

**C. DHARUMAN**  
DIRECTOR (EVALUATION)



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान  
NATIONAL INSTITUTE OF OPEN SCHOOLING  
(An Autonomous Body Under Department of School  
Education and Literacy, MHRD, Govt. of India)  
A-24-25, Institutional Area, NH-24, Sector-62,  
NOIDA-201309, Distt. - Gautam Buddha Nagar (U.P.)

Telephone : (D) 0120-4089893 • Email : direval@nios.ac.in • Fax No. : 0120-4089850, 4089847

F-4-1/2018/NIOS/Eval./RC | 2875

14 September, 2018

To

The Centre Superintendent,  
NIOS, Examination Centre.

**Subject: Conduct of 2<sup>nd</sup> D.El.Ed. (Theory) Examination, September, 2018 for untrained in-service teachers.**

Madam/Sir,

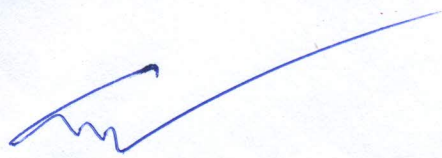
You have been appointed as Centre Superintendent for Conduct of 2<sup>nd</sup> D.El.Ed. (Theory) Examination, **September, 2018** of NIOS at your Institutions. The Centre Material i.e. Answer Books, Guidelines and Centre advance have already been sent to the Institution as well as sealed Question Paper packets dispatched to the DM/DC/DEO/DI, which may please be confirmed on its receipt. The other centre material like subject wise attendance sheet and photo nominal rolls will be provided online well before commencement of the examination for its downloading and use. The NIOS will provide User ID and Password on your registered mobile no. to download the attendance sheet and photo nominal rolls.

It is requested to go through the Guidelines thoroughly. Utmost care must be taken to conduct the Examination in a free and fair manner as per guidelines/norms of NIOS.

The following points are to be taken care of during the conduct of Examinations.

- (1) Datesheet, seating plan and directions for learners be displayed outside the examination hall for the information of the learners.
- (2) The Guidelines for Centre Superintendents for conduct of examination be gone through carefully and the examinations be conducted strictly as per instructions contained therein.
- (3) A copy of the "Instructions for Invigilators" be supplied to the invigilators as given under chapter 4 of the above guidelines for invigilators for compliance before commencement of the examination and all the invigilators should be appointed among the teaching staff of the Institution concerned and should carry his/her Identity Card while on Examination duty.
- (4) **INVIGILATORS:** The Invigilators should be appointed among the teaching staff of the Centre. Two Invigilators be engaged for each room. In case the number of learners is more than 40 either in a room or in a hall, one more invigilator be engaged for 20 learners or fraction thereof. In case only one learner is registered in the subject, only one invigilator has to be appointed for the Session.
- (5) The Examination Halls are to be opened 15 minutes before the time on each day specified for the commencement of the Examination. No learner who is late by more than 30 minutes should be allowed to appear in the Examination. No learner should be allowed to leave the examination hall before expiry of the half of the time allotted for the examination.

