

Guidelines for Establishment of Public Examination Centre for NIOS (Revised)

(To be implemented w.e.f. October 2013 Examination)



National Institute of Open Schooling

(An Autonomous Institution under the Department of School
Education & Literacy, MHRD, Govt. of India)

A-24-25, Institutional Area, Sector-62, Noida-201309 (UP)

NATIONAL INSTITUTE OF OPEN SCHOOLING
A-24/25, Sector 62, NOIDA
(EVALUATION DEPARTMENT)

Norms and Guidelines for establishment of Examination Centre for NIOS (Effective from October - November 2013 Public Examination)

1. Schools to be selected as Examination Centres for NIOS Public Examinations as per the sequence of order given below:

S.No.	Types of Schools	Category
i	Kendriya Vidyalayas (KV)/ Navodya Vidyalayas (JNV), Autonomous Body Schools under MHRD, Government of India and Accredited Institute of NIOS (AI).	A
ii	Reputed CBSE/ICSE affiliated Schools/ Defence Sector Schools.	B
iii	State Government or State Govt. aided Schools having requisite infrastructure	C
iv	Reputed State Board/Council affiliated independent schools including Intermediate College/Junior (+2 Level) College.	D
v	Govt./Government aided Colleges and Reputed Degree Colleges/ Technical Colleges / any other Colleges affiliated to any University having requisite infrastructure.	E

The Regional Director should select the Schools for Examination Centres as per the above preference and in case of non availability of school on higher preference, next preference should be selected while considering examination centre for a particular area/place. In case of schools selected under categories C, D & E, physical inspection of the institutions is mandatory.

2. In case Accredited Institute of NIOS is fixed for examination centre, the allotment of candidate should not be interchanged between the Accredited Institutions. It should be from AI-X to Y, Y to Z and Z to X.
3. As far as possible, self centre may be avoided and if it is necessary, there should be reasonable justification for the approval of Director (Evaluation), NIOS. However, Practical and Theory examination can be conducted at the same SAID (study centre) for their own candidate exclusively for differently-abled candidates.

4. Regional level Examination Centre Fixation Committee (EFC) Constitution

- (i) The Regional Director, NIOS**
- (ii) The Regional Officer of KVS/NVS or representative of KVS/NVS**
- (iii) The Regional Officer of CBSE or representative of RO, CBSE**
- (iv) One Member of group 'A' or 'B' Officer from State Education Department**

The Regional Director should constitute a Committee consisting of the above Officers to convene a meeting for the finalization of the selection of examination centres. The Regional Director should place all the facts including Black Listed Schools and figures with total number of acceptances received to finalize the Centre Notification. Minutes of the Committee should be prepared along with justification note for selecting or not selecting a school for exam centre in respect of all the Centre acceptances received in the Regional Centre.

5. Constitution of Inspection Team for Inspection of School (only for Category C,D & E) for the selection of Examination Centre:

- (i) Regional Director or one member not below the level of Section Officer to be deputed by the Regional Director.**
- (ii) One member serving or retired not below the rank of group 'B' Officer from outside, preferably KVS/NVS or State Education Department. The remuneration for inspection of the school for the Outside Member will be paid minimum Rs. 400/- for one school and maximum Rs. 800/- per day, subject to inspection of minimum two schools in a day. Actual TA will be paid as per NIOS norms.**
- (iii) The Committee should use the annexed proforma for the inspection of schools for the Fixation of Examination Centre for NIOS.**

6. The Regional Centre should maintain a panel of schools for the use of examination centre mentioning their category on the basis of the above gradation as indicated at serial no. 1, physical inspection and past performance report.

7. The Regional Director should give order of preference based on the category (A) to (E) while considering the schools for examination centre in a particular area/place. Again preference may further be given to schools under each category having better accessibility and infrastructures.

8. The panel of schools maintained for the use of examination centre may be updated from time to time by including new names on the basis of physical inspection report and report of previous examination.

