EXAMINATION CENTRE MANAGEMENT STAFF ROLES, RESPONSIBILITIES, DEPLOYMENT AND HONORARIUM

For smooth conduct of the Examination, each Examination Centre shall be provided with the required manpower. The norms for deployment of manpower and the rates of honorarium to be paid is given in the table below:

DESIGNATION	NORMS OF DEPLOYMENT	NORMS OF HONORARIUM
Examination Superintendent (ES) To be deployed by NIELIT (DOEACC)	One for each Examination Centre.	Rs. 750/- plus conveyance @ Rs. 100/- per day. An additional Honorarium @ Rs. 750/- plus conveyance for one day of trail test/setting up of the lab facilities at the examination venue.
Technical Coordinator (TC) To be deployed by ES	One for each Examination Centre, If total no. of candidates are greater than 63.	Rs. 500/- per day plus conveyance @ Rs. 100/- per day of actual days of Examination.
Network Administrator To be deployed by EC (Examination Centre)	One for each Examination Centre.	Rs. 500/- plus conveyance @ Rs. 100/- per day. An additional Honorarium @ Rs. 500/- plus conveyance for one day of trail test/setting up of the lab facilities at the examination venue.
Administrative Support To be deployed by EC	One for each Examination Centre, If total no.of candidates are greater than 63.	Rs. 250/- per day plus conveyance @ Rs. 100/- per day for actual days of Examination.
Peon cum Waterman To be deployed by EC	One for each Examination Centre.	Rs. 150/- per day plus conveyance @ Rs. 100/- per day for the actual days of Examination.

ES: Examination Superintendent
EC: Examination Centre

Note:
1. NIELIT may depute Examination Observer at any time of the Examination at any Examination Centre during the examination.
2. The examination venue is paid @ Rs. 20/- per candidate for use of infrastructure for the conduct of examination.

EXAMINATION SUPERINTENDENT AND HIS/HER ROLE:

The role and important of the examination superintendent in the national examination system is difficult to overstate. During examination periods much of the integrity of the examination process depends on the way examination superintendents perform their assigned tasks. It is a vital role and a role that has been performed with excellence, skill and dedication by thousands of Examination Superintendents over the years. In order for Examination Superintendents to perform their assigned tasks properly it is imperative that they be completely familiar with all instruction issued for their guidance. The necessary guiding factors/instructions are given below:

a. The Examination Superintendent (ES) shall be the overall in charge of the Examination Centre during the conduct of the Examination and he/she will have the total responsibility for smooth conduct of Examination in a fair and unbiased manner at the Centre under his/her charge.

b. The ES shall arrange to verify the details of the candidates as per the information provided in Identity card and the list provided, before the commencement of the examination. In case a candidate fails to produce the Identity card he/she shall be allowed to undergo the examination only if the Examination Superintendent has satisfied himself with the authenticity of the candidate's identity. In case, of non-availability of the Identity cards the credential of the candidate can also be verified from the records and the photograph available in examination software.

c. The ES shall arrange to obtain the signatures of each candidate appearing in the Examination and ensure that no candidate leaves the Examination Centre without marking his / her signatures in the Reporting Sheet supplied by the Society. He shall also authenticate the Reporting Sheet by appending his signatures on Reporting Sheet for each batch.

d. The ES shall ensure proper Hall Discipline in the Examination Hall and shall have absolute powers to expel a candidate from the examination hall if, in his / her opinion, the candidate has adopted unfair means in the Examination or has caused disturbance to the other candidates in the Examination Hall.

e. The ES shall ensure that no unauthorised person enters the Examination Hall.

f. The ES shall visit the Examination Centre with Network Administrator one day before the examination and set up the infrastructure for conduct of Examination e.g., installation of Examination Software in the servers and clients and testing of the examination with the trail data. It is mandatory for ES has to participate in the mock trails as per the schedule notified by the NIELIT prior to the examination day.

g. The ES shall organise taking over the charge of the Examination Venue.

h. The ES shall brief the instructions to candidates as stipulated in the 'Instruction Booklet for Candidates' prior to the commencement of examination of each batch.

i. The duly completed and signed Reporting Sheet is required to be dispatched to NIELIT within one day after completion of the examination.

j. The ES shall fill in the Claim Form, obtain signatures of manpower associated by him e.g., Network Administrator, Technical Coordinator, Administrative Support, Peon Cum Waterman and submit the same to the respective RC within one week of the date of completion of the Examination at the Centre under his/her charge.

k. The ES shall disburse the amount due, to each functionary after receipt of the cheque from the NIELIT and send a confirmation of having disbursed the amount due to each functionary to NIELIT.

l. The ES shall arrange to take backups of answer files etc and upload the same on the website as per the instructions.

m. The ES shall keep close interaction with NIELIT support team for developments at Examination Centre.

n. The ES shall ensure appropriate security measures to avoid any tampering with server / PCs being used for Examination.
o. The ES shall arrange to help the candidates appearing in the Examination in case of any problem with the system and organise removal of fault by consulting concerned experts.
p. The ES shall make a copy of all answer files as back up in a CD and send the same to the designated officer in NIELIT by speed post on the date of completion of the Examination.
q. The ES shall deploy the manpower at the Examination Centre and shall ensure that manpower deployed is strictly as per the norms.

NETWORK ADMINISTARTION AND HIS/HER ROLE:

The Network Administrator is required to work in close proximity with the Examination Superintendent, and is critically the technical backbone of the examination centre. The Network Administrator is responsible for planning the network, installation and configuration and troubleshooting the network. Every situation is different, however, the important duties of Network Administrator includes but not limited to the following:

a. assist ES during installation of examination software and its testing;
b. overall health of the network, server, security;
c. manage and maintain network hardware and software;
d. perform or supervise backups and maintenance;
e. ensuring network connectivity throughout ; and
f. all other technical considerations at the network level.

The Network Administrator shall assist the Examination Superintendent in all technical issues.

TECHNICAL COORDINATOR AND HIS/HER ROLE:

The role of Technical Coordinator is basically to assist Network Administrator in discharging his/her duty. The important duties includes but not limited to following:

a. technical support to ES and Network Administrator during examination;
b. provide troubleshooting;
c. updating of website for testing, e-attendance;
d. backups and uploading of Answer files; and
e. any other work assigned by ES.

ADMINISTRATIVE SUPPORT AND HIS/HER ROLE:

The role of Administrative Support Personnel is to assist ES in disposing of the administrative duties during the conduct of the examination, which includes, but not limited to:

a. place the batch schedule on the notice board outside the examination hall;
b. make announcements to candidates as necessary;
c. read out the specific instructions prior to the commencement of examination for each batch;
d. verification of candidates identity cards and taking signatures on reporting sheets;
e. conduct invigilation and administration of the examination process in such a way as to cause minimum disruption to candidates;
f. report any matters of concern to the ES.