

# BOARD OF SCHOOL EDUCATION, HARYANA

## Application for creation of new centre

Last date for receipt of application in the Board is **30 September** of the year preceding the Examination.

Amount .....
B.D. ....
Board Receipt No. ....
Date .....

### **PARTICULARS**

1. Name of Examination .....
2. Name of the Institution applying for creation of centre .....  
.....
3. Place ..... P.O. .... Tehsil .....Sub.  
Division.....District ..... Police Station .....Principal Mobile  
No .....School E-mail ID ..... School Board Code  
..... Sarpanch Mobile No (In Case of Village) .....
4. Science Laboratories available in the institution and their capacity for examination the candidates at a time  
Subjects:-
  1. ....
  2. ....
  3. ....Physics, Chemistry & Life Science .....
5. Other Information:
  - a. Maximum seating capacity at 14 sq. ft. per candidate .....
  - b. Is there a hall?
  - c. Are the rooms interring connected?
  - d. Is there a five feet high boundary wall around the building of the institution?
  - e. Are the windows, ventilators iron barred and wire gauged?
  - f. Whether the institution is electrified and fitted with light and fans?
  - g. Whether the institution is equipped with requisite 16 CCTV Camera's.

6. Name of the school, whose candidates from which will be seated at the institution, if created a centre

Sr. No.	Name of the School/s	Examination	No. of the candidates Boys/Girls/ Total	Distance of the school concerned from centre	Last year allotted Centre	Signature of Headmaster/ Principal with Stamp
1.		Sec.- Sr. Sec.-				
2.		Sec.- Sr. Sec.-				
3.		Sec.- Sr. Sec.-				
4.		Sec.- Sr. Sec.-				
5.		Sec.- Sr. Sec.-				
6.		Sec.- Sr. Sec.-				
<b>Total Students Secondary =</b>			<b>Total Students Senior Secondary =</b>			

#### **DECLARATION**

Hereby agree to abide by the following conditions as well as those imposed by the Board from time to time.

- a) Disciplinary action against the members of the staff where it is proved that unfair-means were used with his/her help or connivance will be taken by Management/Directorate of the school concerned and report to that effect will be submitted to the Secretary, Board of School Education Haryana, Bhiwani.
- b) The Institutions shall provide one double lock almirah in the Examination hall during the days of examination and also one steel trunk permanently free of charge for keeping answer books, stationery etc.

- c) This institution shall make suitable arrangement of urinals both for boys and girls candidates separately near the Examination Hall/Rooms at their own expenses.
- d) The Institutions will have no objection when the building is used by the board for its supplementary examination and all necessary arrangements will be made by the institutions as is done for the annual examination.

Signature of applicants .....  
 i.e. Head of institutions .....  
 Applying for creation of centre .....

7. Recommendation of the District Education Officer .....  
 .....  
 .....  
 .....

Name in Capital Letter .....

(Signature)

Date

District Education Officer  
 (With Seal)

### **RULES FOR CREATION OF EXAMINATION CENTRE**

1. The application should be submitted through the concerned District Education Officer.
2. A plan of the building of the school applying for creation of the centre should be sent along with this application, the portion of the building intended to be the centre of examination should be marked with red pencil. The measurements of each Room/Hall etc. should also be indicated in the plan. It should also be indicated whether the Hall and Rooms interconnected or not.
3. A rough sketch indicating the location of the school applying for the centre, with respect to other centres, to the centre where the candidates have been opting and seated previously nearest District/Tehsil Head Quarters distance between each of these places from the school applying for creation of centre, nature of roads, means of conveyance from the main road etc. should also be indicated.
4. The new centre will be created on priority basis in the following manner:-
  - a) Govt. Sr. Sec. School
  - b) Aided Sr. Sec. School
  - c) Permanently recognized Sr. Sec. School
5. The rules are subject to the fundamental conditions that:-
  - a) A centre is actually needed at the place.
  - b) Adequate arrangement for creation of centre exists at that school.
6. A place situated out of the way, where smooth reach and effective supervisory control is not possible, will not consider for creation of a centre.
7. No application for creation of centre of Examination will be considered unless the minimum number of candidates likely to appear in the centre is as stated below:
 

