



**National Institute of Electronics and Information Technology (NIELIT),
Haridwar**

Guidelines for applying for new Exam Centre for conduct of DLC and other online Exams in Uttarakhand

National Institute of Electronics and Information Technology (NIELIT), Haridwar
2nd Floor, Government Polytechnic Building, Plot No- 6C, Sector -11, Near Pentagon Mall,
SIDCUL, Haridwar, Uttarakhand- 249403.

1. Broad Scope of Work

The Scope of Work would include providing of infrastructure (Man-Machine) for the conduct of various examinations in online mode (not limited to DLC examinations), based on the examination schedule as communicated by NIELIT from time to time.

DLC (BCC/CCC/CCC+/ECC) examinations are usually conducted beginning from 1st Saturday of every month and lasts upto 7 days depending upon 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 09:30 am in the morning and usually end by 05:30 pm in the evening. However, the actual dates and requirements are communicated in the preceding month of examination. In regard to other examinations, the schedules is communicated with Exam Centres as and when required.

The institutions which are interested in conducting these examinations, would be required to meet the pre-requisites and infrastructure requirements as stated in the subsequent paragraphs:

1.1 PREREQUISITES

a) Prerequisite - Procedural and Legal requirements

- i. Following types of Institutions who can apply 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 or NSQF/ESDM courses
 - Recognized Private Engineering colleges affiliated to State Universities;
 - Recognized Private Schools affiliated to State Board of Education/ CBSE/ICSE 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 institution should not be currently debarred/banned by any state/central board/University/Govt. Institution for the conduct of the examinations for whatsoever reasons.
- iii. The institution shall be operating for at least one year as on the date of submission of application.

b) Prerequisite – Location Requirements of Institute/Centre Premises

- i. List of districts where these setups may be required is placed at **Appendix-1**.
- ii. The institute/centre should be well connected with public transport and located at a feasible distance from the nearest bus stand/railway station.
- iii. The institute/centre must have its own premises, or 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 Institute/centre shall have the below-mentioned requisites:-

- i. The Computers dedicated for the exam centre must be only standalone Desktops.
- ii. Laptops, Thin Clients, multi-seat system etc. are not allowed.
- iii. The institute applying for becoming Exam Centre must have a lab setup of minimum of 25 Desktops. In case of multiple labs, each lab setup shall be minimum of 25 Desktops or in its multiple.
- iv. It is desirable that recording of CCTV cameras should cover the activities of all the desktops and crucial areas of the whole exam centre. Complete CCTV coverage and recording for all the area used for examination purpose including all entry and exit points.
- v. The institute/ centre shall implement the Firewall during examination and ensure

- that no remote desktop software is present.
- vi. The institute/ centre shall have all the workstations and server on LAN supporting IPv4 with Dual Internet connectivity with at least 6 Mbps dedicated bandwidth. Two static IPs from two different ISPs for the server machine is mandatory.
 - vii. The institute/ centre shall have minimum system specifications (hardware and software) for server and client (Refer **Appendix-2**).
 - viii. The institute/ centre shall have at least 1 server and 1 machine for backup server. The LAN set up shall be virus free and firewall enabled.
 - ix. Printer and Scanner used for the exam activities should be connected to server. The Institutes/ centres should have color printing facilities for taking out prints.
 - x. The institute/ centre shall 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 of breakdown of Desktops.
 - xi. Blocking of any type of Remote Desktop software and connections thereof facility to ensure foolproof data security, data transfer and physical security inside the examination centre.

d) Prerequisite - General requirements

- i. The examination premises/ institute shall be well equipped with all the essential facilities including Fire Fighting Equipments etc.
- ii. Power Backup for server and each client including monitors through UPS and Gen-Set with automatic switchover for uninterrupted power supply.
- iii. Facility for having potable drinking water and separate toilet facilities both for Boys and Girls.
- iv. Centre shall have ample parking space for parking of vehicles of candidates as well as examination functionaries.
- v. The institute/ centre shall have well-structured lab with sufficient space (minimum of 16 sq. ft. per computer). The desktops 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 or moving to other candidate or system. Separate frisking for male and female candidates by properly trained personnel.
- vi. The institute/ centre shall have sufficient space in lab for roaming of exam functionaries between two lanes of desktops and also to the other areas in the examination lab.
- vii. The institute/ centre shall have separate examination stations for each candidate using walls or privacy partitions so that the candidates cannot view each other including Desktop Screen. There shall also be a 4 ft. head to head gap between two candidates in each direction.
- viii. Facility for safe keeping of mobiles, electronic devices and other valuables of the candidates during the examination period.
- ix. Mike & speaker shall be installed in Labs and common/waiting areas for making important announcements.

