

**Guidelines for Establishment of  
Public Examination Centre  
for NIOS (Revised)**  
(Bye-Laws Governing Examination and Certification 2012)

(To be implemented w.e.f. April 2014 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)

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# 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 April-May-2014 Public Examination- Revised)

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
1	<ol style="list-style-type: none"><li>Kendriya Vidyalaya and AI (KVAI)</li><li>Navodaya Vidyalaya and AI (NVAI)</li><li>Central Government Organization Schools and AI (CGAI)</li><li>Kendriya Vidyalaya (KV)</li><li>Navodaya Vidyalaya (NV)</li><li>Central Government Organization and Defence Sector Schools (CGDS)</li><li>CBSE /ICSE Independent School and AI (CBAI)</li><li>State Government/Aided Schools/Inter/Junior College and AI (SGAI)</li><li>State Government Independent School/Inter/Junior College and AI (SBAI)</li></ol>	<b>A</b>
2	<ol style="list-style-type: none"><li>CBSE independent Schools (CBSE)</li><li>ICSE independent Schools (ICSE)</li></ol>	<b>B</b>
3	<ol style="list-style-type: none"><li>State Government Schools (SGS)</li><li>State Government Aided Schools (SGAS)</li></ol>	<b>C</b>
4	<ol style="list-style-type: none"><li>State Government Independent School/Inter or Junior Colleges (SGIS)</li></ol>	<b>D</b>
5	<ol style="list-style-type: none"><li>Government Degree College (GDC)</li><li>Government Aided Degree Colleges (GADC)</li><li>Independent Degree/Technical Colleges (IDC)</li><li>Any other Colleges (COL)</li></ol>	<b>E</b>

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 learner 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 in case it is absolutely necessary, there should be reasonable justification for the approval of Director (Evaluation), NIOS. However, Practical and Theory examination can be conducted at the same SAIED exclusively for its own differently-abled learners. In the case of other AIs, Practical Examination will be conducted by the concerned AIs, which are affiliated with any State/Central recognized Board/University.
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 Officer of Group 'A' or 'B' as Member 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 facts and figures including black listed and warned schools with total number of acceptances received to finalize the Exam Centre Notification. Minutes of the EFC should be prepared along with detailed justification note for selecting or not selecting a School to be an Examination Centre in respect of all the Centre Acceptances received at the concerned Regional Centre. The Regional Director must ensure that no black listed schools as per NIOS norms are recommended for Examination Centre. The Exam. Centre declared as Black listed by the NIOS, the school will not be fixed as Exam. Centre for next three consecutive Public Examinations of NIOS.

In case the Exam. Centre is black listed which is an AI of NIOS in addition to the above penalty, de-accreditation process will also be initiated by the SSS Deptt. Of NIOS.

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 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 its usage as Examination Centre mentioning its 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 at a particular area/place. Again preference may further be given to Schools under each category having better accessibility and infrastructure.

8. The panel of Schools maintained for its usage as Examination Centres be updated from time to time by including new names on the basis of physical inspection and previous examination reports.
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 Exam Centre Acceptance from the best/Reputed State Board Schools in the concerned locality.
10. The Regional Directors should forward the copies of all Centre Acceptances received at the Regional Centres along with a Draft Exam Centre Notification recommending schools for consideration by the Evaluation Department, NIOS Headquarters.
11. The Regional Centres should prepare a list of Schools not selected as Examination Centres along with reason. The same must be forwarded to the Director (Evaluation) along with the recommendation of Centre Notification and the same should be uploaded on the Regional Centre Website.
12. All recommended centres should be duly 'Marked' with category alongwith types of schools like KVAI, NVAI and CBAI etc.
13. If the School agrees to become a 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 for the same, as per guidelines of NIOS.
14. Wherever more number of learners are registered for Examination, the Regional Centres should establish less number of Examinations Centres for effective monitoring. It should be also ensured that minimum 300 learners are allotted in an Examination centre subject to the availability of infrastructure. The allotment of learners to a particular AI in an Examination Centre must be done in a meticulous and transparent manner for effective and fair conduct of Examination. In case, Kendriya Vidyalaya is fixed as an Examination Centre, the Minimum strength of accommodation of learners should not be less than 30 in each room for a particular subject of examination, subject to the availability of learners at the centre.
15. The selection of Centre will be the responsibility of EFC and the Regional Director concerned. The Regional Director will 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 Examination centres, a Committee consisting of three Members i.e. Director (Evaluation), one HOD of NIOS and one nominee from 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 recommendations of the Examination Centres will be approved by the Director (Evaluation) as per the Examination (bye-laws) of NIOS.
17. The Examination Centre Acceptance Form given by the Schools/ Colleges should have a passport size photograph of the Centre Superintendent affixed on it. The Acceptance Form should also have the affiliation number and its validity status details.
18. The AIs (study centres of NIOS) and other Schools having facility of CCTV may be given preference in selection of Examination Centre in the concerned category.
19. The Centres indicated at Sl. No. 4 & 5 will invariably be selected on physical inspection of the Examination Centre by the Inspection team.
20. The Acceptance Form for Establishing the Examination Centre for conduct of NIOS Examination will be displayed on both NIOS and Regional Centre websites. The Examination Centre Acceptance forms are accepted through 100% online mode only w.e.f. April-May-2014 Public Examination ([www.nios.ac.in](http://www.nios.ac.in)).

