

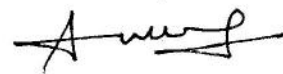
No/CBSE/AFF/Circular/2019 /1445/54/

Date: 16.01.2019
17.1.19
Circular No 01/2019

To : All the Managers of the Schools Affiliated to CBSE

Sub : Requirement of information from affiliated school with reference to re-conduct of D.El.Ed Examination course to be organized by NIOS

Please find herewith enclosed Letter No F-4-1/2019/NIOS/Eval/D.El/Ed/692 dated 01.01.2019 from the chairman, National Institute of Open Schooling (NIOS) with reference to the afore mentioned subject. The circular and format to furnish information attached with the said letter is hereby brought to the notice of all schools affiliated with CBSE for taking further necessary action.

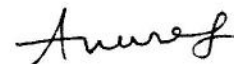


(ANURAG TRIPATHI)
SECRETARY, CBSE

Enclosed :As above

Copy for information and necessary compliances thereon.

1. All the Principals of the School Affiliated to the CBSE.
2. The Director of Education, Delhi, Chandigarh, Arunachal Pradesh, Sikkim, Port Blair.
3. The Directors, Secondary Education Departments of all States
4. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, ShaheedJeeat Singh Marg, New Delhi – 110016.
5. The Commissioner, Navodaya Vidyalaya Samiti, A-28, Kailash Colony, New Delhi.
6. The Director, Central Tibetan School Administration, EssEss Plaza, Community Centre, Sector-3, Rohini-85.
7. The Chairman, NIOS, A-24-25, Institutional Area, Sector-62, Noida, U.P
8. All HODs of CBSE.
9. The PS to Chairperson, CBSE.
10. The PS to Director General, National Testing Agency, Block C-20/1A/8, Sector 62, IITK Outreach Centre, Gautam Buddh Nagar, Noida, 201309- for kind information
11. The SPS to Secretary, CBSE
12. The Joint Secretary (Co-ordination), CBSE, Delhi.
13. The Deputy Secretary (A&L), CBSE, Preet Vihar, Delhi.
14. All Regional Offices & COEs of CBSE.
15. The JS (Accord), CBSE, Delhi – For Cenbosec.
16. The PRO, CBSE, Delhi for due Publicity.
17. The Research Officer (Technical), Affiliation, CBSE – for uploading circular on CBSE website and further circulation.
18. Guard File



(ANURAG TRIPATHI)
SECRETARY, CBSE

“शिक्षा केन्द्र”, 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली -110092

“Shiksha Kendra” 2, Community Centre, Preet Vihar, Delhi - 110092

फोन / Telephone : +91-11-22509256, +91-11-22509257 वेबसाइट / Website : www.cbse.nic.in

Telephone : 0120-2403173 • फैक्स : 0120-4089813

राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान

स्थापित : 2008

भारत सरकार के अधीन एक स्वायत्त संस्था
A-24-25, इन्स्टीट्यूशनल एरिया, सेक्टर-62, नोएडा, (उ.प्र.)



Telephone : 0120-2403173 • Fax : 0120-4089813

NATIONAL INSTITUTE OF OPEN SCHOOLING (NIOS)

ISO 9001 : 2008 Certified

(An autonomous Institution under MHRD, Govt. of India)

A-24-25, Institutional Area, Sector-62, NOIDA, (U.P.)

प्रो. चन्द्र भूषण शर्मा

अध्यक्ष

Prof. C.B. Sharma

Chairman

Web Site : www.nios.ac.in

E-mail : cm@nios.ac.in

cbsharma@nios.ac.in

F-4-1/2019/NIOS/Eval./D.El.Ed/692

1st January 2019

Dear Anita Karwal Re'am,

The NIOS would be **reconducting the D.El.Ed examination course code no. 506 and 507 scheduled to be conducted on 3rd Febraury 2019 in two shifts i.e. morning session from 09.30 am to 12.30 pm and afternoon session from 2 p.m to 5 p.m in the state of West Bengal.**

The D.El.Ed examinations would be conducted at Kendriya Vidyalayas, Navodaya Vidyalayas, CBSE affiliated schools and Army/Defense Sector schools and the question papers would be in custody of the nearest nationalized bank. In order to accomplish this task the schools concerned may be directed to furnish all the information in the centre acceptance proforma and indicate the name and branch of the nationalized bank with complete details for safe custody of question papers so as to facilitate NIOS headquarters to dispatch the centre materials at the examination centre and question papers to the respective branch of the nationalized bank well before the conduct of examination.

The acceptance form for establishment of the examination centre for conduct of D.El.Ed examination scheduled to be conducted on 3rd February 2019 (Sunday) is also attached, along with bank acceptance form, which has to be duly filled-in giving complete details thereof.

The Head of the institution/Centre Superintendent deputed for the conduct of examination may be directed to forward the acceptance for safe custody of question papers for the establishment of examination centres as per the specimen attached. The required information may be sent through mail to dledwb@nios.ac.in/rdkoikata@nios.ac.in. The payment on account of conduct of examination would be paid to the officials as per NIOS norms.

I would therefore request your goodself to kindly instruct the officers concerned to extend cooperation for smooth and fair conduct of examination on 3rd February 2019 (Sunday).

