



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. 31-7(1)/2011/NIOS/SSS/53

29 March, 2017

NOTIFICATION : 05/2017

This is in continuation of Notification No.157/2016 dated 7th April, 2016 wherein the detailed procedure has been brought out with regard to the duties assigned to the Nodal Centres/Model Centres for the work relating to admission, examination, Personal Contact Programme (PCP) and distribution of study material and Identity Cards.

The financial incentives payable to the AIs/AVIs duly approved by the Competent Authority have already been notified vide Notification No. 286/2015 dated 10th November, 2015.

The Competent Authority has duly approved the Standing Operating Procedure (SOP) for Nodal Centres. The salient features of the Standing Operating Procedure are as under:-

- The Role of Nodal Centre
- Need of Nodal Centre
- Objectives of Nodal Centre
- Pre admission services of the Nodal Centre
- Counseling of the learners
- Facilitating On-line admission (Procedure for On-line admission)
- Providing Learners Support Services such as pre admission services, distribution of Identity Cards, distribution of study materials.
- Personal Contact Programme (PCP)

Examination and Evaluation services

- Pre examination activities and submission of fee for registration for Public Examinations of NIOS to be displayed on Notice Board.

Post Examination activities

- Distribution of Mark-sheets/Certificates to the learner
- To maintain a register and obtain signatures of the learners after distribution of the Mark-sheets/Certificates.
- To maintain the details and delivered the Mark-sheets/Certificates to Regional Centre

Conduct of examination

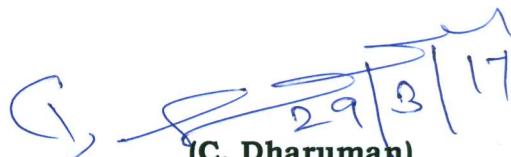
- Maintenance of accounts and other records.
- To maintain study material account.
- Receipt and payment accounts
- Other records (distribution of Identity Cards, Mark-sheets, Migration Certificates, Provisional Certificates and Pass Certificates).

- To maintain subject-wise PCP details and practical sessions.
- To maintain details of TMA submission by learner, evaluation of awards.
- To engage staff to the Nodal Centres
- Monitoring of the Nodal Centres
- Payment of Honorarium
- Redressal of grievance of learners

Material Distribution Unit will maintain the complete details of the study material dispatched to the Nodal Centres.

All Nodal Centres are directed to follow the Standing Operating Procedure (SOP) in letter and spirit. The list of Nodal Centre will be issued by Regional Director, Regional Centre, Delhi with allocation of AIs for Study Material and PCP. This is being implemented in Regional Centre, Delhi on pilot basis. The same will be implemented to other Regional centre in a phased manner.

This issues with the approval of the Competent Authority.


(C. Dharuman)
Secretary

Distribution

1. All Heads of Departments, NIOS
2. Regional Director, Regional Centre, Delhi and necessary action.
3. Other Regional Directors, NIOS for information.
4. Assistant Director (CMO) for kind information of Chairman, NIOS
5. Joint Director (CBC)/SAP – with the request to upload the same on NIOS website.
6. Joint Director (SSS), NIOS
7. Deputy Director (Evaluation), NIOS
8. Deputy Director (MD Unit) NIOS
9. Assistant Director (Accounts)/Accounts Officer, NIOS
10. Hindi Officer for Hindi translation
11. Guard File