**PROFORMA**

**Inspection 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's 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

<b>S.No</b>	<b>No. of Rooms/Halls</b>	<b>Size of Rooms</b>

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 Wash-room Facility:

i. For Boys Available/Not Available

ii. For Girls Available/Not Available

21. Total Number of learners who can be accommodated in the Centre keeping in mind the available furniture with adequate space between adjacent candidates Name and Address of the Bank for custody of Question Paper \_\_\_\_\_

Tel. No. with STD Code \_\_\_\_\_ (O) \_\_\_\_\_ (R) \_\_\_\_\_

(Fax) \_\_\_\_\_ (M) \_\_\_\_\_ (e-mail) \_\_\_\_\_

22. Alternative storage arrangement for Question paper, if Bank is not available \_\_\_\_\_

23. Availability of CCTV in all rooms for Examination purpose \_\_\_\_\_

24. Availability of Public Address System \_\_\_\_\_

25. Name of nearby Police Station with Tel. No. \_\_\_\_\_

26. Previous Examination conducted by the Institution ( Board/Council/University/Competitive/Recruitment Test) \_\_\_\_\_

27. 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 Office : \_\_\_\_\_ Km.

28. Overall Grading for suitability as Examination Centre:  
 (Excellent/ Very Good/Good/Satisfactory /Not Suitable): \_\_\_\_\_

29. Name of the NIOS nearby AIs.

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

30. Name and Address of other Reputed Schools in that area which can be considered for Examination

Centre. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

(I) \_\_\_\_\_  
 \_\_\_\_\_

(II) \_\_\_\_\_  
 \_\_\_\_\_

**Signature of Regional Director**

**Date:**

**ONLINE SUBMISSION FOR EXAMINATION CENTRE ACCEPTANCE**

**The 100% Online Examination Centre Acceptance Form is meant for Schools/AIs (Study Centres) applying for becoming Examination Centres of NIOS. Please read the following information and instructions before filling the form.**

**INFORMATION AND INSTRUCTIONS**

**1. The following points may be noted, in complete forms will not be accepted**

- (1) Register by giving your valid functional e-mail id and a password for the system.
- (2) Once registered, login with the same e-mail id and password.
- (3) Fill in the Centre Acceptance Form with the correct and relevant information and then submit. All the fields are compulsory.
- (4) The successful submission of the Online Centre Acceptance Form will give you the message of successful submission with a Reference Number.
- (5) Click the Print button to print the filled-in Online Centre Acceptance Form.
- (6) Put Signature of the Centre Superintendent and its seal at the relevant place in the printed form.
- (7) Get the signature and seal of the Bank at the relevant place in the form.
- (8) Send the form to the concerned NIOS Regional centre.
- (9) A copy of the affiliation with State/Central Board/University to be attached with the form.
- (10) Affix the passport size photograph of the Centre Superintendent and the hard copy may be sent to the concerned Regional Centre.

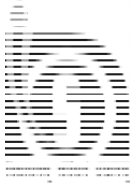
**Important Note**

- (1) The Principal of the school should act as Centre Superintendent. A senior most faculty Member of the school may be appointed by the Centre Superintendent as Deputy Superintendent, if the total number of candidates allocated is 250 or more. Only in exceptional circumstances the Vice-Principal or a PGT/Senior



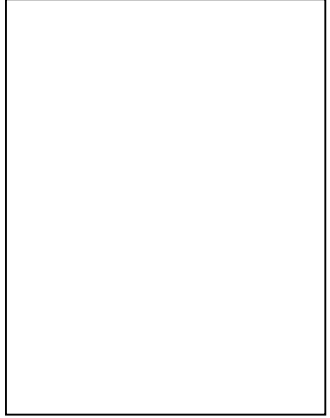
most regular teacher of the same school may be nominated as the Centre Superintendent by the Principal.