With best regards,

Yours sincerely,

C.B. Sharma
(C.B. Sharma)

*Recd. of
2/1/2019*

Ms. Anita Karwal, IAS
Chairperson
Central Board of Secondary Education
2, Shiksha Kendra, Preet Vihar,
Delhi-110092

राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
राष्ट्रीय माध्यमिक शिक्षा बोर्ड
मुख्यालय-प्रीत विहार, दिल्ली
प्रतिपत्रण संख्या 566
02 JAN 2019
प्रतिपत्रण संख्या
प्रतिपत्रण संख्या

DS (AH)
04/01/19

Centre No. (If school is Study Centre of D.El.Ed)

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To

The Regional Director

Latest Passport
size photograph of
Centre Supdt. with
seal of the
school/institutions

Sub: Acceptance to act as Superintendent of Examination Centre for National Institute of Open Schooling (NIOS) Diploma in Elementary Education (D.El.Ed) to be held on 3rd February 2019.

I hereby accept to offer my School/Institution as an Examination Centre to NIOS and to act as Centre Superintendent for Diploma in Elementary Education (D.El.Ed) Examination to be held on 3rd February, 2019 in two shift i.e. morning session from 9:30 am to 12:30 pm and afternoon session from 02:00 pm to 05:00 pm. The sealed question papers packets of morning session to be collected at 8:30am and afternoon session at 1:00pm by the authorized person of the examination centre concerned.

- 1) 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. Besides examination centre expenditure, **refreshment @ Rs.200/- per person will be borne by NIOS.**

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

PIN CODE:

Yours faithfully,

Signature with Name of Principal (In Block Letters)

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

PIN CODE:

Signatures of Centre Superintendent, if Principal is not acting as Centre Superintendent

1. _____
2. _____

Tele (O):
Tel (R): (with STD Code)
Fax:
Mobile:
E-Mail:

Signature Attested by the Principal

Seal of the Institute/School

Please indicate below the Name in whose favour the Cheque/Draft for Centre Advance should be prepared 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.

In case of Study Centre as an exam centre, the cheques will be prepared in favour of "The Coordinator, of the Study Centre of D.El.Ed only.

1

Notes:

1. The Principal of the school should act as Centre Superintendent, Deputy Superintendent may be appointed by the Centre Superintendent, if the total number of candidates allocated is 250 or more. Only in exceptional circumstances the Vice-Principal or the Senior-most PGT/TGT of the school may be nominated as the Centre Superintendent -

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.

Other information and Physical facilities available in the School/Institution

2. (a) The Name of the Boards/University with which School/Institution is affiliated: _____
(b) Affiliation No. & its year of validity: _____
3. The number of rooms and their size available for examination: _____
4. Does the school/collage have CCTV in the room/hall to be used for the conduct of examination Available/Not Available
5. Does the School/collage have a hall (to be used for the examination? YES/NO
size of the hall : _____ sq. m.
6. Does the Schools have boundary wall? YES/NO
7. In the case of availability of Computer Lab please indicate the number of computers: _____
8. 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: _____
9. Distance of School/Institution:

From Railway Station	_____	Kilometers.
From Bus Stand	_____	Kilometers.
From Post Office	_____	Kilometers
From Police Station	_____	Kilometers
From Bank	_____	Kilometers
10. Name of the nearest Police Station with Tel. No.: _____

Date: _____

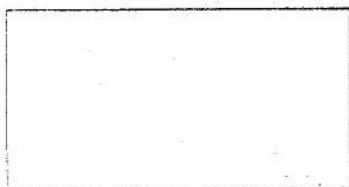
(Signatures of Principal with Seal)

Annexure-II

**UNDERTAKING FOR CUSTODY AND DISTRIBUTION OF QUESTION PAPERS FOR NATIONAL
INSTITUTE OF OPEN SCHOOLING
D.EL.ED. EXAMINATION for IN-SERVICE UNTRAINED TEACHERS
This undertaking is to be furnished by the Bank Manger**

I _____ (Name of the Bank manger in BLOCK LETTERS) Authorized Officer undertake the responsibility to store, provide safe custody and issue the Question Paper Packets for National Institute of Open Schooling (NIOS) for Diploma in Elementary Education (D.El.Ed.) Examinations for in-service untrained teachers to be held on 3rd February, 2019 in two shift i.e. morning session from 9:30 am to 12:30 pm and afternoon session from 02.00 pm to 05:00 pm. for centres established in the nearby locality. The sealed question papers packets of morning session to be issued not before 8:30am and afternoon session not before 1:00pm to the authorized person of the examination centre concerned.

- 1) I will arrange to issue the sealed Question Paper Packets to the Centre Superintendent for each session of examinations to be held on 3rd February 2019 (Sunday).
- 2) In the event of my transfer/proceeding on leave, the next officer in-charge will be assigned the responsibilities under the information to NIOS and a fresh undertaking by the next in-charge will be sent to NIOS.
- 3) The Schedule of examination will be at two shift i.e. 9.30 am to 12.30pm and 2.00 pm to 5.00 pm. The Question papers will be handover to the Centre Superintendent in two session i.e. 8.30 am for first session and 1.00 pm for the second session.
- 4) The service charges of Rs.5,000/- for each examination centre for Storage of Question Paper shall be acceptable to us and shall be claimed from the concerned school after the Examinations are over. The staff engaged for the purpose would be paid actual conveyance charges and refreshment @ Rs.200/- per person will be borne by NIOS.



Signature of Authorized Officer as Custodian

Name (in block letters) : _____
Designation : _____

Signature with Seal of the Bank Manager
Attesting signature of Authorized Officer

Name (in block letters) : _____

Name and Address of the Bank where the Question Paper Packets will be delivered by NIOS.

Telephone No. (Office) _____

Name of the Bank and complete postal address:

Fax No: _____

Distt. _____

Telephone No. (Res.) _____

Pin Code _____

Mobile No: _____

Residential Address _____

e-mail: _____

Distt. _____

Date: _____

Pin Code: _____

Note: Please do not cross out/change any condition including Service Charges.