

Norms and guidelines for an examination centre of NIOS

(A) Legal and Procedural requirements

1. The institute/ School should be affiliated to CBSE/ICSE or any State Board, up to Secondary/Sr. Secondary level.
2. The Principal/Vice Principal should act as Centre Superintendent.
3. The Institute/School should not have been debarred by any Board for use of unfair means in the examinations or for any other reason.
4. The institute/School should be willing to enter into a Memorandum of Understanding with NIOS for abiding by all the instructions and rules and regulations for conducting NIOS examinations.

(B) Infrastructure requirements

1. The institute/ School should have capacity to conduct examination of minimum 200 candidates. Normally 20 or more students are accommodated in one room. (Minimum 10 rooms of 15x20 feet or big hall)
2. The institute/School should have the following Labs
 - i) Secondary:-
 1. Composite Science Lab
 2. Computer Lab with minimum 5 computers and 3 printers
 - ii) Sr. Secondary:-
 1. Physics Lab
 2. Chemistry Lab
 3. Biology Lab
 4. Home Sc. Lab
 5. Computer Lab with minimum 8 computers and 4 printers
3. The institute/ School should have qualified teachers and lab Asstt for conducting the practical also.
4. The institute/School should have sufficient staff for helping the centre superintendent in conducting the examinations.
5. The institute/School should have proper boundary wall.
6. The institute/ School should have proper furniture and light in the rooms.
7. The institute/School should have proper facility of girls and boys toilets.
- 8 The institute/School should have proper facility of drinking water.
9. The institute / school should have minimum 20 teachers/Staff to work as Invigilators in addition to other support staff.

(c) Location requirements

1. The institution/school be located at justified distance from the nearest Railway Station/Bus Stand.
2. The institute /school should be well connected with public transport from the nearest Railway Station /Bus Stand.

II. Expected duties and responsibilities of examination centres

1.1 Before the Examination

1.1.1 Ensuring Receipt of Question Papers in Bank

- i. Ensure the receipt of the Question Paper Packets by the bank well in advance. In case of non-receipt of these packets at least 10 days before the commencement of examination, please inform the Director (Evaluation) by fax/over telephone otherwise it will be presumed that the packets have been received by the bank and checked by the Centre Superintendent.
- ii. The Question Papers should be arranged date-wise according to the date-sheet and kept under the custody of the Bank.

1.1.2 Facilities for the candidates

- i. Display date-sheets and Instructions for the Candidates outside the Examination Hall.
- ii. Purchase Log Tables in sufficient quantity in advance and make available the same for use of students in Maths, Physics, and Chemistry examination. These should be used in the subsequent examinations of National Institute of Open Schooling.
- iii. Make suitable arrangement for white/ruled papers and stencils in advance for Typewriting paper for the purpose of Practical.

1.1.3 Receiving of question paper from bank

- i. Ensure the receipt of Packet (s) of Question Paper well in time for the day and open the same which are meant for that particular day.

- ii. Always ensure about the availability of requisite number of Question Papers well in advance of the actual examination by checking with the list of candidates and Question Papers received in the Bank.

1.1.4 Appointment of Invigilators

- i. The invigilators should invariably be appointed from the teaching staff. The details about the invigilators, who are not from the staff of the school should be kept in a register along with details of teaching staff appointed from school.
- ii. Every invigilator should be required to sign in the attendance register, their time of arrival and departure in a register to be specially maintained by the Centre Superintendent.

1.1.5 Eligibility of the candidates to Appear in Exam

- i. Only those candidates, whose names appear in the list of candidates supplied by NIOS or those who have got written permission from the Regional Centres/National Institute of Open Schooling Headquarters, be allowed to appear for Examinations at your Centre. Please do not allow other ineligible candidates to appear in the examinations.
- ii. If some candidates approach the allotted Examination Centre with Intimation Card of the current examination showing eligible subjects and dates, they may be allowed even if their names are omitted from the list of candidates due to some error after verifying their Identity Cards on provisional basis and after obtaining an undertaking subject to their being eligible otherwise.

