

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.16(4)99/1-60/NIELIT/2

Dated : June 24, 2016

**OFFICE ORDER**

The competent authority has approved the revised norms of deployment of various functionaries/staff at the Examination Centres for the conduct of online examinations of CCC & other digital literacy courses. The deployment norms as mentioned hereunder will be effective from July 2016 examinations till further orders.

SR. NO.	FUNCTIONARY / STAFF AT EXAMINATION CENTRE	NORMS OF DEPLOYMENT
1	Examination Superintendent	One for each Examination Centre for actual examination day(s) plus one preparatory day.
2	Technical Coordinator cum LAN Administrator	One for each Examination Centre for actual examination day(s) plus one preparatory day.
3	Invigilator	One, if batch size is <=25 Two, if batch size is >25 and <=50 Three, if batch size >50 and <=75 and so on.
4	Admin. Support	One for each Examination Centre for actual examination day(s).
5	Peon cum Waterman	One for each Examination Centre for actual examination day(s) plus one preparatory day.
6	Sweeper	One for each Examination Centre for actual examination day(s).
7	Security	One for each Examination Centre for actual examination day(s).

**Note:** An honorarium equivalent to half day honorarium, as per the entitlement of the honorarium of the respective functionary(ies)/staff, will be paid to various functionary(ies)/staff in respect of the preparatory day, wherever applicable.

This issues with approval of the Director General.

  
(Janak Raj)  
Registrar

Copy to:

Executive Director/ Director / Director In Charge, All NIELIT Centres  
All HoWs, NIELIT HQ c/o 24/6/16  
IT Section, for uploading on website

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TSO to DG, NIELIT