OFFICE ORDER

The competent authority has approved the revised norms of deployment of various functionaries/staff at the Examination Centres for the conduct of online examinations of CCC & other digital literacy courses. The deployment norms as mentioned hereunder will be effective from July 2016 examinations till further orders.

<table>
<thead>
<tr>
<th>SR. NO.</th>
<th>FUNCTIONARY / STAFF AT EXAMINATION CENTRE</th>
<th>NORMS OF DEPLOYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Examination Superintendent</td>
<td>One for each Examination Centre for actual examination day(s) plus one preparatory day.</td>
</tr>
<tr>
<td>2</td>
<td>Technical Coordinator cum LAN Administrator</td>
<td>One for each Examination Centre for actual examination day(s) plus one preparatory day.</td>
</tr>
</tbody>
</table>
| 3       | Invigilator                              | One, if batch size is <=25  
Two, if batch size is >25 and <=50  
Three, if batch size >50 and <=75 and so on. |
| 4       | Admin. Support                           | One for each Examination Centre for actual examination day(s). |
| 5       | Peon cum Waterman                        | One for each Examination Centre for actual examination day(s). |
| 6       | Sweeper                                  | One for each Examination Centre for actual examination day(s). |
| 7       | Security                                  | One for each Examination Centre for actual examination day(s). |

Note: 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.

This issues with approval of the Director General.

(Janak Raj)  
Registrar

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All HoW, NIELIT HQ  
IT Section, for uploading on website

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An Autonomous Scientific Society under DeltY  
National Institute of Electronics and Information Technology (NIELIT)  
(An ISO 9001: 2008 Certified Organisation)  
Department of Electronics and Information Technology (DeitY)  
Ministry of Communications and Information Technology, Government of India  
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Dated: June 24, 2016