1.2 During the Examination

1.2.1 Checking the Candidates before Entry in the Exam Hall

- i. Frisking of the candidates may be done thoroughly at the entrance gate itself before they are allowed to enter the examination hall.
- ii. Do not permit the candidates to bring books, papers or reference material of any kind in connection with the examination into the Examination Hall/Room.
- iii. Ensure that no candidate brings any electronic equipments like Calculators, Tape Recorders, Cellular Phones, Pager etc. in the examination hall/room.
- iv. However, the candidates are permitted to bring with them the drawing instruments and stencils or templates for drawing outline maps for Physics and Chemistry and Geography in the Examination Hall/Room.

1.2.2 Handling Question Papers

- i. Distribute the Question Papers at the precise time of commencement of Examination given in the date-sheet. In case, due to some unforeseen circumstances, there is delay in the commencement of examination at the scheduled time, the time so lost in the process must be compensated and certificate be sent to this effect to the Regional Centre concerned as well as to the Director (Evaluation), NIOS on the same day.
- ii. In the subjects of Social Science and Mathematics of Secondary and History of Senior Secondary for blind candidates, there is an alternative to questions of maps/diagrams, which have to be attempted only by the blind candidates. Please mention in such cases on the top of the Answer Script. "THE BLIND CANDIDATE".
- iii. In the subject of Stenography (English/Hindi/Urdu) Practical only 5 Question Papers will be sent. This will not be corresponding to the number of candidates since the Question Paper in **Stenography are not to be given to the candidates but are to be used by the Examiners only.**

1.2.3 Handling Attendance Sheet

- i. Ensure that Attendance Sheets are correctly filled in and signed by the candidates daily.
- ii. Encircle the Roll Numbers of absent candidates with Red Ink and mark them ABSENT in place of their signatures in Attendance Sheets.
- iii. Mark 'UFM' in case of candidates who have been booked under use of unfair means.
- iv. Ensure that the Attendance Sheets bear the signatures with rubber stamp of the Centre Superintendent before these are sent to the concerned Regional Centres.
- v. Add the names of additional/authorized candidates such as centre change cases (permitted by Regional Centre/NIOS Headquarters) on the computerized attendance sheet for obtaining their signatures.
- vi. In case computerized attendance sheets sent by the NIOS are not received at the Examination Centre before the 1st day of Examination, please take the attendance of the candidates allotted at the centre in the attendance sheet.
- vii. The scanned nominal roll provided by NIOS be also used for obtaining the attendance of students daily. As soon as the exam is over the same be sent to the concerned Regional Centre for record.

1.2.4 Handling the Answer Books

- i. Please affix facsimile stamp of the signature of the Centre Superintendent on Answer Books before these are issued to the candidates. Under no circumstances address stamp of the Centre should be used on the answer books.
- ii. Instruct the candidates not to write his/her name, roll no. or make any distinguishable sign or mark anywhere in the Answer Book/Graph/Map except at the places specified for the purpose.
- iii. Maintain a proper account of all the used and unused Answer Books and send a copy of the same along with the Attendance Sheets and sealed answer books daily. One copy may be retained by the Centre Supdt. in his records which would be open for Inspection and for physical verification of unused answer books by OSDs, Observers or Flying Squads Members or any other persons deputed by NIOS.

1.2.5 Handling Unfair Means Cases

- ☐ Please ensure that the unfair means detected during the course of examination are properly recorded and packed in a separate envelope and sent to the concerned Regional Centre with requisite statements and documents as per procedure laid down by NIOS. The copying material found with each of the cases should also be attached. Please send this packet along with packet containing the Answer Books for that day.

1.2.6 General Arrangements

- i. Give a bell sound after completion of each hour during the examination. One bell sound should also be given 10 minutes before completion of the paper and long/final bell at the end. The Invigilators should communicate these indications to the candidates before commencement of examinations.
- ii. Centre Superintendent should be careful about making arrangements for toilets for the use of candidates. A commode and pot might be placed at a suitable place surrounded by kanats near the Examination Hall, if there is no pakka latrine or urinal nearby. In mixed centres separate toilets are required for boys and girls
- iii. Ensure that proper police arrangement is made at the Centre.
- iv. Allow the Observers/Members of Surprise Visit Team appointed by NIOS/Regional Centre to inspect the records and the examination halls/rooms,

after ensuring that the visiting team is having proper authority letter from their Regional Director/Director (Evaluation), NIOS Office.