1.2 PRE-EXAMINATION PHASE:

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

- i. The norms for the staff deployment, honorarium and payment terms are placed at Appendix-3. The Exam Centre shall depute the examination staff accordingly.
- ii. The lab shall remain under the charge of ES till the Examination cycle including submission/uploading of exam data, is complete.
- iii. The Institute/ Centre is required to conduct mock examination one day prior to the examination to ascertain the examination readiness of the examination centre.
- iv. The Institute/Centre 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 potable drinking water, seating arrangement, waiting area, parking, separate washrooms etc.
- v. At each Centre, an Examination Observer (EO) may be deployed by the NIELIT Haridwar apart from the designated Officials and can visit to oversee the conduct of the examination.

2. Submission of Application:

- I. All the requisite documents may be downloaded from the official website of NIELIT Haridwar (<https://nielit.gov.in/haridwar/index.php>).
- II. Institutes/Centres are required to submit application in the formats with all supporting documents as under:-

S. No.	Form	Description
1.	Form 1	Covering Letter
2.	Form 2	Organization Details
3.	Form 3	Compliance Sheet for Pre-Qualification Criteria
4.	Form 4	Details of the Manpower available for Online Examination

The Application form with all necessary documents duly signed by authorized signatory may be sent in sealed envelope through post to below address:

**The Examination Head,
NIELIT Haridwar,
2nd Floor, Government Polytechnic Building,
Plot No- 6C, Sector -11, Near Pentagon Mall,
SIDCUL, Haridwar, Uttarakhand- 249403.**

In addition, the scanned copy of application along with documents may also be sent to exam.haridwar@nielit.gov.in

NOTE:

- I. NIELIT Haridwar reserves rights to process the application as per it need.
- II. Submission of applications doesn't entail any institute/centre to become eligible for exam centre.
- III. NIELIT Haridwar may conduct inspection of the institute/centre if the application is found suitable after scrutiny.
- IV. The number of centres in a particular district will be decided by NIELIT Haridwar as per requirement.
- V. If any institute/centre is found influencing/ canvassing in any form, it may be barred from becoming examination centre in future.

For any details/enquiry, contact:

**The Examination Head,
NIELIT Haridwar,
2nd Floor, Government Polytechnic Building,
Plot No- 6C, Sector -11, Near Pentagon Mall,
SIDCUL, Haridwar, Uttarakhand- 249403.
Phone No: 01334-235617
Email: exam.haridwar@nielit.gov.in**

Form 1: Covering Letter

[Institutes/Centres are required to submit the covering letter as given here on their letterhead]

Date:

To,

The Director-in-Charge,

National Institute of Electronics and Information Technology (NIELIT), Haridwar

2nd Floor, Government Polytechnic Building,

Plot No- 6C, Sector -11, Near Pentagon Mall, SIDCUL, Haridwar, Uttarakhand- 249403

Subject:- Application for Empanelment of Company/ Organization/ Academic Institution to provide Infrastructure for Online Examination to be conducted through NIELIT for <City>.

Sir,

This is with reference to the document regarding Empanelment of our Company/ Organization/ Academic Institution to provide Infrastructure for Online Examination to be conducted through NIELIT in the state of Uttarakhand. We having carefully examined the norms and we offer to provide the required services, in full conformity with the said document. We are applying for:

District Name:	City Name:	Total Number of Labs:

Details of Lab infrastructure is as under:

Lab number	No. of Systems offered	Floor number (eg. Ground, First, Second etc.)	Size of Lab (Length x width) in feets	Total Lab Size in Sq.Ft.
Lab-1				
Lab-2				
Lab-3				

- i. We hereby certify that no terms and conditions have been stipulated by us in the submitted documents and we further declare that additional conditions, variations, deviations, if any, found in the documents shall not be given effect to.
- ii. We warrant that the service do not violate or infringe upon any patent, copyright, trade secret or other property right of any other person or other entity. We agree that we shall indemnify/protect NIELIT from any claim or demand, action or proceeding, directly or indirectly resulting from or arising out of any breach or alleged breach of any of the terms & conditions of documents.
- iii. We declare that we do not have any interest in downstream business, which may ensue from the document, prepared through this assignment.
- iv. We undertake that, in competing for (and, if the award is made to us, in executing) the above confirmation, we will strictly observe the laws against fraud and corruption in force in India.
- v. We agree to abide by the conditions set forth in the norms of the documents.
- vi. We hereby declare that our terms and submitted in response to is made in good faith and the information contained is true and correct to the best of our knowledge and belief.
- vii. We hereby declare that all the information and statements made in documents are true and accept that any misrepresentation or misinterpretation contained in it may lead to our disqualification.
- viii. **We fully understand that the decision to make any exam centre for the concerned month shall be solely under the jurisdiction of NIELIT Haridwar and we will have no right to challenge the decision of NIELIT Haridwar.**