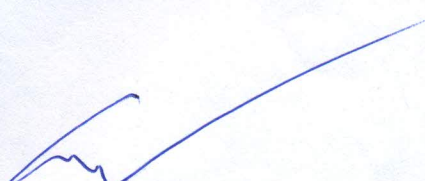


- (6) The question paper packets should be opened 15 minutes before the commencement of the Examination and signatures of two invigilators should be obtained as witness at the time of opening of question paper packets and the exact time of opening of question papers should be recorded. The witness/signature of the OSD appointed by the NIOS may also be obtained at the time of opening of Question Papers, if available at the time of opening.
  - (7) **The question papers must be distributed at the precise time given in the date-sheet.** In case, there is delay in the commencement of examination on a particular day due to unforeseen circumstances, the time lost in the process may be compensated.
  - (8) **The question papers are arranged in the order of sets A, B and C in each packet.** Therefore, while issuing the question papers to the invigilators, this order should not be disturbed. Even if a learner is absent, a question paper should be kept on the seat allotted for him. After the permissible late arrival time is over and if the learner does not turn up, the Question Paper can be collected back by the invigilator.
  - (9) **Three sets of Question Papers are being used in all the subjects of 2<sup>nd</sup> D.El.Ed. examinations. Hence seating arrangement may be made in such a way that two students sitting side by side do not get the same set of Question Paper.** (format of seating plan enclosed at Annexure II).
  - (10) **After distribution of question papers, the learner should be instructed to write his/her Roll No. on the 1st page of the question paper.** The Invigilator should sign in the space provided on the 1st page of Question Paper.
  - (11) No learner should be allowed to leave the examination hall before the expiry of half of the time allotted to a particular examination.
  - (12) The Answer Books may be distributed 15 minutes before the commencement of the Examination.
  - (13) The Evaluation Department of NIOS, Hq shall supply the blank Answer Books to each examination centre before the commencement of the examinations.
  - (14) The Standard Operating Procedure and Guidelines for Centre Superintendent for conduct of D.El.Ed. (Theory) Examinations have to be followed strictly.
  - (15) NIOS shall calculate the tentative examination centre expenditure for Theory Examination and release budget allocation to the Regional Centre of NIOS to further release 80% of the expenditure in advance to the examination centre to meet the centre expenditure. After all the examinations are over, the examination centre shall submit the full and final centre expenditure bills in the prescribed performa, duly completed and signed by the Regional Centre for adjustment of advance and release of balance payment or refund/excess of advance payment.
  - (16) The Centre Superintendent of the examination centre shall be responsible for appointment of all the required staff from the school/institution for fair and smooth conduct of the examinations.
  - (17) After the examination for the particular day is completed, the Centre Superintendent is required to despatch the used Answer Books along with the duly compiled attendance sheet to the Regional Centre or a place as informed by the Regional Centre/NIOS Hq on the same day by Insured Speed Post / Insured Registered Parcel from the local Post Office. NIOS shall provide the copy of order and the address of the local Post Office issued by the postal authority which shall arrange to keep it open late / after regular office hours to facilitate the centre to despatch the answer books packets on the same day of examination.
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- (18) As per the consent provided by the State Nodal Officer, the question paper packets of the examination centres shall be made available to the DM DM/DC/DEO/DI/ any officer authorized by the state well in advance for its safe custody and delivery to the centre on day to day basis. The custodian of the question paper will arrange to deliver the appropriate packets of question paper of a particular centre on the same day before commencement of the examination through a team consisting of the following members.
- (i) Representative of DM/DC/DEO/DI
  - (ii) Centre Superintendent of the Examination Centre
  - (iii) Officer on Special Duty appointment by the NIOS

The Centre Superintendent or his/her representatives, the representatives of DM/DC/DEO/DI and OSD of NIOS will be paid actual taxi fare as per NIOS norms.

