

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
(An ISO 9001 : 2008 Certified Organisation)

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग, संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Department of Electronics and Information Technology (DeitY)
Ministry of Communications and Information Technology, Government of India

F. No. 16(4)99/I-36/NIELIT

10th February 2014

OFFICE ORDER

Subject: Conduct of BCC and CCC Examinations /abolishing of the process of physical verification of the examination application form of BCC and CCC submitted at the Online Portal regarding.

With the objective to expedite the processing of examination forms and fee with respect to CCC and BCC, submitted at Online Portal; and after deliberations in the Director's meeting held on 13-12-2013, it has been decided by the competent authority to abolish the verification process of the online examination data with the hard copy of the Online Exam Application Form (OEOF) and supporting documents.

2. The related checks and verification stage under the revised methodology i.e. after abolishing the process of physical verification would be as follows:

2.1 The candidate submitting OEOF would be given the edit facility for changing his/her particulars until final submission of OEOF.

2.2 After successful submission of OEOF and fee by the candidate/institute, the particulars submitted by a candidate in his/her OEOF would be considered as final data; and no correction request would be entertained.

2.3 The candidates/institutes are now not required to submit the OEOFs and supporting documents at the respective Regional Centres.

2.4 The onus for submission of correct particulars by a candidate in his/her OEOF would lie with the respective candidate. NIELIT would not entertain any representation regarding the same. The said information is incorporated in the instructions for submission of examination form and fee at the Online Portal.

2.5 The candidates who successfully submit the OEOF and examination fee at the Online Portal by the pre-defined cut-off dates by NIELIT would be issued Admit Card for the respective examination.

2.6 The candidates are required to bring any of his/her valid photo identity card at the examination centre apart from the Admit Card issued by NIELIT. The particulars of the candidates would be verified by the Exam Supdt at the examination centre with the photo identity card brought by the candidate vis-à-vis Admit Card issue for BCC/CCC examination. In case of any mis-match, the candidate would not be allowed to appear for the examination and his/her candidature would be cancelled. The Exam

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Supdt would record the same on the attendance sheet against the respective candidate. There would be no refund of examination fee in such cases. The information would also be displayed on the website of NIELIT.

2.7 Instructions regarding point 2.6 above would be printed on the admit card, so as to ensure awareness of guidelines by the individual candidates. The information would also be displayed on the website of NIELIT.

2.8 The revised format of the attendance sheet incorporates the above verification parameter and is attached at Annexure "A".

2.9 The successful candidates of the BCC/CCC examination would be issued certificates as per the particulars submitted by them in their OEAF.

2.10 With the implementation of the above process i.e. abolishment of verification process, the re-issuance of BCC/CCC certificates due to corrections in the particulars would be stopped and only bona-fide cases would be considered for re-issuance which includes change of name due to marriage or any other exceptional cases. The re-issuance of certificates due to loss of certificates would remain unchanged.

2.11 The revised instructions for submission of exam form and fee is attached at Annexure "B".

2.12 The above guidelines would be effective from February 01, 2014 i.e. from April 2014 examinations and onwards.

All the Directors of the RCs may note the above directions for compliance.

This bears the approval of Managing Director.

(Dr. Sanjeev Kumar Gupta)
Joint Director (Technical)

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