9. The Regional Director may consult and take the help of Director of Education or State Board/ Controller of Examinations of University/ District Magistrate to obtain centre acceptance from the best/reputed State Board Schools in their locality.
10. The Regional Directors should forward the copies of all Centre Acceptances received by the Regional Centre along with a Draft Centre Notification of recommending schools for consideration by NIOS Headquarters.
11. The Regional Centres should prepare the list of schools not selected as an Examination Centre with reason and the same must be forwarded to the Director (Evaluation) along with the recommendation of Centre Notification and the same must be uploaded on the Regional Centre website.
12. All recommended centres should be duly marked with the preferred category i.e. **A/B/C/D/E** against the centre number on the Centre Notification.
13. If the School agrees for centre, the Regional Director may get an undertaking from the Principal of the school for smooth and fair conduct of examination. In case, the Principal does not act as Superintendent then the Vice Principal, a PGT/Senior most **regular** teacher of the same school can only be recommended as per guidelines of NIOS.
14. In case, Kendriya Vidyalaya is fixed as an Examination Centre, the minimum strength of accommodation of candidates should not be less than 30 in each room for a particular subject of examination, subject to the availability of candidate in the centre.
15. The selection of centre will be the personal responsibility of the Regional Director. He has to submit an Undertaking that every care has been taken and norms have been followed in selecting the centre while submitting the Centre Notification to the Director (Evaluation) for approval of the final selection of Examination Centre.
16. In case of Regional Centre - Chandigarh and Delhi - having large number of Exam centres, a Committee consisting of three members i.e. Director (Evaluation), Director (SSS) and one nominee from the CBSE or KVS be constituted to finalize the centre notification after receipt of the proposals from the Regional Examination Fixation Committee (EFC) and recommended by the Regional Director, concerned. Finally the recommendation of the examination centres will be approved by the Director (Evaluation) as per the Examination bylaws of NIOS.
17. The Centre Acceptance form given by the schools/ colleges should have the passport size photograph of the Centre Superintendent which should be affixed on the acceptance form. The Acceptance Form should also contain the details for affiliation number and its validity status.
18. The AIs (study centres of NIOS) and other schools having facility of CCTV may be given preference in selection of Exam Centre in the concerned category.
19. The Acceptance Form for establishing the Examination Centre for conduct of NIOS examination will be displayed on NIOS website as well as on the website of Regional Centre. The Acceptance Form can be submitted offline as well.
20. The Centres indicated at Sl. No. (iv) & (v) will invariably be selected on physical inspection of the Examination Centre by the inspection team.

PROFORMA

Report of School for Fixation of Examination Centre for National Institute of Open Schooling (Revised)

1. Name and Address of the School/ Institution
 (Name) _____
 (Village/Place) _____
 (Taluk/Block) _____
 (District) _____
 (State) _____
 (Pin code) _____
2. Name of the Principal _____
 Tel. No. With STD Code _____ (O) _____
 (R) _____ (Fax) _____ (Mob.) _____
 (e-mail) _____
3. Name and Designation of the Centre Superintendent (Principal/Vice principal/Senior Most Teacher) _____
4. Affiliated to (Board/ University/Other affiliating authority) _____
5. Status of affiliation (Temporary/Permanent) _____
6. Level of Affiliation _____
7. Affiliation No. _____
8. Validity of Affiliation _____
9. School Banker Name, (I) _____
10. Bank IFSC Code No (II) _____
11. Bank Account No. of the School (III) _____
12. Number of Rooms/Halls available in the School with size of the Rooms

S.No	No. of Rooms/Halls	Size of Rooms

13. Availability of Lab

Name of the Lab	No. of students may be accommodated
Composite Science Lab	
Home Science Lab	
Geography Lab	
Physics Lab	
Chemistry Lab	
Biology Lab	
Mathematics	
Computer Lab (No. of Computers _____)	

14. Availability of Furniture

(Single Desk) _____

(Double Desk) _____

15. Availability of Separate Examination Control Room: Available/ Not Available

16. Availability of Boundary wall: Available/ Not Available

17. Availability of Security Guard: Available/ Not Available

18. Availability of CCTV: Available/ Not Available

19. Availability of Electricity Available/ Not Available

20. Availability of Toilet Facility

i. For Boys Available/Not Available

ii. For Girls Available/Not Available

21. Total Number of candidates which can be accommodated in the Centre keeping in mind the available furniture with adequate space between adjacent candidates

22. Name and Address of the Bank for custody of Question Paper _____

Tel. No. with STD Code _____ (O) _____ (R) _____

(Fax) _____ (M) _____ (e-mail) _____

23. Alternative storage arrangement for Question paper, if Bank is not available _____

24. Availability of CCTV in all rooms for examination purpose _____

25. Availability of Public Address System _____

26. Name of nearby Police Station with Tel. No. _____

27. Previous examination conducted by the Institution

(Board/Council/University/Competitive/Recruitment Test) _____

28. Distance of School/Institution: From Railway Station : _____ Km.
 From Bus Stand : _____ Km.
 From Police Station : _____ Km.
 From Bank (Proposed custodian of QP): _____ Km.
 From Post Offices : _____ Km.