1.3. Seating Arrangement

- i. A day before the commencement of the examination, the Centre Superintendent shall ensure that satisfactory seating arrangements for the examination have been made. He/She shall particularly see that the candidates are to be seated in such a way that the students are not able to communicate with each other **i.e. whenever a two-seat desk is used only one candidate should be seated and in case of availability of four-seat desk only two candidates should be seated on it.**
- ii. The Centre Superintendent shall prepare a seating plan of examination hall and/or rooms showing the order of seats allotted to candidates and the direction in which the candidates face and shall send a copy of the seating plan for each session to the NIOS office/Regional Centres along with the bundle of answer books. Please keep in mind that the vertical row should contain the seats No. 7, 10, 13, 16, 19 and so on.
- iii. A slip giving the Roll Number of each candidate should be pasted on the Roll No. should be written with chalk on each desk/table, so that the candidate has no difficulty in finding out his allotted seat. Candidates must be seated sufficiently apart to prevent collusion.
- iv. In the seating plan for each room, candidate who is absent be encircled with RED ink indicating ABSENT.

1.4 Dispatch of Answer Books

- i. The Answer Books, Attendance Sheets, scanned attendance sheets and other related materials pertaining to Theory Examination will be dispatched to the concerned Regional Centre or to specified places as per direction from NIOS.
- ii. The Answer Scripts/Attendance Sheets/Award Lists and other related material pertaining to Practical Examinations will also be dispatched to the concerned Regional Centre or to specified places as per direction from NIOS Headquarter/Regional Centre.

1.5 Practical Examination

- i. **For conduct of practical examinations, NIOS has also fixed dates in the date sheet along with theory papers.** All the practical examinations should

be completed as per the date sheet of practical examinations. The marks Obtained by the candidates in practical examinations should be filled in the computerized award lists supplied by NIOS and sent to the Regional Director concerned duly verified & signed by the Examiner/Centre Supdt/Observers of NIOS immediately after the examinations are over.

- ii. The Theory and Practical Examination papers in subjects like Typing and Stenography (English, Hindi and Urdu) are not to be evaluated at the Examination Centre. They must be sent to the concerned Regional Centres like any other answer books for their evaluation.
- iii. The Practical examination for each Vocational subject under academic stream will be conducted at the respective vocational study centre (AVI). The candidates may be advised to approach their Study Centre for details of Practical Examination Centre.
- iv. The theory examinations of the vocational subjects offered along with the academic courses will be conducted at the examination centre/as per notification. These subjects are now offered only at the vocational study centres.
- v. All candidates who have been registered for any of the Vocational subjects of the level of Secondary or Sr. Secondary will be eligible for external examination and will appear at the vocational examination centre fixed by NIOS. The Identity Card supplied by NIOS will serve as a Hall Ticket for entry to the Examination Hall provided his/her name appears in the list of candidates.
- vi. Transcription (typing) of the dictation taken in stenography paper is compulsory otherwise the candidate gets no marks

III. Remuneration and other payments

3.1 Norms For Engaging Staff on Duty

3.1.1 Centre Superintendent: There will be one Centre Superintendent for each Centre and his appointment is approved by NIOS.

3.1.2 A Deputy Superintendent: may be appointed when the total number of candidates allotted to a Centre is 250 or more.

3.1.3 Invigilators: - The invigilators should be appointed invariably from the teaching staff of the Centre. There will be two Invigilators in each room. If the number of candidates is more than 40 either in a room or in a hall, there will be one more invigilator for each 20 candidates or fraction

thereof. ***In case only one candidate is registered for a paper, only one invigilator may be appointed for the session.***

3.1.4 Clerks: - There will be one clerk upto 249 candidates allotted at the Centre for Examination. If the number is 250 or more, number of clerks will be two. ***Clerk is not admissible during practical examinations where Laboratory Asstt. is provided and he is supposed to perform the duties of clerk.*** The appointment of the additional clerk should be made only for specific day son which the candidates registered exceed 249.