- (19) The invigilator may instruct the learners to fill up the front OMR Sheet of the answer books carefully. In this regard a dummy physically filled in OMR sheet is available at the last page of the answer book for guidance of the learners.
- (20) **It is the responsibility of the invigilator to check and ensure that the front OMR sheet and first page of the answer book is correctly filled by the learners before putting his/her signature on the Answer book. This exercises must be carried out very carefully by the invigilator as about 33% of Answer Books received from the conduct of 1<sup>st</sup> D.El.Ed. Examination found error for which the result could not be declared on time and further larger number of learners were marked ABSENT due to difficulties on ... from correct enrolment number on scanning.**
- (21) Please use required number of answer books for a particular day of examination serially and the unused answer book (for absentee) has not been used for the next days of examination.
- (22) After all the examinations are over, all the unused answer books have to be returned to the Regional Centre concerned alongwith the account of used and unused answer books as per performa given in the guidelines.
- (23) After distribution of Question Papers, the learners should be instructed to write his/her Roll Number/Enrollment Number on the first page of the Question Paper.
- (24) The Centre Superintendent should get the unused Question Papers collected, sealed and kept in his/her safe custody till the Examination for that paper is over. The balance Question Papers should be verified by the Observers either by OSDs or Flying Squad members or any other person deputed by NIOS, during the course of the Examination.
- (25) As per the system adopted by the NIOS, only one Answer Book has to be provided to one learner for the subject. There is no provision of providing extra sheet/additional Answer Sheet. The Answer Book provided contains 32 pages to accommodate all the answers of Question paper. These instructions have already been made available in the Answer Book and the same may also be brought to the notice of the learners at the beginning of the examination.
- (26) It has to be ensured that each learner has mentioned the Answer Book serial no. provided to him/her in the column meant for the purpose in the Attendance Sheet.(Correction is not allowed).
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- (27) The Centre Superintendent shall be responsible for monitoring and supervision for the fair and smooth conduct of the examination strictly as per the Guidelines for Centre Superintendent for Theory Examination.
- (28) The Regional Centre of NIOS shall appoint one full-time OSD for each examination centre.
- (29) The State Govt. Nodal Officer and Regional Director of NIOS would be responsible to constitute and depute team for surprise checking during the conduct of examinations to ensure free, fair and smooth conduct of examinations.
- (30) An undertaking is required to be obtained from all the staff engaged for Examination duties i.e. Invigilators/Coordinators/Centre Superintendent etc. that "No near Relative/ward is appearing in the **September, 2018** Examination. (Performa Enclosed) or else their services may not be utilized.
- (31) Eligibility of the learners to appear in Examination
- Only those learners, whose names appear in the list of eligible learners and subject wise attendance sheet of examinees supplied by the 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 the examination centre. Please do not allow any other person to appear in the examinations.
  - If any learner approaches the allotted Examination Centre with Intimation Card of the current examination showing eligible subjects and dates, he/she may be allowed even if his/her name is not in the list of learners due to some error after verifying the details of intimation letter from NIOS website and the concerned subject from his/her Identity Card on provisional basis and after obtaining an undertaking subject to he/she being eligible otherwise.
- (32) Checking the Learners before Entry in the Examination Hall
- Frisking of the learners should be undertaken thoroughly at the entrance gate at the examination centre itself before the learners are allowed to enter the examination hall.
  - Do not permit the learners to bring books, papers or reference material of any kind in connection with the examination into the examination hall/room.
  - Ensure that no learner brings any electronic equipment like Calculator, Tape Recorder, Mobile, Pager, Ear Phone, Bluetooth etc. in the examination hall/room. However, in the case of learners with disabilities, refer instructions given in Chapter 8.
- (33) In case a learner reaches the Examination Centre without Hall-Ticket but his/her name appears in the list of eligible learners/attendance sheet, he/she may be permitted to appear in the examination provisionally subject to the condition that he/she produces valid identification document in support thereof such as I.Card issued by NIOS, passport, driving license, voter Identity card issued by the Election Officer, Aadhar Card & Identity Card issued by the Government Offices/PSU or any other valid Identity card issued by the State/Central Government.
- (34) NIOS will generate the Hall Ticket. This will be made available on NIOS Website as well as Regional Centre of NIOS websites at least 10 days before the commencement of the examinations.
- (35) The learners need to carry the hall ticket downloaded from NIOS website and the original ID to appear in the examination.
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- (36) Utmost care must be taken for the learner with disability. He/she should be provided with facilities strictly as per NIOS norms (Guidelines of Centre superintendent on Chapter No.8 of Guidelines for Centre Superintendent) (Theory exam). Such learner should not face any difficulty in the examination centre under any circumstances. For any specific problem, the matter may be sorted out in consultation with the Regional Director concerned. On the top of the answer scripts, word **"LEARNER WITH DISABILITY"** must be written and answer scripts of such learners are to be packed and sent in separate covers by the Centre Superintendent alongwith other answer books.
- (37) **All the documents i.e. Attendance Sheet & Answer Books, Question Paper are highly confidential in nature and in no case these documents are allowed to be photocopied. The safe custody of Answer Books must be maintained by the Centre Superintendent. Any extract/photocopy of these documents should not be provided to anyone without any authorization/permission from the NIOS.**

