Procedure for Online Registration of Exam Centre for Public Exam to be held in April 2020

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:

- o Recent Passport size color Photograph of the Exam Centre Supdtt.
- o Signature of the Exam Centre Supdtt. (preferably in Black Ink)
- o School/Institution's Board Affiliation Certificate (jpg, jpeg or PDF files)
- o Bank Acceptance form
- o 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, type 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
- ❖ 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.

❖ You will be allowed to fill Other information and Physical facilities available in the School/Institution

❖ 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 of the School/Institution like Bank Account number, Bank Account Holder Name, IFSC code

❖ While registration, specify the correct Pin code of exam centre to populate the correct Geo coordinates (Latitude and Longitude). These geo coordinates might be used for allocating students to their nearest exam centres

❖ Upload the given below documents in the Upload Documents section:

  o 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.

  o (cropped) Signature of the Exam Centre Supdtt. (preferably in Black Ink). Size of the image must be less than 1 MB.

  o School/Institution's Board Affiliation Certificate (jpg, jpeg or PDF files)

  o 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 and 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