



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-4-4/2019/NIOS/Eval./RC

Dated: 20.09.2019

NOTIFICATION – 03/2019

Sub.: Conduct of Secondary & Senior Secondary October-November, 2019 Public Examinations – Opening of Question Papers and Monitoring of Examination – reg.

The Secondary / Sr. Secondary **October-November, 2019** NIOS Public examination commences from **3rd October, 2019 to 1st November, 2019**. Instructions/guidelines have been issued to all Regional Directors and Centre Superintendents of Examination Centres to make earnest efforts to ensure that examinations are conducted in a free and fair manner.

I: GENERAL INSTRUCTIONS:

- (1) Instructions/Guidelines have also been issued to the Regional Centres and Centre Superintendents of Examination Centres with regard to the opening of Question Papers. Once the Question Papers are collected by the designated officer from the concerned bank, the same have to be kept under lock and key for the safe custody. **The Question Papers should be opened only at 2:15 pm and not before that.** It has to be ensured that no officials (except Centre Supdt. and NIOS appointed Observer) who are involved in the process for opening of Question Papers should carry either the **Mobile Phone** or any **electronic device**. It should be ensured that the same are opened in the presence of Centre Superintendent, Observer/Special Observer appointed by NIOS and two invigilators (as witness) with signatures. A complete record of the question papers distributed to the learners and the balance Question Papers should be kept under safe custody.
- (2) The learners should also be frisked at the entry point to ensure that no learner carries either the mobile phone or any electronic device before entering into the premises of examination room/hall. The female invigilator should only undertake the frisking of female learners as per guidelines.
- (3) All the invigilators engaged for examination duty should be ensured that examination are conducted in free and fair manner upholding the sanctity of examination and in the event of any untoward incident which is noticed during the conduct of examination should be brought to the notice of the Centre Superintendent and should **not carry mobile phones during the conduct of examination in the room/hall.**
- (4) Letters have already been sent to all the Deputy Commissioners/Collector/District Magistrate and Superintendent of Police to deploy officials to the examination centre to avoid any untoward incident during the examination.


- (5) The Regional Directors need to appoint one special observer to visit bank and for opening of Question Paper and should duly sign the envelope of the Question Papers. He will also monitor the conduct of the examinations.
- (6) In view of the above, it should be ensured that the instructions / guidelines issued by NIOS HQs for fair conduct of examinations are complied in letter and spirit.
- (7) The Regional Directors are also directed to inform all the Centre Superintendents of Examination Centres through email to carry out the above instructions.

II: MONITORING MECHANISM :

For the purpose of efficient monitoring of exam centres by Regional Centres, the following mechanism must be followed in addition to the earlier instructions issued:

- 1) A whatsapp group of all Centre Supdts. be created, where the Centre Supdt. shall be required to post the following through his/her mobile only (one photo each at the same time while taking the photo on the below noted four occasions):
 - a. Photograph of receipt of Question Paper packet from bank by the Centre Supdt.
 - b. Photograph of Opening of QP packet only to ensure that the seals are intact at Control Room of Exam Center in the presence of OSD and two invigilators as witnesses.
 - c. Photograph of packing of answer book packets
 - d. Photograph of Post office on the same day receipt of Answer book packets
- 2) At the end of examination, the Regional Director having compiled information of all centres shall update and inform the status to NIOS HQ for which a google sheet is being devised and shall be made available each day to be filled by RD/Exam Incharge of RC on the same day only after completion of exam i.e. after 5:30pm.

“The one word that makes a good monitor is decisiveness”


(B. Venkateswaran) 20/9/19
Director (Evaluation)

Copy to:

1. All Regional Directors, Regional Centres, NIOS with the instruction to convey the same to all Centre Supdts.
2. Dy. Director (CMO) for kind information of Chairman NIOS, please.
3. PA to Secretary for kind information of Secretary NIOS, please.
4. Head of Departments, NIOS for information please.
5. SA/P, NIOS with the request to upload on NIOS website.
6. Deputy Director (Evaluation/Secret/Result Cell), NIOS
7. Assistant Director (RC/Confidential/Secret), NIOS
8. Guard File.