- (2) Please provide all telephone numbers of the Institution (as well as the mobile number of Principal), and PP number for contact, if there is no telephone at the Office/Residence of the Centre Superintendent and a convenient Fax No. and e-mail through ID in which urgent message may be faxed or e-mailed to you.
- (3) Ensure that an undertaking from only "Nationalized Bank" is taken for the custody of Question Paper. Extension counters are not to be used for storage of Question Papers. If the undertaking is given by any officer, other than Bank Manager, it should be countersigned by the Manager. Also it is to be ensured 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 the NIOS. The NIOS has agreement for storage of question papers with Syndicate Bank and Indian Bank. Please use the services of such Banks as far as possible.
- (4) In case, Kendriya Vidyalaya is one of the Examination Centres, the Minimum number of candidates to be accommodated in one room should not be less than 30 in each subject.



**राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान**  
**NATIONAL INSTITUTE OF OPEN SCHOOLING**  
(The Largest Open Schooling System in the world)

**ONLINE SUBMISSION FOR EXAMINATION CENTRE ACCEPTANCE**

<p>I hereby offer my School/Institution as an Examination Centre to NIOS</p> <p>Reference No.:</p> <p>Name of the Centre Superintendent:</p> <p>Designation of the Centre Superintendent:</p> <p>Signature of Superintendent:</p> <p>Seal of the School:</p> <p>Attestation of signature of the Centre Superintendent by Principal if Principal is not acting as Center Superintendent:</p>	<p>Photo (Passport Size): Of Centre Superintendent</p> 
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1. AI No.	
2. Name Of The School	District:
Address Line 1:	State:
Address Line 2:	Pin code:
Landmark:	
3. Regional Centre:	
4. Tel. (O) with STD Code:	
5. Tel. (R):	
6. Fax:	
7. Mobile:	
8. Email.	
9. Name of the Boards /Council/ University with which School/ Institution is affiliated:	
10. Affiliation No. & year of validity	

11. Affiliation Status : Temporary/Permanent:	
12. Affiliated up to	
13. Select Lab (with teachers and other facilities available)	
14. Number of rooms and its size available for examination	
15. Does the school have CCTV in the room /hall to be used for the conduct of examination?	
16. Does the School have a Hall (to be used for the Examination)?	
17. Does the School have Boundary walls?	
18. In the case of availability of Computer Lab please indicate the number of computers	
19. The maximum number of the candidates who can be accommodated for the examinations in a day. (i) If only Secondary (or Senior Secondary) Examinations are held (ii) If both Secondary and Senior Secondary Examination are held	
20. 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	
21. Distance of School/Institution: (i) From Railway Station (ii) From Bus Stand (iii) From Post Office (iv) From Police Station (v) From Bank	_____ <b>Km</b> _____ <b>Km</b> _____ <b>Km</b> _____ <b>Km</b> _____ <b>Km</b>
22. Name of the nearest Police Station with Tel. No.:	
23. Cheque/Draft for Centre Advance is to be issued Mr/Ms/Mrs	
24. Name of the Bank & Branch (for Center Advance)	
25. IFSC Code (for Center Advance)	

26. Name of the Bank (for custody of the Question Paper)	
27. Name of the Bank Manager	
28. Bank Address Address Line 1: Address Line 2:	State:  Pin code:
29. Bank Email	
30. Bank Phone Number with STD Code	
31. Bank Manager Mobile Number	
32. I undertake to conduct the aforesaid NIOS Public Examination in a smooth and fair manner	
Name of the Principal  Signature & Seal	Date :
<b>UNDERTAKING FOR SAFE CUSTODY AND DISTRIBUTION OF QUESTION PAPERS FOR - NATIONAL INSTITUTE OF OPEN SCHOOLING (NIOS) EXAMINATION</b>	
<b>This undertaking is to be furnished by the Manager of a regular Main Branch (not by an Extension Counter) of a Nationalised Bank</b>	
<p>(1) I 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 at the Examination Centre.</p> <p>(2) 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 .</p> <p>(3) 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 smooth and proper conduct of Examinations.</p> <p>(4) 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.</p> <p>(5) 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</p> <p>(i) For Secondary Exam / Vocational Exam: Rs 4000/- (Consolidated)</p> <p>(ii) For Senior Secondary Exam: Rs 5000/- (Consolidated)</p> <p>(iii) For Secondary and Senior Secondary Examination : Rs. 9,000/- (consolidated)</p>	
Seal of the Bank	Signature of Manager/Authorized Officer