Yours sincerely,

Signature of the Authorized Signatory

Name of the Authorized Signatory:

Name of the Institute/centre:

Date:

Seal:

Form 2: Organization Details

[Institutes/Centres are required to submit supporting documents as evidence, wherever applicable]

S. No.	Information	Details							
1.	Name of the Organization								
2.	Name of Affiliating / Accrediting Body								
3.	URL of Affiliating / Accrediting Body								
4.	Affiliation / Accreditation number								
5.	Organization Category (Put Tick(√) mark)	Government Engineering College	Government Schools	ITI or other government technical institutes	CSI Institutes	NIELIT accredited institute	Recognized Private Engineering Colleges affiliated to State Universities	Recognized Private Schools affiliate to State Board of Education/ CBSE/ICSC Board	Other organization
6.	Head of the Organization (with designation) & Contact Details (Mobile No, Phone No, Email)								
7.	Name & Designation of the Authorized Signatory								
8.	Registered Head Office Address								
9.	Address of the Organization								
10.	Institute/centre website URL								

11.	Telephone number of the Authorized Signatory		
12.	Mobile number of the Authorized Signatory		
13.	Email ID of the Authorized Signatory		
14.	Details of Incorporation/ Registration of the Institute/ Centre (Attached Copy of the Certificate)	Date	Details
15.	Details of Commencement of Business	Date	Particulars
16.	Completed Years of Operation (in Years)		
17.	GST Number		
18.	Permanent Account Number (PAN)		
19.	Number of offices (including Head Office) in India & Abroad (attach list)		
20.	Number of Employees (Attach list as per Form-4)		
21.	Number of Technical Staff(IT)		
22.	Number of Non-Technical Staff		
23.	List of major Online Examination Conducted with details	1	
		2	
		3	
		4	

24.	Clientele details of similar activity along with contact numbers from Govt/ PSU/Corporate Clients from whom certificates of satisfactory report can be Produced. NIELIT may also independently seek information regarding the performance from such Clients.	1 2 3 4
25.	Batch Size applying for	

Physical Arrangements:

1.	Distance from Nearest Railway Station (in Km):	
2.	Distance from Nearest Bus terminal (in Km):	
3.	Whether Located on Main road (yes/No)	
4.	Whether Public Conveyance available for this location (Yes/No)	
5.	Whether the building, condition of furniture, parking and infrastructure suitable for conducting examination? (Yes/No)	
6.	Do seating arrangements are adequate for number of seats applying for? (Yes/No)	
7.	Whether facility of safe Drinking water is available (Yes/No)	
8.	Whether facility of safe drinking water is available (Yes/NO):	
9.	Total No. of PCs in the lab (in working condition)	
10.	Specification of Server	
	Processor	
	RAM	
	Hard disk	
	Operating System	
11.	Whether all System are on UPS? Please mention UPS Capacity	
12.	Whether Generator (DG) is available for power backup? (YES/NO)	
	If Yes, Capacity:	
13.	Whether labs are equipped with redundant internet lines (at Least 2) (Yes/No) Please mention, type of Internet	

	connection available (along with speed):	
14.	Whether labs are equipped with CCTV/IP Camera (at least 2)? (Yes/ No)	

I hereby certify that I am the Authorized Signatory for the Institute/ Centre for which Examination Centre is being applied for. I also assure that all the information furnished above is correct to my knowledge and belief. I also assure that the Institute/ Centre has adequate security arrangements for conducting NIELIT examination.

Date.....

