Guidelines for empanelment of Exam Centre for conduct of DLC examination

Broad Scope of Work:

The Scope of Work would include providing of infrastructure (Man-Machine) for the conduct of DLC examinations in online mode, based on the examination schedule as communicated by NIELIT from time to time. The institutions so identified through this process would be termed as Online Examination Centers of NIELIT for the conduct of online examinations (DLC).

DLC (BCC/CCC/CCC+/ECC) examinations are usually conducted beginning from 1st Saturday of every month and lasts upto 7 days depending of the number of candidates appearing at that centre / city. In a day, 4 batches of DLC examination, each of 90 minutes duration, are conducted starting from 08:30 am in the morning and usually end by 06:00 pm in the evening. Accredited institutes of NIELIT along with institutes mentioned in 1.1 (a) i shall be Empanelled as examination centres.

The institution would be required to meet the pre-requisites and provide the infrastructure as stated in subsequent paragraphs:

1.1. Prerequisites

(a) Prerequisite - Procedural and Legal requirements

    i. Institutions eligible for becoming an exam centre:
- Government Engineering Colleges'
- Government Schools;
- ITI or other government technical institutes;
- CSI institutes;
- Approved institutes of NIELIT, accredited for conducting 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 institute;
- Recognized Private Engineering colleges affiliated to State Universities;
- Recognized Private Schools affiliated to State Board of Education/ CBSE/ICSC Board; and
- Other Organizations (Companies, Societies, Partnership Firms etc.)under Affiliation / Accreditation with Ministry of Electronics & Information Technology (MeitY) or Societies / Bodies under MeitY)

    ii. The Principal/Vice Principal/Head Master / Head Mistress/ Director/ Head of the institution should act as the overall in charge of the examination centre during the conduct of the examinations.

    iii. The institution should not be currently debarred/banned by any state/central board/University/Govt. Institution/NIELIT HQ for the conduct of the examinations for any reasons.

    iv. The institution should be willing to enter into an MoU/Agreement with NIELIT for abiding by all guidelines, rules/regulations for conducting NIELIT's examinations.

    v. Validity of Empanelment will be for two year or as per the validity of recognition of institute. However, empanelment does not ensure that DLC examination will be conducted at your institute. Examination will be conducted on need basis.

    vi. Non-refundable amount of Rs. 3000/- will be payable by the institute as empanelment fees.

vii.   A team will visit the institute. Based on the recommendation of team, institutes will be empanelled as exam centre.

viii. NIELIT reserves the right to accept or reject any or all the proposals without assigning any reason thereof.

(b) *Prerequisite – Location Requirements of Agency Premises*

i.   The agency should be well connected with public transport.

ii. The agency must have own premises, if hired, the lease should be at least for a minimum period of eleven months (minimum 6 months remaining at the time of applying) with a reasonable assurance of continuity.

(c) *Prerequisite – Technical*
The Agency shall

i.   Have capacity of computer lab with minimum 75 Desktops. These Computers shall only be standalone Desktops/Laptops. Thin Clients, multi-seat system etc. are not allowed. In case of multiple labs, each lab setup shall be minimum of 25 Desktops and in its multiple.

ii.   CCTV Monitoring & recording covering all the desktops and crucial areas.

iii. Have at least 1 server or High End PC for every setup plus a standby server.

iv.   Be having well-structured lab with sufficient space. Thedesktop in the lab shall be arranged in such a manner that every individual node / candidate sitting on the node is easily accessible without disturbing the other candidate ormoving other candidate or system.

v.   Be having sufficient space in lab for roaming of exam functionaries between two lanes of desktops and also to the other areas in the examination lab.

vi.   have at least 10% buffer i.e. 10 per 100 systems as buffer per shift per lab as standby machines to take care in case break down of Desktops. The agencies should have printing facilities for taking out prints.

vii. have all the workstation and servers should be on LAN supporting IPv4 with DualInternet connectivity from different ISPs.

viii. All the software installed on server /PCs must be licensed including OS and antivirus etc.

ix.   Have Minimum System requirement (hardware and software) for Server and client is given at appendix-2.

(d) *Prerequisite – General requirements*

i.   The agency shall have statutory clearances and valid licenses required as per the law of the land for the premises, equipment etc., to be used directly or indirectly, during the conduct of examination.

ii.   The examination premises/ institute shall be well equipped with all the essential facilities including Fire Fighting Equipment's & Fire suppression system etc.

iii. The LAN set up shall be virus free and fire-walled. The terminals and the servers including the backups shall also be virus free.

iv.   High-Printer connected to each client via network

v.   Power Backup for server and each client including monitors through UPS and GenSet with automatic switchover for uninterrupted power supply.

vi.   Facility for having suitable drinking water and separate toilet facilities both for Boys and Girls.

vii. Centre shall have ample parking space for parking of vehicles of Candidates as well as Examination functionaries.

viii. Facility for safe keeping of mobiles, electronic devices and other valuables of the candidates during the examination period.