3.1.5 Laboratory Assistant: - There is no need of Lab. Assistant in the practical examination of Geography, Typewriting, Secretarial Practice, Word Processing and Stenography. In all the other subjects one Lab. Assistant may be provided except in Science practical (Secondary Examinations) where two Lab. Assistants may have to be provided in case separate Labs. are used.

3.1.6 Peons/Waterman :There will be one peon and one waterman upto 249 candidate allotted. Additional peon and waterman (One each) may be gagged for the specific days on which the number of students registered exceeds 249.

3.1.7 Chowkidar/Sweeper: - There will be one Chowkidar and one Sweeper in the Centre on each day of examination including practicals irrespective of number of candidates allotted.

3.2 Payment Norms to the Staff (under revision)

3.2.1 Remuneration for the Staff

(i) Centre Superintendent	Rs.150/- Per Session
(ii) Dy. Superintendent*	Rs. 90/- -do-
(iii) Practical Examiners for Secondary Level	Rs.5.00 per candidate (minimum of Rs.100/- per session)
(iv) Practical Examiners for Sr.Secondary Level	Rs.6/- per candidate (minimum of Rs.100/- per session)
(v) Practical Examiners for Secondary Level	Rs.10/- per candidate Vocational Courses & Word Processing (minimum of Rs.150/- per session)
(vi) Invigilators	Rs.75/- Per Session
(vii) Clerk/ Lab. Assistant	Rs.55/- Per Session

(viii) Peon	Rs.35/- -do-
(ix) Waterman	Rs.35/- -do-
(x) Chowkidar	Rs.35/- -do-
(xi) Sweeper	Rs.35/- -do-
(xii) Seating arrangement (allotted per day)	25 paise per candidate

3.2.2 Maintenance of Furniture/Rent of building

- (i) In the case of Delhi Govt. School/KVS and NVS Schools being utilized as Exam Centre, the rental will be paid as per the norms fixed by them and mutually agreed by NIOS. No furniture maintenance charge will be paid to them.
- (ii) In respect of other schools/AIs of NIOS where no rent is being charged/paid Rs.10/- per student for whole examination will be admissible for use of school furniture, security, electricity and water etc.

3.2.3 Lab Charges for Practical Examinations

(A). For Secondary Level

- i. Science, Home Science & Typewriting Rs.10/- per candidate
- ii. Word Processing & Vocational Courses Rs.15/- per candidate

(B). For Sr. Secondary Level

- i. Physics, Geog, Secretarial Practice, Stenography Rs.5/- per candidate
- ii. Chemistry, Home Science & Typewriting Rs.10/- per candidate
- iii. Biology Rs.20/- per candidate

(C) Vocational Courses

- i. Computer Science, Word Processing & other Vocational courses Rs.15/- per candidate
- ii. Typing (Secondary and Sr. Secondary) Rs.10/- per candidate
- iii. Stenography (Sr. Sec.) Rs.5/- per Candidate

3.2.4 Remuneration and Conveyance for Collection of Question Papers From the Bank / Paper Collecting Centres

- i) **Remuneration** for the collection of Question paper from bank Rs.20/- per day.

ii) Conveyance Charges

a) From the Examination Centre to the Bank

- Rs.15/- per day if the distance from the place of duty/residence to the Bank/Collecting Centres is upto 8 kms. and
- Rs.20/- if the distance is more than 8 kms. from place of duty.

- b) *For return journey from Bank/Paper Collecting Centre to Examination Centre.*
- Actual taxi charges as per the State Transport Authority rates. The distance between examination centre and Bank should be mentioned clearly in the bill form.

3.2.5 Conveyance for Depositing the Answer Books to the Collection Centre/Post Office and Returning the Balance of Examination Stationery to NIOS (Under revision).

