



Confidential
Speed Post/Email

NIOS/RC/PAT/454.
Date: 09/6/16.

To,
The Principal,

Confidential

Sub: **Acceptance for Examination Centre for conducting NIOS (Oct/Nov 2016) examination.**

Dear Sir / Madam,

You might be aware that National Institute of Open Schooling (NIOS) is an autonomous institution under Department of Secondary Education, Ministry of Human Resource Development, Govt. of India. It imparts education up to pre degree level through Open and Distance Learning mode. The NIOS conducts examination for its learners twice in a year for Secondary, Senior Secondary and Vocational courses all over the country.

National Institute of Open Schooling doesn't have its own infrastructure /Schools to conduct its examination at district level. It depends upon the infrastructure of renowned Schools/ Institution like yours for conducting its examination. Since your School / Institution has a setup in the district, therefore, we request you to accept offer to conduct NIOS examination which is to be held in the months of OCT/NOV, 2016. **A Centre Acceptance Form along with Bank Acceptance Form is being enclosed for your consideration and needful.**

The School/Institutions eligible for Establishment of NIOS Examination Centre who wish to apply may submit the acceptance online by visiting NIOS website. The scheduled of application shall be from 2nd week of June to 11th July 2016. The application of Centre Acceptance submitted through online mode www.nios.ac.in has to be followed by the following process:

- Submission of downloaded copy of Centre Acceptance form with signature and latest photograph of Centre Superintendent.
- Submission of Hard Copy of the under taking received from the Bank for custody of Question Paper packets.
- Enclose a copy of the Affiliation letter of the School/College.
- Submission of Bio-Data of Invigilators along with latest photograph (specimen copy attached).

All the documents mentioned above are required to be forwarded to the Regional Centre.
You may also fill in the Form and clearly write your landline phone number & e-mail address also.

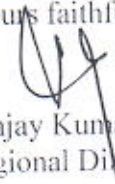
You are requested to fill in the Form and clearly write your landline phone number fax no. (if available) mobile no and e-mail ID in the acceptance form and return /send your acceptance along with bank acceptance by 11.06.2016. positively by speed post/fax/e-mail.

NIOS will make payment as per its norms for conducting examination.

Looking forward to receive your acceptance at the earliest by e-mail / fax also.

Thanking You.

Yours faithfully,


(Sanjay Kumar Sinha)
Regional Director.

Encls:

- Centre Acceptance and Bank Acceptance Performa.
- Performa of Invigilator BIO-DATA. 3. Tentative exam schedule.

Notes:

1. The principal of the school should act as Centre Superintendent/Deputy Superintendent may be appointed by the Centre Superintendent from the Senior most faculty member of the school, if the total member 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 give all the telephone numbers of Institute (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 Centre Superintendent and a convenient Fax No. in which urgent message may be fixed to you.
3. Please ensure that an undertaking from only "Nationalized Bank" is taken for the custody of QP. Extension counters are not to be used for storage of Question Papers. If undertaking is given by any officer other than Bank Manager, it should be countersigned by the Manager. Please ensure 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 NIOS. NIOS has agreement for storage of question papers with Syndicate Bank and Indian Bank. Pl. use the services of such Bank as far as possible.
4. In case, Kendriya Vidyalaya is one of the Examination Centre, the minimum number of candidates to be accommodation in one room should not be less than 30 in each subject.

Other information and Physical facilities available in the School/Institution

5. a) The Name of the Boards/Council/University with which School/Institution is affiliated _____
 b) Affiliation No. & its year of validity: _____
 c) Affiliation Status: Temporary/Permanent: _____
 d) Affiliated up to _____
 i) Secondary only
 ii) Senior Secondary (with Science)
 iii) Senior Secondary (without Science)
 iv) Graduate/Post Graduate/Technical Course
 e) Name of Labs (Please Tick) _____
 (With teachers and others facilities Available) _____
 (i) Secondary: Science/Home Science/Math/Computer
 (ii) Senior Secondary: Physics/Chemistry/Biology
 Geography/Home Science/Computer
 f) The number of rooms and their size available for examination: _____
6. Does the school have CCTV in the room/hall to be used for the conduct of examination Available/Not Available
7. Does the School have a hall (to be used for the examination) YES/NO
 size of the hall: _____ sq.m.
8. Does the Schools have boundary wall YES/NO
9. In the case of availability of Computer Lab please indicate the number of computers: _____
10. The maximum number of the candidates which can be accommodated for the examinations in a day
 (1) If only Secondary (or Senior Secondary) Examinations are held _____
 (2) If both Secondary and Senior Secondary Examination are held _____
11. 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: _____
12. Distance of School/Institution: From Railway Station _____ Kilometers
 From Bus Station _____ Kilometers
 From Post Office _____ Kilometers
 From Police Station _____ Kilometers
13. Name of the nearest Police Station with Tel. No.: _____
14. I am to undertake to conduct the aforesaid NIOS Public Examination smoothly and fairly.

Date: _____

(Signature of Principal with Seal)

UNDERTAKING FOR SAFE CUSTODY AND DISTRIBUTION OF QUESTION PAPERS FOR NATIONAL INSTITUTE OF OPEN SCHOOLING EXAMINATION FOR OCT, 2016

This undertaking is to be furnished by the Manager of a regular main branch of the Nationalized Bank (not by an extension counter)

1) I _____ (Name of the Manager in BLOCK LETTERS)
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 1 Oct-Nov 2016 for the examination centre.

_____ (Name & Place of the School)
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.

- 2) In the event of a Bank Holiday or some eventuality, a stand by arrangements will be made in consultation with the Centre Superintendent and in conformity with the norms given by the NIOS in supply the Q/P to the centre(s). I shall co-operate with the NIOS in this matter so as to ensure the smooth and proper conduct of the examinations.
- 3) In the event on 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.
- 4) 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.

For Secondary Exam/Vocational Exam	Rs 4000/- (Consolidated)
For Senior Secondary Exam	Rs 5000/- (Consolidated)



Seal of the Bank

Signature of Manager/Authorized Person
Name: _____
(In Block Letters)
Designation _____

Telephone No. (Office) _____
 STD (Code) : _____
 Fax No: _____
 Telephone No. (Res.) _____
 Mobile No.: _____
 e-mail: _____
 Date: _____

Name and Address of the Bank _____

 Pin Code _____
 Residential Address _____

 Pin Code: _____

Note: Please do not cross out/change any condition including Service Charges. For delivering the question paper on holidays, actual to and fro conveyance (Taxi/Auto) charges are admissible to the custodians.