ix.   Any other support/ requirement which is essential or desirable to conduct the online examination.

x.   Separate frisking for male and female candidates by properly trained personnel.
xi.   Proper arrangements of differently abled candidates for movement to seating place.
xii.   Standard Operating Procedure (SOP) issued by Ministry of Health and Family Welfare and guidelines issued by Ministry of Home Affairs from time to time in the wake of COVID-19 pandemic to be followed while conducting examinations.
xiii.   SOP issued by NIELIT for conducting DLC examination to be followed while conducting examination

(e) *Prerequisite – Manpower*

The institution must have sufficient staff to conduct the online examination as per the Manpower Deployment norms of NIELIT (appendix-1). The brief requirement is given below:

i.   Examination Superintendent (ES): The head of the institution shall act as Examination Superintendent for the conduct of the examination. However, NIELIT shall have the Right to deploy Examination Superintendent from outside or from NIELIT also.

ii.   Appointment of examination staff: The Examination Superintendent (in consultation with Head of the institution, if ES is an outside person)/ Head of Institute shall appoint the support staff as

per the laid-out norms for the conduct of the examination. The support staff, Invigilators, Technical / administrative support staff should be engaged from the institution itself. All the deployed staff must have the Aadhaar numbers and employees of the institutions.

iii.   Each staff deputed for exam duty is required to sign an undertaking, that he / she is not related to any candidate appearing for the examination.

iv.   For security during the examination, Coordination with local Police Department for deployment of Police Personnel is the sole responsibility of the agency.

v.   The examination staff shall be compensated fairly as per Appendix-1.

vi.   The examination staff must be vaccinated in view of Covid pandemic.

1.2.   PRE-EXAMINATION PHASE:

a. *Examination Centre set-up and deployment of staff for the examination*

i.   The ES/Head of Institute shall depute the examination staff based on the guidelines placed atAppendix-1.

ii.   The examination shall be conducted by implementing the examination application software finalized by NIELIT.

iii.   The Examination Centre is required to set up (Trial Run) the centre for the conduct of the examination three days prior to the start of examination and submit the report to NIELIT. Full Load Mock Examination shall be conducted one day prior to the examination to ascertain the examination readiness of the examination centre.

iv.   Additional equipment or infrastructure as per the requirement of the examination may be installed at the examination centre by NIELIT or any third party duly authorized by NIELIT for the purpose. The Agency shall provide the required support for the purpose without any additional cost.

v.   The agency has to arrange for the amenities essential to conduct the Examination at its Premises, which is based on the allocation of the number of candidates at a particular Centre. These basic amenities are, drinking water, seating arrangement, waiting area, parking, washrooms etc.

vi.   At each of the Examination Centre, an Examination Observer (EO) may be deployed by the NIELIT apart from the designated Officials and would visit to oversee the conduct of the examination. The EO may remain available at the Examination Centre for the full day or part of the day depending upon the number of batches scheduled at the Examination centre.

vii. The Examination Centre and its staff is expected to not only act in a cordial manner with all the candidates as well as personnel deputed by the NIELIT for Examination Observer / Examination Superintendent duty but also to provide all possible support and cooperation for free, fair, effective and efficient conduct of Examination.

viii. Training of invigilators and other staff members will be the sole responsibility of the selected agencies / institutes at their cost.

ix. Each candidate appearing for the examination is required to sign the reporting sheet and place thumb impression also.

b. *Facilities for the candidates during the examination:*

i. Display the batch schedule and instructions on the notice board of the institution at the reception area as well as outside the computer lab (examination hall).

ii. Eligibility of the candidates to Appear in Exam: Only those candidates, whose names / roll numbers appear in the list of candidates supplied by NIELIT, shall be allowed to appear for Examinations at the Examination Centre. Institute / agency shall not allow other ineligible candidates to enter in the examination centre or appear in the examinations.

1.3. *DURING THE EXAMINATION CYCLE*

i. Selected Agency has to ensure all the candidates may be thoroughly frisked or checked if required before they are allowed to enter the examination hall along with their identity verification.

ii. Hall Discipline
   - Candidates shall be admitted to the Examination hall only 15 minutes before the commencement of Examination.
   - No candidate will be permitted to leave the hall before 30 minutes, after the commencement of Examination.
   - Each candidate appearing for the examination is required to sign the reporting sheet and place thumb impression also.

iii. The number of present candidates must reconcile with the candidates who have taken examination.

iv. Unfair means: The Invigilator has to ensure that the unfair means detected during the course of examination are properly recorded and reported to the ES and duly authenticated and signed report is sent to NIELIT as per procedure laid down by NIELIT.

v. Miscellaneous / General arrangements:
   - Selected Agency should be careful about making arrangements for toilets, drinking water etc. for the use of candidates.
   - Selected Agency may inform the local administration about conduct of examination.
   - Allow the Examination Observers/Members of Surprise Visit Team / Flying Squad appointed by NIELIT to inspect the records and the examination halls / Labs, after ensuring that the visiting team is having proper authority letter from their Executive Director- Regional Centre / NIELIT Headquarters.

