

AI/SAIED/AVI NO. (If school is AI/SAIED/AVI of NIOS)

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To
The Regional Director
National Institute of Open Schooling,
Regional Centre- Bengaluru
PUE Bhawan, 18th cross,
Malleswaram, Bengaluru-500 012.

Sub: Acceptance to act as Centre Superintendent for Examination of National Institute of Open Schooling (NIOS) Secondary/Senior Secondary/Vocational Examination to be held in Oct-Nov' 2016.

Sir,

I hereby accept to offer my School/Institution as an Examination Centre to NIOS and to act as Centre Superintendent for Secondary/Senior Secondary/Vocational Examinations to be held in Oct-Nov' 2016 Examination.

I hereby undertake that I will conduct the examination strictly as per Guidelines to be supplied to me by NIOS. I certify that no near relative of mine is appearing for these examinations.

1. Complete address of the School (in BLOCK LETTERS)

Pin Code : _____

Yours faithfully,

Signature of Principal

Name (In Block Letters)_____

2. Name, Designation and Residential address of the Centre Superintendent

Name: _____
Designation: _____
Address: _____

Landmark : _____,
PIN CODE: _____
STD Code: _____
Tele (O): _____
Tel (R): _____
Fax: _____
Mobile: _____
E-Mail: _____

Signatures of Centre Superintendent (if Principal is not acting as Centre Superintendent)

1. _____

2. _____

Attested by the Principal (if Principal is not acting as Centre Superintendent)

Signature of the Principal with Seal of the Institute/School

Please indicate below the Name in whose favour the Cheque/Draft for Centre Advance is to be issued Mr/Ms/Mrs _____ payable at _____ or give Bank account no _____ of the school, Bank _____ Branch _____ IFSC code of the bank _____ to transfer the amount directly to the above mentioned account.

NB: In case of AI as an exam centre, the cheques will be prepared in favour of "The Coordinator, Name of the AI of NIOS only.

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 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 give all the telephone numbers of Institution (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 Cent. Suptd. and a convenient Fax No. in which urgent message may be faxed 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 accommodated 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 (***enclose a copy of the affiliation letter of school/college**): _____
(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
4. Name of Labs (Please Tick) i) Secondary: Science/Home Science/Math./Computer
(With teachers and other facilities ii) Senior Secondary: Physics/Chemistry/Biology/
available) Geography/Home Science/Computer
5. 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 (in No.): _____
(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 Stand _____ Kilometers.
From Post Office _____ Kilometers
From Police Station _____ Kilometers
From Bank _____ Kilometers

13. Name of the nearest Police Station, address with Tel. No.: _____

14. I am to undertake to conduct the aforesaid NIOS Public Examination smoothly and fairly.

Date: _____

(Signatures of Principal with Seal)

**UNDERTAKING FOR SAFE CUSTODY AND DISTRIBUTION OF QUESTION PAPERS FOR
NATIONAL INSTITUTE OF OPEN SCHOOLING EXAMINATION FOR OCTOBER 2016**

**This undertaking is to be furnished by the Manager of a regular main branch of a 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 in 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 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 the smooth and proper conduct of the examinations.**
- 3) 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.
- 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
For Senior Secondary Exam

Rs 4000/- (Consolidated)
Rs 5000/- (Consolidated)



Seal of the Bank

Signatures of Manager/Authorized Person

Name : _____
(in Block Letters)
Designation _____

Telephone No. (Office) _____

Name and Address of the Bank _____

STD (Code): _____

Fax No: _____

Telephone No.(Res.) _____

Pin Code _____

Mobile No: _____

Residential Address _____

E-mail: _____

Date: _____

Pin Code: _____

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

Kindly provide the following details for Centre Advance:

1. Name of the centre:.....
2. Name in whose favour the Cheque / Draft
Mr/Ms/Mrs:
3. Payable at:.....

(Or)

1. Bank Name:
2. Bank Account no of the School/Institution:
3. Branch:
4. IFSC code of the bank : to transfer the amount directly to the above mentioned account