

Calendar Events: The tentative schedule/calendar of events pertaining to the Examinations shall be given in the table below.

CCC-Regular examination cycle:

Activity	For candidates appearing through approved Institutes			For candidates appearing as direct applicant		
	Feb. Exam	June Exam	Oct. Exam	Feb. Exam	June Exam	Oct. Exam
Last date for submission of filled-in Forms without late fee at RCs	-do-	-do-	-do-	Preceding 10 th Dec.	Preceding 10 th Apr	Preceding 10 th Aug
Last date for submission of filled-in Forms with late fee at RCs	Preceding 10 th Jan	Preceding 10 th May	Preceding 10 th Sep	Preceding 10 th Dec	Preceding 10 th Apr	Preceding 10 th Aug
Date of commencement of Exam	4 th Saturday of Feb	4 th Saturday of June	4 th Saturday of Oct	4 th Saturday of Feb	4 th Saturday of June	4 th Saturday of Oct

CCC-Monthly examination cycle (EMEC):

Examination	Time period for submission of Examination form	Examination days
January	November 01-30	01 st and 03 rd Saturday
February	December 01-31	01 st and 03 rd Saturday
March	January 01-31	01 st and 03 rd Saturday
April	February 01-28	01 st and 03 rd Saturday
May	March 01-31	01 st and 03 rd Saturday
June	April 01-30	01 st and 03 rd Saturday
July	May 01-31	01 st and 03 rd Saturday
August	June 01-30	01 st and 03 rd Saturday
September	July 01-31	01 st and 03 rd Saturday
October	August 01-31	01 st and 03 rd Saturday
November	September 01-30	01 st and 03 rd Saturday
December	October 01-31	01 st and 03 rd Saturday

BCC Examination:

Exam month	Last date for Submission of filled-in exam form along with fee by candidates/approved institutes.
January	November 30
February	December 31
March	January 31
April	February 28
May	March 31
June	April 30

July	May 31
August	June 30
September	July 31
October	August 31
November	September 30
December	October 31

CONDUCT OF Online EXAMINATION –An ACTIVITY JOINTLY UNDERTAKEN BY NIELIT AND NIC

The examinations for CCC and BCC are conducted on all India centrally by NIELIT in online mode using the Computer Aided Paperless Examinations System (CAPES)-software developed by NIC and hosted by NIELIT Head Quarter at Delhi. For regular examination cycles of CCC that are conducted in the months of February June and October; and BCC monthly examinations, the examinations may be conducted on online (web bases) environment. However, for examinations for CCC conducted under EMEC, the examination shall be conducted only at online (web based) centres. There will not be any CD Based examination Center for the conducted of CCC exam under EMEC.

GUIDELINES FOR CONDUCT OF ON LINE CCC EXAMINATION (ONLINE)

1. The examination shall be conduct by implementing Computer Aided Paperless Examination System (CAPES) developed by National Informatics Center. It is an Online Examination system, fully computerized, user friendly having advanced security features making it fair, transparent and standardized.
2. The examinations shall be conducted by setting up Examination Centres at various Institutes authorized for conducting NIELIT accredited courses(s) viz. CCC/O/A/B Level(s) Oor any other suitable venues which are fully equipped with the required infrastructure for conduct of the online Examination. As far as possible, the venue4 of the examination shall be neutral institutes which are not conducting training and fielding of NIELIOT courses. In case of non-availability of a neutral venue, the Examination Centres can be established at the accredited Institute, Government Schools / College, private /Government engineering colleges or at any other locations having the required infrastructure. NIELIT shall appoint an Examination Superintendent (ES) at each Examination Center, who shall m be the overall in change. The venue must have the infrastructure as detailed Appendix V. Each of examination venues is required to submit the acceptance proforma and supporting affidavit as indicated in the SOP.
3. The institute 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 amenities shall include, availability of Computers, necessary Software, and local area network meeting the specifications required for the CAPES, and other basic amenities viz. drinking water, seating arrangement etc.
4. In case of an Examination Centre being set up at an Accredited Institute, the Institution shall depute Senior Personnel preferably the Centre Manager or the Centre Director to assist the Examination Superintend (ES) and other officials deployed by NIELIT for the Examination. The Lab where the Examination Center ids being established shall be sealed in front of the

Examination Superintendent, once the lab shall remain under the charge of ES till the Examination cycle including submission of answer to NIC/NIELIT is complete.

5. The Institute's representative are expected to not only act in a cordial manner with all the candidates as well personnel deputed by the NIELIT for examination duty but also to provide all possible support and cooperation for effective and efficient conduct of Examination.

General Information for the Examination:

a) CCC- The Duration of Examination is 90 minutes.

- i) The Examination will comprise of Objective Type questions, which include multiple-choice and True-False Type questions.
- ii) The Examination is of 100 Marks, having 100 questions divided into 02 sections with each section comprising of 50 questions of 01 mark each.
- iii) The subjects or topics covered in the Exam will be as per the Syllabus.
- iv) There will be **NO NEGATIVE MARKING** for the wrong answers.

BCC- The Duration of Examination is 60 minutes.

- i) The Examination will comprise of Objective Type questions, which include multiple-choice and True-False Type questions.
- ii) The Examination is of 50 Marks. The question paper shall have 100 questions divided into 02 sections with each section comprising of 50 questions of 01 mark each. The candidate shall have an option to attempt any 50 questions out of 100.
- iii) The subjects or topics covered in the Exam will be as per the Syllabus.
- iv) There will be **NO NEGATIVE MARKING** for the wrong answers.

b) CAPES Information & Instructions:

- i) The Examination does not require using any paper, pen, pencil and calculator.
- ii) Every student will take the examination on as single Computer terminal/ PC.
- iii) The students need to have Mouse using Skill.
- iv) On computer screen every Examinee will be given objective type questions, which include multiple choice and True-False questions.
- v) Each student will get questions in different order selected randomly from a fixed Question Databank.
- vi) The students just need to use the mouse and click on the Right Choice/Correct option from the multiple choices/options given with each question.
 - vi.i Objective types of questions presently consist of Multiple choice and True/False type questions. The NIELIT is in the process of enhancing its base of Questions and types of Questions and soon other type of Objective Type questions e.g. matching the information in two tables, filling in the blanks, etc. shall also be included in the Question Databank.
 - vi.ii The answers to the questions are to be marked by clicking the appropriate radio button.

- vi.iii For multiple Choice Questions, each question has four options, and the candidates has to click the appropriate option.
- vi.iv For True/False Type Questions, each question has two options, and the candidates has to click the appropriate option.

- vii) The sequence of steps to be followed by each Examinee for appearing in Examination using CAPES will be as follows:
 - a) The students will have to enter their login id on the screen displayed.
 - b) The student's details appear on the screen, which will be verified by invigilator.
 - c) The examinee will get instructions to guide through the test.
 - d) The Time of the Examination begins only when the 'Start Test' button is pressed.
 - e) The examinee proceeds answering the questions one by one clicking on the small grey circle next to the chosen answer.
 - f) The Examinee can move to First, Last, Previous, Next and Un-answered questions by clicking on the buttons with respective labels displayed on screen throughout the test.
 - g) The answers can be changed at any time during the test and are saved automatically.
 - h) It is possible to Review the answered as well as the Un-answered questions. The time remaining is shown in the right top corner of the screen.
 - i) The system automatically shuts down when the time limit is over OR alternatively if Examinee finishes the Exam before time he can quit by pressing the 'End Test' button.
 - j) Once the candidate clicked the 'End Test' either by mistake or in ignorance, his/her exam will be ended, and he/she cannot start the exam again.