



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
NATIONAL INSTITUTE OF OPEN SCHOOLING

आईएसओ 9001 : 2008 प्रमाणित/ISO 9001 : 2008 Certified

(स्कूल शिक्षा और साक्षरता विभाग, मा.सं.वि.मं., भारत सरकार के अंतर्गत एक स्वायत्त संस्था)

(An Autonomous Institution Under Deptt. of School Education and Literacy, M.H.R.D., Govt. of India)

F-4-1/2018/NIOS/Eval./D.El.Ed./ 1183

Dated: 10.04.2018

To,

All Regional Directors,
Regional Centres, NIOS

Subject: Establishment of Examination Centre, custody and delivery of question papers and answer-book packets for the conduct of D.El.Ed. Examination

Madam/ Sir,

I would like to remind you of this office letter of even number dated 10.03.2018 issued to all Regional Directors with regard to identification of Examination Centre and allotment of candidate for the conduct of D.El.Ed. Examination. In this regard, a copy of letter dated 14.03.2018 issued to all the State Nodal Officer by Director (Teacher Education), Dept. of School Education and Literacy, MHRD, Govt. of India was also attached to provide the following details by **28th of March, 2018**.

- (1) Examination Centre acceptance on prescribed proforma
- (2) A list of school /institution identified as examination centre with allotment of candidate.
- (3) Consent of District Magistrate along with the name and address for the custody and delivery of Question Paper and answer-book packets.

As on today, no communication has either been received from your office or from the concerned State Government. The time left out for the conduct of examination is nearing, it is once again requested to kindly get the issue expedited, so that NIOS gets sufficient time to undertake the examination activities.

In view of the urgency involved, one more communication from MHRD is being issued to the State Nodal Officers with regard to Acceptance of Examination Centre, safe custody of Question Papers and distribution of Question papers and Blank Answer Books. The following performas are enclosed:

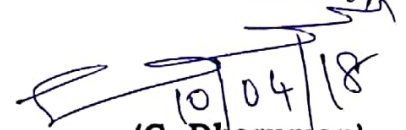
- (1) Acceptance to act as Superintendent of Examination Centres for NIOS, D.El.Ed. Examination (Annexure-I).
- (2) Consent for custody & distribution of Question Papers and blank Answer Books by the District Magistrate / Commissioner / Collector of the District concerned(Annexure-II).

As you know that the conduct of examination is a time bound exercise and has to be executed with utmost care, it is once again requested to kindly send the required information by **20th April, 2018 positively**.

It is requested to coordinate and follow up with State Nodal Officer and District Magistrate/Commission/Collector to provide the required information as stated above and send the Acceptance Form (Annexure-I & Annexure-II) along with Centre Notification.

This may be accorded top priority.

Yours sincerely,



(C. Dharuman)
Director (Evaluation)

Copy to

- (1) Ms. Rashi Sharma, Director (TE), Deptt. of SE&L, Ministry of HRD, Shastri Bhawan, New Delhi-110001 – for kind information
- (2) Assistant Director (CMO), NIOS for kind information of Chairman, NIOS
- (3) Director(Academic), NIOS
- (4) Director(SSS), NIOS
- (5) Joint Director(CBC), NIOS
- (6) Deputy Director(Eval./Sec.), NIOS
- (7) SA/P, NIOS
- (8) Assistant Director(RC/Conf.), NIOS
- (9) Guard File

(All fields are Mandatory)

Annexure-I

Study Centre No. (If school is Study Centre of D.El.Ed)

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To

The Regional Director (NIOS)

Latest Passport
size photograph of
Centre Supdt. with
seal of the
School/Institution

Sub: Acceptance to act as Superintendent of Examination Centre for Diploma in Elementary Education (D.El.Ed) Examinations to be conducted by National Institute of Open Schooling (NIOS).

Sir,

I hereby accept to offer my School/Institution as an Examination Centre to NIOS and to act as Centre Superintendent for Diploma in Elementary Education (D.El.Ed) for 2018-19 Examinations.

I hereby undertake that I will conduct the examination strictly as per Guidelines to be supplied to me by NIOS as well as free and fair manner. **I also to undertake the responsibility to engage all invigilators as laid down in the Centre Superintendent guidelines for conduct of NIOS Examinations.** I certify that no near relative of mine is appearing for these examinations.

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

DISTT.:
PIN CODE:

Yours faithfully,

Signature with Name of Principal (In Block Letters)

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

DISTT.:
PIN CODE:

Signatures of Centre Superintendent, if Principal is not acting as Centre Superintendent

Tele (O):
Tel (R):
(with STD Code)
Fax:
Mobile:
E-Mail:

Signature Attested by the Principal

Seal of the Institute/School

Please indicate below the Bank details of the School for transfer of payment for Centre Advance through RTGS.

