

Procedure for Online Registration of Exam Centre for Public Exam to be held in Jan./Feb. 2021

Visit the website <https://exams.nios.ac.in>. Kindly fill all the columns carefully. The Exam centre has to be ready with the scanned copy (jpg, jpeg files) of the original documents which will be required to be uploaded while registering for the exam centre:

- Recent Passport size color Photograph of the Exam Centre Supdtt.
- Signature of the Exam Centre Supdtt. (preferably in Black Ink)
- School/Institution's Board Affiliation Certificate (jpg, jpeg or PDF files)
- Bank Acceptance form. (Name, Mobile no & Phone no and email address of Bank manager is mandatory).
- A valid mobile number and email address will be required for authenticating both modes of communication before registration.

Given below are the steps to be followed to fill the Registration form online:

- ❖ If the exam centre is accredited with NIOS, fill the study centre code (AI or AVI) in the first column
- ❖ Fill the school/institution name, address and other details
- ❖ Fill the residential address of the Centre Superintendent/Principal/Vice Principal
- ❖ Fill the name, address and other details of the Centre Superintendent
- ❖ Specify the valid working mobile number and working email address of Centre Superintendent
- ❖ Click on Generate OTP button to get One Time Password (OTP) on the mobile number and email address for authenticating both modes of communication.

NOTE: email address and mobile number can be used only once for registration of one exam centre. The email address of the Exam Centre Supdtt. is treated as the exam centre user name.

- ❖ You can save the filled in data by clicking on the "Save and Next" button

Details of the Centre/School/Institute

AI/AVI NO. (If school is AI/AVI of NIOS):	Udise code	
<input type="text"/>	<input type="text"/>	
Name of the school/college/institute *	Name of the Principal *	
<input type="text"/>	<input type="text"/>	
Address of the school/college/institute *		
<input type="text"/>		
Country *	State/UT *	District *
<input type="text" value="Select Country"/>	<input type="text" value="Select State/UT"/>	<input type="text" value="Select District"/>
Block/Sub-district/Tehsil/Ward No *	Pincode *	
<input type="text"/>	<input type="text"/>	
Telephone/Mobile numbers with STD code of school/college/institute		
Mobile Number *	Email Address *	<input type="button" value="Generate OTP"/>
<input type="text"/>	<input type="text"/>	
Std Code	Telephone	
<input type="text"/>	<input type="text"/>	
<input type="button" value="Save & Next"/>		

- ❖ After successful authentication of the mobile number and email address, credentials are sent to the registered email address which can be used for login into the exam centre panel on the web portal <https://exams.nios.ac.in>. The exam centre panel can be used to view/print the exam centre registration form.
- ❖ **While filling up the address details, specify the correct PIN Code of exam centre to auto-populate/locate the correct Geo-coordinates (Latitude and Longitude). These geo coordinates will be used for allocating students to their nearest exam centres**

- ❖ Fill the Centre superintendent details in the next screen as shown below:

Details of Centre Superintendent

Name of Centre Superintendent *

Designation of Centre Superintendent *

Residential address of Centre Superintendent *

Country * State/UT * District * Pincode *

Telephone/Mobile numbers with STD code of Centre Superintendent

Mobile Number * Email Address *

Std Code Office Telephone Residence Telephone

- ❖ Fill the details of the post office in the next screen as shown below:

Details of Post Office

Name of Post Office *

Name and Address of the post office *

Country * State/UT * District * Pincode *

Mobile Number * Email Address *

Name of the Bank Manager/Authorized Officer

Name of the Bank Manager *

Designation *

Address of the Bank *

Country *

State/UT *

District *

Pincode *

Telephone/Mobile numbers with STD code of Bank

Std Code *

Office Telephone *

Mobile Number *

Email Address *

Residence Address of Bank Manager/Authorized Officer

Residential Address of Bank Manager *

Country *

State/UT *

District *

Pincode *

Telephone/Mobile numbers with STD code of Bank Manager

Email Address *

Mobile Number *

Std Code

Telephone

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- ❖ Fill the Bank Managers detail and Bank details

