

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
(An ISO 9001 : 2008 Certified Organisation)

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग, संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Department of Electronics and Information Technology (DeitY)
Ministry of Communications and Information Technology, Government of India

Ref No.43(4)2013/NIELIT

Date: 08-Nov-13

OFFICE ORDER

In order to ensure the fairness regarding the conduct of the examinations for BCC and CCC courses, a meeting was organised on 25-9-2013 to discuss the impending issues and subsequently MoM were sent to Directors of NIELIT Centres. Accordingly, the following has been decided to implement with immediate effect:

- (i) Depending upon the situation, the Centre Director / Director In Charge of the respective NIELIT Regional Centre can judiciously select the examination centres as per the guidelines given below:
 - a. Examination centres can be amongst the following categories of institutions, as per the priority listing below:
 - i. Government Engineering Colleges;
 - ii. Government Schools;
 - iii. ITI or other government technical institutes;
 - iv. CSI institutes;
 - v. Approved institutes of NIELIT, accredited for NIELIT's O/A/B/C courses, provided that, the candidates who had undergone training of BCC/CCC at that accredited institute would not be allotted examination centre at their training institutes;
 - vi. Recognized Private Engineering colleges affiliated to State Universities; and
 - vii. Recognized Private Schools affiliated to State Board of Education.
 - b. The institutes that have been permitted by NIELIT as its Facilitation Centre for the conduct of the BCC and CCC Courses shall not be made Examination Centres for the conduct of the Online Examinations of BCC and CCC. However, in extreme situation, and in the event of non-availability of the institutes as mentioned in para a above, feasible examination venue may be identified by the Regional Centre duly approved by concerned Centre Director.
 - c. During each examination cycle surprise random checks/visits at sensitive examination centres would be made by officials of respective NIELIT Regional Centres.

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- d. The number of days for mock test may be increased by the respective RCs at the examination centres in their jurisdictional control, if feasibility and cost-effectiveness permits.
- e. The RC may follow flexible examination schedule with respect to the conduct of examination in an examination cycle, provided, it is within the stipulated time period as laid out in SOP i.e. within 07 days time. However, to exercise such option, the approval of respective Centre Director is mandatory and any such approval would be required to be communicated to headquarters.
- (ii) With respect to ease the task of identification of examination centres by the RCs for each examination cycle, necessary action is being initiated at headquarter to create a bank of Online Examination Centres by the way of empanelment of institutes as Examination Centres, which fulfil the laid out norms.


(Dr. Sanjeev Kumar Gupta)
Joint Director (Technical)

To,

1. All Centre Directors, NIELIT RCs
2. All HoWs, Headquarter

Copy for kind information to Managing Director, NIELIT.

**GUIDELINES FOR ESTABLISHMENT OF EXAMINATION CENTRES FOR THE CONDUCT
OF THE ONLINE EXAMINATIONS OF BCC AND CCC AND PENALTY CLAUSES**

1. Subsequent to the approval of the Competent Authority, necessary guidelines regarding establishment of Examinations Centres for the conduct of the Online Examinations of BCC and CCC have been issued to all Regional Centres vide Office Order no. 43(4)2013/NIELIT dated 08-Nov-13. The relevant Office Order may be referred at website of NIELIT at www.nielit.in. The guidelines states that;

A) The Centre Director / Director In Charge of the respective NIELIT Regional Centre can judiciously select the examination centres as per the criteria given below:

a) Examination centres can be amongst the following categories of institutions, as per the priority listing below:

- i. Government Engineering Colleges;
- ii. Government Schools;
- iii. ITI or other government technical institutes;
- iv. CSI institutes;
- v. Approved institutes of NIELIT, accredited for NIELIT's O/A/B/C courses, provided that, the candidates who had undergone training of BCC/CCC at that accredited institute would not be allotted examination centre at their training institutes;
- vi. Recognized Private Engineering colleges affiliated to State Universities; and
- vii. Recognized Private Schools affiliated to State Board of Education.

B) The institutes that have been permitted by NIELIT as its Facilitation Centre for the conduct of the BCC and CCC Courses shall not be made Examination Centres for the conduct of the Online Examinations of BCC and CCC. However, in extreme situation, and in the event of non-availability of the institutes as mentioned in para A above, feasible examination venue may be identified by the Regional Centre duly approved by concerned Centre Director.

C) During each examination cycle surprise random checks/visits at sensitive examination centres would be made by officials of respective NIELIT Regional Centres.

2. Apart from above, the various penalty clauses for institutes are:

A) The institutes which have been selected by NIELIT as its Examination Centres for a particular examination cycle of BCC / CCC are to ensure that they are not involved in any kind of mal-practice or mis-leading marketing tactics.

B) In case of any violation/deviation from the prescribed norms/guidelines of the process of conducting examinations, the following penalties can be imposed by NIELIT on the institutes fixed as examination centres of NIELIT for conduct of BCC and CCC Examinations:

- i. The institute would be debarred from being fixed as an examination centre of NIELIT in future.
- ii. The permission to the institute accorded by NIELIT, i.e. if the institute holds valid accreditation/permission for training of NIELIT Course(s) would be withdrawn.
- iii. The certificates of BCC, CCC or any other courses of NIELIT of all the candidates fielded by such institute of the particular examination would be cancelled with immediate effect.
- iv. The case and details of such institute may be reported to the concerned Government/Board/University/Registrar of Societies etc. for taking suitable action for derecognizing/withdrawal of affiliation/registration.