- i. One way actual auto charges (by the shortest route) and one way bus charges are admissible to a person for ***depositing the Answer books at collection centres/Post office.***
- ii. Similarly one way actual auto charges and one-way bus charges are admissible ***for returning the balance stationery to NIOS/Collecting Centre/Post Office.***

Bills for Centre charges should be prepared on the prescribed proforma. All the bills are to **be verified by the Centre Superintendents before sending to concerned RC/NIOS along with other documents.**

3.2.6 The charges for storage of Question Paper are to be paid by the Centre Supdt. to the custodian bank out of the centre advance immediately after completion of the examination at NIOS approved norms as given under :

For Storage of question papers of Sr.Secondary	Rs.5000/-
For storage of question papers of Secondary /Vocational	Rs.4000/-

3.3 Contingent Expenditure (under revision)

3.3.1 Stationery Items: Centre Superintendents are authorized to purchase petty articles, graphs, Alpin, Tags, Sealing Wax, Gum, Sewing Needle, Thread, Match Box, Carbon Paper, Photostat Paper, File Covers, Ink, Ball pen, Refills(Not jotter pen refills), Jute Twine, Plastic Ropes, Candles, Wrapping paper, Cloth Lined Envelopes for putting Answer Sheets and balance of Question Papers, Pitchers, Glass tumblers, Ice, Phenyle for cleaning urinals and constructions of temporary toilets (if needed). ***Payment for these items will be made at the lump sum rate of Rs.3/- per candidate (allotted) subject to a minimum of Rs.150/- per centre.***

3.3.2 Postage Charges: ***Actual postage charges*** are payable subject to production of receipts.

3.3.3 Packing Cloth: ***Actual cost of packing cloth*** to centres located outside Delhi/townships of respective Regional Centres will be paid on production

of cash memo. Delhi Centres and Centres located at the township of Regional Centres will be issued safety bags for dispatch of answer books by NIOS/R.C on loan basis. They will be required to deposit the same with NIOS/R.C on the last day of Examination.

3.4 Guidelines for Payments

- 3.4.1** Centre Superintendents are given centre advance before the commencement of exam in order to meet various types of exam expenditure to be incurred for conduct of exam.
- 3.4.2** Immediately after the examinations are over the Centre Superintendents are required to submit complete account of expenditure incurred during the conduct of examination in the prescribed Bill Proformas.
- 3.4.3** Bill Proformas should be filled up neatly and clearly and cutting, erasing and overwriting should be avoided.
- 3.4.4** Details of each activity may be written over the back of Performa wherever required.
- 3.4.5** It should be clearly mentioned in the forwarding letter, in whose name the cheque forth amount claimed is to be prepared and sent, by intimating the complete address.
- 3.4.6** Following details should be enclosed with the application:
 - i. Duly filled up proforma for claim of the exam centre payment and signed by the Centre Supdt. Mentioning the name of the centre with office seal.
 - ii. A proper account of answer books and continuation sheets used daily during examination on the proper proforma.
- 3.4.7** If the Exam Centre is both for Secondary and Senior Secondary the payment to Centre will be determine don the basis of combined session/students/seating arrangement/ conveyance etc.

IV. Action against Institution/Schools in case of Violation of rules/ unfair means in examinations

In case of violation/deviation from the prescribed norms/guidelines of

NIOS in the process of conducting examinations, the following penalties can be imposed by NIOS on the School/Institutions fixed as examination centres of NIOS.

Financial penalties

1. All due payment will be stopped.
2. Suitable additional fine as decided by NIOS can be imposed.
3. Recovery of the advance can be initiated, through legal action.

Other Actions

1. The institution/school will be debarred from being fixed as an examination centre in future.
2. The matter may be reported to the concerned Govt/Board for taking suitable action for derecognizing/withdrawal of affiliation.
3. The matter will be placed on record of all public Examination Boards and other sister organizations of NIOS for taking suitable action.