29. Overall Grading for suitability as Exam Centre:
(Excellent/ Very Good/Good/Satisfactory /Not Suitable): _____

30. Name of the NIOS nearby AIs.

Sl.No	AI No. & Name	Distance from the School

31. Name and Address of other reputed schools in that area which can be considered for Exam Centre. _____

Name and Signature of A.D./S.O/ Inspection Team

(I) _____

(II) _____

Date:

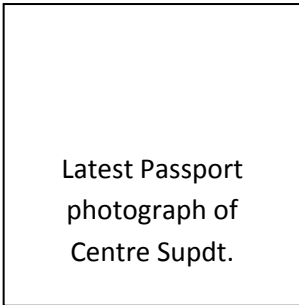
Signature of Regional Director

AI NO. (If school is AI of NIOS)

□ □ □ □ □ □ □ □

To

The Regional Director



Sub: Acceptance to act as Centre Superintendent for Examination of National Institute of Open Schooling (NIOS) Secondary/Senior Secondary/Vocational Examination to be held in April/Oct 20__.

Sir,

I hereby accept to offer my School/Institution as an Examination Centre to NIOS and to act as Centre Superintendent for Secondary/Senior Secondary/Vocational Examinations to be held in April-May/Oct-Nov 20__ Examination.

I hereby undertake that I will conduct the examination strictly as per Guidelines to be supplied to me by NIOS. I certify that no near relative of mine is appearing for these examinations.

1. Complete address of the School (in BLOCK LETTERS)

Pin Code :

Yours faithfully,

**Signature of
Principal**

Name (In Block Letters)

2. Name, Designation and Residential address of the Centre Superintendent

Name: _____
Designation: _____
Address: _____

PIN CODE: _____
STD Code: _____
Tele (O): _____
Tel (R): _____
Fax: _____
Mobile: _____
E-Mail: _____

Signatures of Centre Superintendent (if Principal is not acting as Centre Superintendent)

1. _____
2. _____

Attested by the Principal (if Principal is not acting as Centre Superintendent)

Signature of the Principal with Seal of the Institute/School

Please indicate below the Name in whose favour the Cheque/Draft for Centre Advance is to be issued Mr/Ms/Mrs _____ payable at _____ or give Bank account no _____ of _____ the school, Bank _____ Branch _____ IFSC code of the bank _____ to transfer the amount directly to the above mentioned account.

NB: In case of AI as an exam centre, the cheques will be prepared in favour of “The Coordinator, Name of the AI of NIOS only.

Notes:

1. The Principal of the school should act as Centre Superintendent. Deputy Superintendent may be appointed by the Centre Superintendent from the Senior most faculty member of the school, if the total number of candidates allocated is 250 or more. Only in exceptional circumstances the Vice-Principal or a PGT/Senior most **regular** teacher of the same school may be nominated as the Centre Superintendent by the Principal.
2. **Please give all the telephone numbers of Institution (as well as the mobile number of Principal). Please provide PP number for contact, if there is no telephone at the office/residence of the Cent. Suptd. and a convenient Fax No. in which urgent message may be faxed to you.**
3. Please ensure that an undertaking from only “**Nationalized Bank**” is taken for the custody of QP. Extension counters are not to be used for storage of Question Papers. If undertaking is given by any officer, other than Bank Manager, it should be countersigned by the Manager. Please ensure that the banks agree to all the conditions particularly for making standby arrangement for delivery of Question Papers in the event of Bank Holiday or some eventuality, and also to the service charges payable by NIOS. NIOS has agreement for storage of question papers with Syndicate Bank and Indian Bank. Pl. use the services of such Bank as far as possible.
4. In case, Kendriya Vidyalaya is one of the Examination Centre, the minimum number of candidates to be accommodated in one room should not be less than 30 in each subject.