vi. Answer file upload and backup: The uploading of answer file and backup procedure as laid out by NIELIT must be followed. Any problems / errors should be reported to NIELIT control centre. Exam centre will provide backup of V.M. in CD/DVD

1.4 POST EXAMINATION PHASE:

i. The uploading of answer file and backup procedure as laid out by NIELIT must be followed. Any problems / errors should be reported to NIELIT control centre.
ii. Examination Superintendent has to ensure that the answer files uploaded are in order on the designated portal / server.
iii. Submission of reporting/ attendance sheets, if any, duly signed by candidates and examination report to NIELIT.
iv. Submission of claim forms, data backup, CCTV footage etc. to NIELIT by the Agency.
v. Other requirements as communicated from NIELIT from time to time.
vi. Exam centre is required to maintain confidentiality related to examination procedure.

Appendix-1

Norms on Staff Deployment, Honorarium & payment to Examination Centre

Norms for Staff Deployment & Honorarium

SNo	Functionary	Norms of Deployment	Rates of Honorarium
1	Examination Superintendent	One for each Examination Centre for actual examination day(s) plus one preparatory day.	Rs. 1500/- per day (Half Day Examination). Rs. 3000/- per day (Full Day Examination).
2	Technical Coordinator cum LAN Administrator	One for each Examination Centre for actual examination day(s) plus one preparatory day.	Rs. 1000/- per day (Half Day Examination). Rs. 2000/- per day (Full Day Examination).
3	Invigilator	One, if batch size is <=25 Two, if batch size is >25 and <=50 Three, if batch size is >50 and <=75 and so on.	Rs. 750/- per day per person (Half Day Examination). Rs. 1000/- per day per person (Full Day Examination).
4	Admin. Support	One for each Examination Centre for actual examination day(s).	Rs. 500/- per day.
5	Peon cum Waterman	One for each Examination Centre for actual examination day(s) plus one preparatory day.	Rs. 400/- per day.
6	Sweeper	One for each Examination Centre for actual examination day(s).	Rs. 400/- per day.
7	Security	One for each Examination Centre for actual examination day(s).	Rs. 400/- per day.

Note:
(i) The honorarium indicated in above table is inclusive of Local Conveyance.
(ii) The outstation experts deployed as functionary(ies) for the conduct of online examination will be paid TA/DA as per prevailing rules of Government of India.
(iii) 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.

Payment to Examination centre

i. The institutes/Organisations where Examination Centres are established for the conduct of

online examinations will be paid usage charges towards use of infrastructure @Rs. 50/- per candidate (maximum charges per system per candidate). The per centre charge will be for the total number of candidates allocated at an examination centre for the conduct of online examinations.

ii. The actual expenditure incurred by the Online Examination Centres towards usage of Generator during the examination days will be reimbursed by the NIELIT subject to a maximum of Rs. 1000/- per day for actual examination day(s) subject to production of bills in original.

iii. The actual expenditure incurred towards refreshment provided to examination functionaries will be reimbursed by the NIELIT subject to a maximum of Rs. 100/- per person per day for actual examination day(s) subject to production of bills in original.

INFRASTRUCTURE REQUIREMENT AT EXAMINATION CENTRES (VENUE) for CCC Online Examination

A. Proctored (Regular) Online Examination

Sr. No.	Requirements	Specification	
		Server Machine	**Client Machine**
1	Processor	Core 2 Duo, Minimum	Core 2 Duo, Minimum
2	Operating System	Windows 10 (64 bits)	Windows 7 or 10, 32bits/64bits.
3	RAM	08 GB, Minimum	Minimum 02GB or more
4	Redundent Internet connectivity with static IP	At least 50 mbps	At least to 10 mbps
5	Anti- Virus	Must be installed with latest patches and definitions.	Must be installed with latest patches and definitions.
6	Web Browser	Internet Explorer 11	Internet Explorer 11
7	.Net Framework	.Net 4.6 or above version	.Net 4.6 or above version
8	Monitor / LCD	Resolution 1024x768	Resolution 1024x768
9	Power Backup	Uninterrupted Power Supply during the examination	
10	Network Type	Ethernet only (Wi-Fi network not allowed)	
11	Miscellaneous	Keyboard + Mouse (or any other necessary accessories)	

B. CCTV Camera & Surveilliance for both A and B above

Sr. No.	Equipment
1	A Video recorder (DVR or NVR)
2	Hard drive for video storage
3	Screen for displaying the live recording under CCTV
4	Cameras installed in covering all angles / positions in EC/ Hall

C. Partitioning between adjacent seats, for both A and B above

Adequate partitioning with appropriate partition size between two adjacent seats/ computer stations, so that computer screens of adjacent seats are not visible to the either of the two adjacent candidates.

Remark: Hardware, Software, Network and other Requirements may be change as per needfrom time to time.