_\_

**PTO**

**Account details**

Please mention the account details for the purpose of disbursement of remuneration:

Name of Bank:
Name of Branch and Address:
Branch Code:
IBAN/ Account No.:

**Performance based grading**

Grading to be marked (tick ✓) by PPSC Evaluator/Assessor:

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
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**Terms & Conditions apply**

- Only trained and registered staff will be deputed for examination duty.
- A staff member hired for a particular duty role for examination may be deputed to a lower duty role if required.
- In case of any misconduct, a regular inquiry will be held against the particular staff member and decision be taken in light of “Malpractice Act”.
- A letter be issued to the parent department about the conduct of the personnel that will be kept part of personal file.
- In case a staff member is caught red handed i.e., providing help in cheating, external assistance through electronic device, etc. he will be banned immediately from conducting examination duty forever.
- In case a candidate takes away question paper or answer sheet, invigilator of the concerned row or room will be held responsible and he/she will be banned to perform duty for 1 year.
- If any staff member does not perform duty up to the mark and feedback provided by the supervisor/venue/overall in-charge is unsatisfactory, he/she will have to appear before a panel and if found guilty, he will be banned from performing examination duty for 3 months unless the panel declare his/her status and remuneration amount of that specific duty will not be paid.
- In case of non-compliance report of duty role, he/she will be banned for 6 months.
- Any other action deem appropriate by the competent authority will be taken.

**Undertaking for supervisory/ invigilatory staff**

I, hereby undertake to comply with the guidelines provided by the PPSC and above mentioned terms and conditions. In case of inquiry, I will be solely responsible for any penalty under code of misconduct and will accept decision taken by the competent authority.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_