Other information and Physical facilities available in the School/Institution

5. (a) The Name of the Boards/Council/University with which School/Institution is affiliated:

(b) Affiliation No. & its year of validity`:

(c) Affiliation Status: Temporary/Permanent:

(d) Affiliated up to

- i) Secondary only
- ii) Senior Secondary (with Science)
- iii) Senior Secondary (Without Science)
- iv) Graduate/Post Graduate/Technical Course

4. Name of Labs (Please Tick)
 - i) Secondary: Science/Home Science/Math./Computer
 - ii) Senior Secondary: Physics/Chemistry/Biology/Geography/Home Science/Computer
 (With teachers and other facilities available)

5. The number of rooms and their size available for examination: _____

6. Does the school have CCTV in the room/hall to be used for the conduct of examination Available/Not Available

7. Does the School have a hall (to be used for the examination) YES/NO
size of the hall : _____ sq. m.

8. Does the Schools have boundary wall YES/NO

9. In the case of availability of Computer Lab please indicate the number of computers: _____

10. The maximum number of the candidates which can be accommodated for the examinations in a day.

(1) If only Secondary (or Senior Secondary) Examinations are held _____

(2) If both Secondary and Senior Secondary Examination are held _____

11. Please furnish the following information with regard to Post Office from where sensitive material is to be dispatched in the evening of the Exam on each day.

Name and Complete address of the Post Office with Pin Code:

12. Distance of School/Institution: From Railway Station _____ Kilometers.
From Bus Stand _____ Kilometers.
From Post Office _____ Kilometers
From Police Station _____ Kilometers

13. Name of the nearest Police Station with Tel. No.:

14. I am to undertake to conduct the aforesaid NIOS Public Examination smoothly and fairly.

Date: _____

(Signatures of Principal with Seal)

2

UNDERTAKING FOR SAFE CUSTODY AND DISTRIBUTION OF QUESTION PAPERS FOR NATIONAL INSTITUTE OF OPEN SCHOOLING EXAMINATION FOR APRIL/OCT 20____

This undertaking is to be furnished by the Manager of a regular main branch of a Nationalized Bank (not by an extension counter)

- 1) I _____ (Name of the Manager in BLOCK LETTERS) Manager/Authorized Officer undertake the responsibility to store and provide safe custody of Question Paper Packets for National Institute of Open Schooling (NIOS) Secondary/Senior Secondary/Vocational Examinations to be held in April/Oct 20____ for the examination centre _____ (Name & place of the School). I will deliver the sealed Question Papers packets to the person(s) authorized by the NIOS as per date sheets supplied to me and follow the instructions communicated to me by NIOS while sending Question Papers.
- 2) **In the event of a Bank Holiday or some eventuality, a standby arrangement will be made in consultation with the Centre Superintendent and in conformity with the norms given by the NIOS to supply the Q/P to the Centre(s). I shall co-operate with the NIOS in this matter so as to ensure the smooth and proper conduct of the examinations.**
- 3) In the event of my transfer/proceeding on leave, the next in-charge will be assigned the responsibilities under information to NIOS and a fresh undertaking by the next in-charge will be sent to NIOS through the concerned school.
- 4) **The service charges for Storage of Question Paper as given below shall be acceptable to us and shall be claimed from the concerned school after all the Exams are over.**

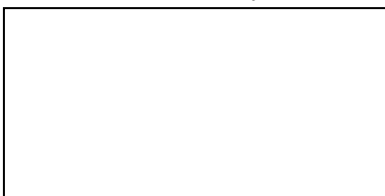
Total Service Charges payable for entire examinations

For Secondary Exam/ Vocational Exam

Rs 4000/- (Consolidated)

For Senior Secondary Exam

Rs 5000/- (Consolidated)



Seal of the Bank

Signatures of Manager/Authorized Person

Name : _____

(in Block Letters)

Designation _____

Telephone No. (Office) _____

Name and Address of the Bank _____

STD (Code): _____

Fax No: _____

Telephone No.(Res.) _____

Pin Code _____

Mobile No: _____

Residential Address _____

e-mail: _____

Date: _____

Pin Code: _____

Note: Please do not cross out/change any condition including Service Charges. For delivering the question papers on holidays, actual to and fro conveyance (Taxi/Auto) charges are admissible to the custodian(s).