**VERY IMPORTANT**

- (38) Please note that the Answer Books for Theory Examination along with original attendance sheets (Subject wise) are required to be sent to the concerned Regional Centre as given in the Guidelines or at the specified place communicated by NIOS on the same day without any delay after examination of particular subject is over by insured speed-post/ Parcel. **Under no circumstances Answers Books have to be kept by Centre Superintendent overnight at the centre.**
- (39) Instructions have been issued by NIOS to the Postal Department to keep open the Local Post Office at late hours in this regard. Contact the Local Post Office as enlisted in the order along with the copy of order of Postal Authority in advance to convey the schedule of Examination & dispatch of Answer Book packets. The order of the Postal Authority and to list of Post Offices are also available on NIOS website.
- (40) Centre Superintendent is directed to keep receipt of Speed Post/Parcel on account of dispatch of answer books for verification by Flying Squad Members or any other person deputed by the NIOS during the course of Examinations.
- (41) The serial number of the Answer books supplied to a particular centre is maintained at the Headquarters as well as at the concerned Regional Centre of NIOS. The Centre Superintendent should ensure that the answer books provided for a particular examination are used. Any deviation of using other code/old answer books will be treated as use of **'Unfair Means' in the examination** and in such an eventuality the Centre Superintendent concerned will be personally held responsible for the lapse and the examination of such cases will be treated as invalid/cancelled.
- (42) Please ensure that the records of Question Papers and Answer Books (both used and unused) are maintained properly and sent to Regional Centre concerned on each day of examination. Please return all the unused Answer Books along with consolidated accounts of used and unused Answer Books to the Regional Centre, immediately after the examinations are over failing which examination centre bills will not be processed for payment and appropriate disciplinary action will be initiated by the Department concerned as per NIOS Rules.
- (43) Discipline be maintained and followed strictly as per the Guidelines. Do not allow any unauthorized person to enter the premises of the Examination Centre during the Conduct of Examination. In case any unauthorized and/ or illegal activity at the Centre is noticed the Centre Superintendent will be solely responsible.
- (44) Proper arrangements should be made to ensure that the learners do not carry electronic equipments like calculators, tape recorders, cellular phone, pagers etc and printed or handwriting material in the Examination Centre.

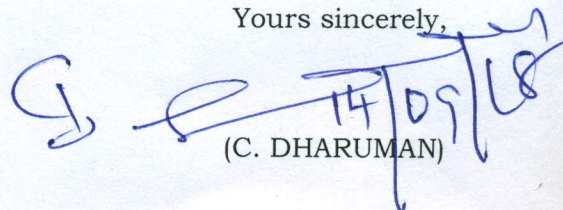


- (45) NIOS has sent letters to all the Chief Secretaries, Director General of Police (Law & Order) & Chairman/Head of the Education Board of State Government with a request for co-operation for the fair and smooth conduct of Examination. Please contact the local police station with the request letter provided alongwith the centre materials for deployment of police at the examination centre during the conduct of examination. Please also co-operate with the authorised team deputed by the State Govt. Authority for inspection and monitoring of NIOS Examination.
- (46) For any clarification with regard to the conduct of Examination work, please contact the Regional Director or any of the officers listed at the end of the Booklet (Guidelines for Centre Superintendent).

Your cooperation in this regard is solicited for fair and smooth conduct of **September, 2018** Examinations.

With kind regards.

Yours sincerely,

  
(C. DHARUMAN)

**Copy to:**

1. Head of the Departments, NIOS
2. Assistant Director (CMO) for kind information of Chairman, NIOS.
3. All Regional Directors, NIOS, for necessary follow up action.
4. Deputy Director(Eval/Secret), NIOS.
5. Assistant Director(RC/Conf.), NIOS.
6. SAP, NIOS with the request to display on NIOS website.



## **UNDERTAKING**

I..... (Name & Designation of the persons who are involved in conducting Examination i.e. Invigilators/Coordinators/Centre Superintendent etc) do hereby solemnly declare and certify that no near Relative/Ward is appearing in **September, 2018 D.El.Ed. Examinations of NIOS.**

Signature:\_\_\_\_\_

Name:\_\_\_\_\_

Designation:\_\_\_\_\_

Centre Number:\_\_\_\_\_