(Signature and Seal of Authorized Signatory)

Form 3: Compliance Sheet for Pre-Qualification Criteria

Sl No.	Basic Requirement	Documents Required	Provided	Reference & Page Number
1.	Institute/Organization	Copy of Registration/ Accreditation / Affiliation	Yes / No	
2.	City and Seating Capacity	City and Number of Seats in self-certified letter	Yes / No	
3.	Lab Setup Details	No. of Labs with available Desktops in each lab in self-certified letter	Yes / No	
4.	Legal Entity	Copy of Certificate of Incorporation	Yes / No	
5.	Physical Arrangements	Physical Arrangements in self-certified letter	Yes / No	
6.	GST	Copy of GST Registration Certificate	Yes / No	
7.	PAN	Copy of PAN	Yes / No	
8.	Manpower for Online Examination	As per Form 8	Yes / No	
9.	Blacklisting	Notarized Copy	Yes / No	
10.	Photographs of Labs, CCTV Screen etc.	Color Photographs of Labs, CCTV Screen etc. taken from various angles	Yes / No	

Date.....

(Signature and Seal of Authorized Signatory)

Form 4: Details of the Manpower available for Online Examination (Technical, Non-Technical and Administrative)

Sr. No.	Name	Designation	Qualification	Date of Joining	Aadhaar Number	Salary	Mobile no.
1.							
2.							
3.							
4.							
5.							

Date.....

(Signature and Seal of Authorized Signatory)

List of Districts

Region	District
Hill and Plain regions of Uttarakhand	Almora
	Nainital
	Udham Singh Nagar
	Pauri Garhwal
	Dehradun
	Haridwar
	Pithoragarh

NOTE: Institutes/Centres having setup at Cities/ Prime Locations in the above mentioned districts may only need to apply.

Hardware & Software Requirement for DLC and other Online Examinations

I. General hardware Infrastructure Requirement

- Fresh formatted machine for server and Client
- Dual Internet connectivity with at least 6 Mbps dedicated bandwidth with link load balancer. For Category A and B setups, 10 Mbps line is desirable.
- Ethernet Network with Cat-4 cabling or higher
- All system must on UPS with Generator support
- Apart from basic OS, Firewall and Exam related software, no other software/ application to be present in the systems.

II. Minimum Candidate System Pre-requisites

Processor	I3 or above
Screen Resolution	1024 X 768
Operating System	Windows 10 and above (Original & Licensed)
RAM, HDD	RAM should be minimum 4GB and Hard disk should have free space of 20 GB minimum
Exam Specific Requirement	.NET 4.6 framework Silverlight
Browser	Internet Explorer 11.0 or above as supported by above Operating systems

**All software installed on the system should be original and licensed*

III. Minimum Exam Centre Server Pre-requisites

Processor	I3 or above
Screen Resolution	1024 X 768
Operating System	Windows 10 and above (Original & Licensed)
RAM, HDD	RAM should be minimum 8GB and Hard Disk should have free pace of 40 GB minimum
Exam Specific Requirement	.NET 4.6 framework Silverlight
Browser	Internet Explorer 11.0 or above as supported by above Operating systems

IV. Network Specification:

- Complete network should be on switches.
- All open ports on the switch must be sealed during examination period.

V. CCTV:

- CCTV recordings should be made available.

Remark: Hardware, Software, Network and other Requirements may be changed as per need from time to time.

Norms for Staff Deployment, Honorarium & payment to Examination Centre

Norms for Staff Deployment & Honorarium

Sr. No	Functionary	Norms of Deployment	Rates of Honorarium
1.	Examination Superintendent	One for each Examination Centre for actual examination day(s) plus one preparatory day. (to be deputed by RC/Centre)	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.

General Payment terms and conditions

- i. No advance payment would be admissible.
- ii. Payment shall be released based on satisfactory performance report, as certified by NIELIT for the examination conducted. NIELIT Haridwar will put their best efforts to release the payments within 25 working days from the receipt of the claim at NIELIT Haridwar. However, NIELIT Haridwar will not be responsible for any delay in releasing the payment due to technical faults or circumstances beyond the control of NIELIT.
- iii. All payments to Institute/centre/Staff Deployed shall be made through NEFT/RTGS only for which they are required to submit Bank Account Number, IFSC Code, Bank Details, PAN, GST etc.
- iv. Tax Deduction at Source (TDS): All Central/State Govt. /Local Body Levies as applicable from time to time shall be deducted at source from the payment to the Institute/centre/ Staff as per the respective law in force at the time of execution of contract. NIELIT shall deduct at source taxes/duties under any other law/statute as may be applicable at the time of making payments.
- v. For all services supplied, the Institute/centre shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed/incurred until delivery of the contracted products or services.
- vi. If any rates of Tax are increased or decreased, a new Tax is introduced, an existing Tax is abolished, or any change in interpretation or application of any Tax occurs, which was or will be assessed on the Institute/centre, an adjustment as per this document shall be applicable.