List of The Regional Centres of NIOS

Name of the Region	Name and address of Head of the Regional Centre	States covered
Allahabad	Regional Director Regional Centre, NIOS, 19/17, Kasturba Gandhi Marg, Kachahari Road, Allahabad – 211002 (Uttar Pradesh) Ph: (0) 0532-2548154 (Fax) 0532-2548149	Uttar Pradesh (excluding Gautam Buddha Nagar (NOIDA and Greater Noida District) and Sub-Centre Dehradun
Dehradun (Sub-Centre)	Regional Director Regional Centre, NIOS, 69/106, Niranjapur, Opp. ITI Saharanpur Road, Dehradun – 248171 (Uttarakhand) Ph: (0) 0135-2623929 (Fax) 0135-2629 166	Uttarakhand and, Moradabad, Meerut, Muzaffar Nagar Saharanpur, Bagpat J.P Nagar (Amroha) Bulandshahar, Districts of U.P
Bhopal	Regional Director Regional Centre NIOS, Manas Bhawan, Shymla Hills, Bhopal-462002 (M.P) Ph: 0755-2661842, 0755-2660331 Fax-0755-2661842	Madhya Pradesh and Chhatisgarh
Chandigarh	Regional Director Regional Centre NIOS, YMCA Complex, Sector-11-C, Chandigarh-160011 Ph: 0172- 2744915, 3950979 Fax – 0172-2744952	Haryana (Excluding Gurgaon, Faridabad and Jhajjar) Himachal Pradesh, Punjab, Jammu & Kashmir and Chandigarh
Delhi	Regional Director Regional Centre NIOS, A-31, Institutional Area, NH-24, Sector-62, Noida-201 301 Distt. –Gautam Buddha Nagar (U.P) Ph: 95120-2404914-15, Fax-95120-2404916	NCT of Delhi and bordering Distts. of NCT in Uttar Pradesh and Haryana comprising of Distt. of Gautam Buddha Nagar (Noida and Greater Noida), Ghaziabad, Gurgaon Faridabad and Jhajjar.
Guwahati	Regional Director Regional Centre NIOS, Building of Assam Publication Board, I Floor, Near Board of Secondary	Nagaland, Arunanchal Pradesh, Assam, Manipur, Meghalaya, Mizoram and Tripura

Education Assam, Bamunimaidam,
Guwahati-781021 (Assam)
(O) 0361-2650541, 0361-2650542

Hyderabad

Regional Director

Andhra Pradesh and Karnataka

Regional Centre NIOS,
House No.17-26, Sree Nagar colony,
Road No.5, Dilsukh Nagar,
Hyderabad – 500060 Andhra Pradesh
Ph: (0) 040-24162859,
Fax No- 040-24060712

Jaipur

Regional Director

Rajasthan and Gujrat

Regional Centre NIOS,
D-11-12 Roop Vihar Colony,
Mohan Marg, Opp. Karoli Garden
New Sangamer Road, Sodala
Jaipur (Rajasthan)- 302006
Ph: (0) 0141-2292818,
Fax- 0141-2292819

Kochi

Regional Director

Pondicherry, Tamilnadu,
Kerala and Lakshadweep

Regional Centre NIOS,
34/2740 Mamangalam, P.O –Palarivattom,
Kochi-682025 (Kerala)
Ph: (0) 0484-2335714,
(T/F)- 0484-2335533

Kolkata

Regional Director

Orrisa, Sikkim, West Bengal and
Andman and Nicobar Islands

Regional Centre NIOS,
10/1/H, Diamond Harbour Road,
Kolkata-700027 (W.B)
Ph: (0) 033-24797714,
Fax- 033-24797707

Bhubaneswar
Sub-Centre

Regional Director

Regional Centre NIOS,
360/10, Sishuvihar, Patia, Bhubneshwar
Orrisa
Ph: (o) 0674- 2740208

Patna

Regional Director

Bihar and Jharkhand

Regional Centre NIOS,
Lalit Bhawan, Ground floor,
Jawahar Lal Nehru Marg,
Bailey road, Patna –800001 (Bihar)
Ph: (0) 0612-254051,0612-2545470

Pune

Regional Director
Regional Centre NIOS,
C/O Indian Institute of Education,
128//2 JP Naik Road, Kothrud,
Pune (Maharashtra)
Ph: (0) 020-25444667,25439763
Fax-020-25444667

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