Name of the Account Holder _____
Account No. _____ Name of Bank _____
Branch Code : _____ IFSC Code _____
of the bank to transfer the amount directly to the above mentioned account.

Notes:

1. The Principal of the school/Institution should act as Centre Superintendent. Deputy Superintendent may be appointed by the Centre Superintendent from the senior faculty of the school/Institutions if the total number of candidates allocated is 400 or more. Only in exceptional circumstances the Vice-Principal or the Senior-most faculty/ PGT/TGT of the school may be nominated as the Centre Superintendent -

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. & email id in which urgent message may be faxed to you.

OTHER INFORMATION AND PHYSICAL FACILITIES AVAILABLE IN THE SCHOOL/INSTITUTION

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

- (b) Affiliation No. & its year of validity: _____
3. Does the School/College established as examination centre for any Board/Council examination, please specify : _____
4. Total number of: (i) teaching staff : _____ (ii) Non-teaching staff : _____
5. Number of rooms and their size available for examination : _____
6. Maximum number of the candidates which can be accommodated for the D.El.Ed. Examination in a day : _____
7. Does the School/Collage have CCTV in the room/hall to be used for the conduct of examination (Available/Not Available)
8. Does the School/Collage have a hall (to be used for the examination)? (YES/NO)
If yes, mention size of the hall : _____ (in sq. m.)
9. Does the Schools have boundary wall? (YES/NO)
10. Does the School/Collage have separate Toilet for both Girls & Boys? (YES/NO)
11. Does the School/Collage have drinking water facility? (YES/NO)
12. In the case of availability of Computer Lab please indicate the number of computers: _____
13. Distance of School/Institution:
i) From District Collector Office _____ Kilometers ii) From Railway Station _____ Kilometers.
iii) From Bus Stand _____ Kilometers iv) From Post Office _____ Kilometers
v) From Police Station _____ Kilometers vi) From Bank _____ Kilometers
14. Name and address of the nearest Police Station with Tel. No.: _____
15. Please furnish the following information with regard to Post Office from where sensitive material is to be dispatched by the Examination Centre in the evening of the Exam on each day.
Name and Complete address of the Post Office _____
Distt. : _____ Pin Code: _____

Date: _____

(Signatures of Principal with Seal)

Annexure-II

UNDERTAKING FOR CUSTODY AND DISTRIBUTION OF QUESTION PAPERS AND BLANK ANSWER BOOKS FOR NATIONAL INSTITUTE OF OPEN SCHOOLING D.EL.ED. EXAMINATION for IN-SERVICE UNTRAINED TEACHERS

This undertaking is to be furnished by the District Magistrate/Collector/Commissioner

- 1) I _____ (Name of the District Magistrate in BLOCK LETTERS) District Magistrate /Authorized Officer undertake the responsibility to store, provide safe custody and deliver the Question Paper Packets and Blank Answer Book Packets for National Institute of Open Schooling (NIOS) for Diploma in Elementary Education (D.El.Ed.) Examinations for in-service untrained teachers to be held in the year 2018-19 for all the examination centres established in the District concerned.
- 2) I will arrange to deliver the sealed Question Paper Packets to the Centre Superintendent at the examination centre on each day of examinations as per date-sheet supplied to me and follow the instructions communicated to me by NIOS while sending Question Papers. All the Answer Book packets will be deliveries on the 1st day of the exam.
- 3) In the event of my transfer/proceeding on leave, the next officer 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.
- 4) **The service charges of Rs.5,000/- for each examination centre for Storage of Question Paper and Answer Books shall be acceptable to us and shall be claimed from the concerned school after the Examinations are over.**
- 5) The actual expenditure for the delivery of Question Paper and Answer Book Packets at the Examination Centre will be reimbursed by NIOS on submission of claim by the District Magistrate. In case of any advance payment is required, the Regional Centre of NIOS concerned will release the fund to the District Magistrate/Collector/Commissioner under D.El.Ed. project.
- 6) In case the District Magistrate/Commissioner/Collector is not receiving the above materials, the Officer authorized by the DC/DM who will receive the same and details of the authorized person may be given below :



Signature with Seal of the
District Magistrate

Signatures of District Magistrate or Authorized Officer as
Custodian

Name (in block letters) : _____

Designation : _____

Name (in block letters) : _____

Name and Address of the O/o District Magistrate where the
Question Paper and Answer Book Packets will be delivered

Telephone No. (Office) _____

Fax No: _____

Distt. _____

Telephone No.(Res.) _____

Pin Code _____

Mobile No: _____

Residential Address _____

e-mail: _____

Distt. _____

Date: _____

Pin Code: _____

Note: Please do not cross out/change any condition including Service Charges.