



**GUIDELINES FOR VERIFICATION OF CANDIDATES AS A PART OF VALIDATION
PROCEDURE FOR THEIR CANDIDATURE FOR THE EXAMINATION AND PREPARATION
OF RESULTS BY THE REGIONAL CENTRES IN RESPECT OF EXAMINATIONS OF
DIGITAL /IT LITERACY COURSES**

In addition to the existing mechanism of verification of candidates during examination at the respective examination centre viz. Photo Identity Card (as per the list provided on the Admit Card issued by NIELIT) and photo of the candidate appearing on the Online Examination System, following additional instruments (post-examination) may be adopted by the Regional Centres to verify the candidate's candidature for the examinations of Digital/IT Literacy Courses and preparation of results.

1. Centre Director, Regional Centre can judiciously select examination centres for verification of candidate's candidature with their signatures appended on the attendance sheet signed by them at the examination centre during the examination with that of the signature uploaded by them at the Student Online Portal while submitting the Online Examination Application Form (OEOF) of the course. Such a selection could be based on the complaints of malpractices received at RC/HQ against any examination centre.
2. The signature of candidates appended on the attendance sheet should be similar to that of the signature uploaded by them at the Student Online Portal while submitting the OEOF for the course. A team comprising of 3-5 members could be constituted at the Regional Centres to handle the verification procedure and preparation of results for a particular examination cycle. In case of established mismatch signature case, the examination of respective candidate should be cancelled and examination fee forfeited. The penalty clauses to be imposed on the respective examination centres are detailed in para 4.
3. The percentage of mismatch signatures should be calculated on the number of mismatch cases and number of candidates appeared for the examination at the particular examination centre. *(Not on the number of students applied / registered)*

4. Penalty clauses associated with mismatch signatures cases are tabulated below:

Percentage of mismatch signature cases at an Examination Centre	Associated penalty clause
< 10 %	<p>A warning letter to be issued by Regional Centre to the institute where examination centre is established and explanation to be called from the institute.</p> <p>In case of repetitive occurrence i.e. for more than one examination, debar the institute where examination centre is established, for 06 months.</p>
≥10 % and ≤20 %	<p>Debar the institute where examination centre is established, for 06 examinations.</p> <p>In case of repetitive occurrence i.e. for more than one examination, debar the institute where examination centre is established, for 02 years.</p>
>20 %	<p>Debar the institute where examination centre is established, for 01 year.</p> <p>In case of repetitive occurrence i.e. for more than one examination, debar the institute where examination centre is established, for 03 years.</p>

5. Respective Regional Centre should appropriately communicate the penalty clause to all such examination centres with established signature mismatch cases. A copy of all such communications should also be marked to Controller of Examinations, NIELIT HQ.

6. Regional Centre should prepare the results by taking into account the mismatch cases. The result of candidates with established mismatch signature cases should be appended as “@@” under “Final Result” column of the result sheet submitted by the concerned Regional Centre to NIELIT HQ.