Affiliation Details

Name of the Board/University with which school/institution is affiliated *		Affiliation No. *	
<input type="text" value="Select Affiliation Board"/>		<input type="text"/>	
Affiliation No.(Valid upto) *	Affiliation Status *	Affiliation Level *	
<input type="text" value="01-01-1970"/>	<input type="text" value="Select Affiliation Status"/>	<input type="text" value="Select Affiliation Level"/>	
Total Students registered in the school *		Total Teaching staff in the school *	
<input type="text"/>		<input type="text"/>	
Total number of rooms available for exam *		Total number of halls available for exam *	
<input type="text" value="0"/>		<input type="text" value="0"/>	
Max.no. of candidates which can be accommodated for the examinations in a day *			
<input type="text"/>			
Does the school/college have CCTV in the room(s)/hall(s) to be used for conduct of examination *			
<input type="text" value="No"/>			
Does the Schools have boundary wall *	Distance (in KM) of School from Bank *	Name of nearest Police Station *	
<input type="text" value="No"/>	<input type="text"/>	<input type="text"/>	
Phone no. of nearest Police station *		Distance (in KM) from nearest Police Station *	
<input type="text"/>		<input type="text"/>	

- ❖ Fill the details of Board to which school/institution is affiliated, Affiliation No., Affiliation year validity, Affiliation Status, Affiliation level up to Secondary/Sr. Secondary
 - ❖ Fill the details of physical infrastructure like number of rooms/halls and seating capacity of the rooms/halls, availability of CCTV etc.
- ❖ Fill the bank details in which the school/institute is having the bank account. This bank details will be used for transferring Centre Advance etc. Bank details include Bank Account number, Bank Account Holder Name, IFSC code etc.

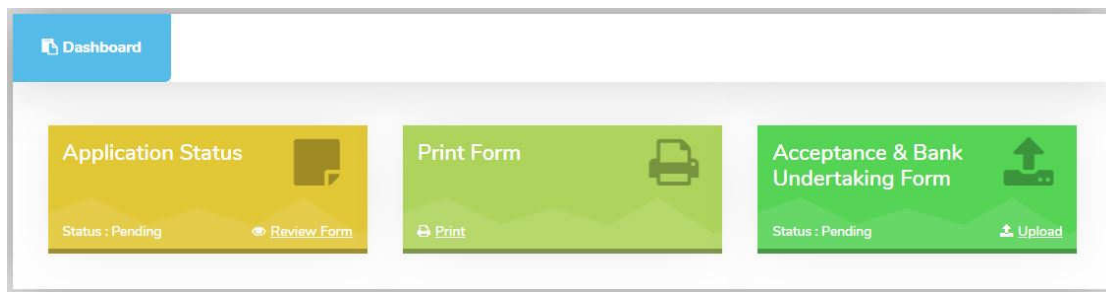
School/Institute Bank Details

Name of the School/Institute Account for transferring Centre Advance *		
<input type="text"/>		
Bank Account Number of school *	Branch *	IFSC code *
<input type="text"/>	<input type="text"/>	<input type="text"/>

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- ❖ Upload the given below documents in the Upload Documents section:
 - Recent Passport size color Photograph of the Exam Centre Supdtt. (not older than 3 months). Size of the image size must be less than 1 MB.
 - (cropped) Signature of the Exam Centre Supdtt. (Preferably in Black Ink). Size of the image must be less than 1 MB.
 - School/Institution's Board Affiliation Certificate (jpg, jpeg or PDF files)
 - Photograph of the school showing the school name and address of the school. (Image size must be less than 5 MB).



After filling all the information and uploading all the required documents click on Submit button. **Print the filled in Exam Centre Acceptance form and the Bank Acceptance letter from the dashboard. After getting the Bank Acceptance letter signed and stamped from the Bank manager, upload the Exam Centre Acceptance form and the Bank Acceptance letter from the dashboard.**

NOTE: Filled in printed original Exam Centre Acceptance form, signed and stamped original Bank Acceptance letter are to be sent to concerned Regional Centre before the last date of submission. After successful submission, a Thank You message will be displayed.

For queries regarding online exam centre registration process, send e-mail to:

mr.nbhatia@gmail.com