Secondary Examination	= 200 candidates
Senior Secondary Examination	= 150 candidates

8. Request for creation of a new centre at a school where the board has not on its own considered necessary to locate a centre, may be considered on the following conditions:-

- a) The Head of Institution desirous of a centre being created at his/her school must apply on the prescribed form along with a sketch of the school building so as to reach the Board's office by the 30 September of the year preceding the examination.
- b) The written consent of the Head/s of other schools opting for centre applied for must accompany the application.
- c) The option of Schools to sent their candidates to new centre does not adversely affect an already existing centre.
- d) The School applying for creation of the centre shall pay the following fees along with the application. Secondary & Senior Secondary Examination.

i. Inspection fee (Not refundable)	Rs. 3000/-
ii. Centre Creation fee retention fee	Rs. 12000/-
(to be refundable if centre is not created)	_____
Total	Rs. 15000/-

- e) CCTV cameras (2 Mega Pixel), One DVR & LED system must be installed in examination centre as per below requirement:-

- i) 13 CCTV Camera's should be installed in 13 rooms that used for examination centre.
- ii) 1 CCTV Camera should be installed for control room/centre superintendent room.
- iii) 2 CCTV Camera's installed that should be covered the school ground.

All above cameras should be ON and Online, during the Exam. Recording of CCTV Cameras during examination must be saved in Pen Drive/Hard Disk etc. The cost of which borne by the Principal/ School Management Committee/Gram Panchayat.

- f) Deposited fees for the creation of centre will not be taken again within 5 years of the examination centre is not used prior due to any reason.
- g) Earnest deposit money of 30,000/- will be refunded only after conducting peaceful Annual Examination.

9. No fee will be charged where a centre is created on administrative grounds.

10. The school where the centres are newly created shall have to provide the following arrangements at their own cost:-

- a) To construct a boundary wall 5 ft.high all around the school building.
- b) To provide all the rooms interconnected for examination purpose.
- c) To wire-gauge all the windows and ventilators of the rooms to be used for examination.
- d) To provide two urinals for use of the candidates close to the examination rooms for the boys and girls separately.
- e) To provide furniture/desk etc.(single seated according to the specification laid down by the board) all the candidates appearing at the centre.
- f) To provide electricity to the rooms used for examination centre and in the absence of electricity other arrangements such as Generator and Inverter etc.
- g) To provide Kanats Shamianas if so required for smooth running of the centre.
- h) The Board reserves the right to abolish the centre after it has been created if it is found that the conditions laid down have not been fulfilled or the centre is not working to the satisfaction of the Board.

11. If it is intended to have practical centre also, separate application for this be made on a blank paper indication.
  - a) The number of candidates in each subject examination-wise likely appear and
  - b) Facilities of laboratories available in the applied subjects/s for practical examination.
12. If a centre is cancelled due to inside/outside interference of any other reason related to mass copying, the centre at the building will not be created for three years. The centre can be revived with the permission of the Chairman after obtaining an affidavit and 100/- per candidate at a maximum amount of Rs. 30000/- deposited as security money in the office. In case the centre functions peacefully & smoothly without any disturbance the security amount of 100/- per candidate of maximum Rs. 30000/- will be refunded as the case may be. If the centre again cancelled due to inside/outside interference or any other reason than security amount of Rs. 100/- candidate or Rs. 30000/- deposited with Board will be forfeited.
13. If a paper/papers is/are cancelled due to inside/outside interference of any reason, related to mass copying, Board will be charged 200/- per candidate for each paper.

Note:-

1. In case a Secondary Examination centre already exists and the school further requests for creation of a centre for the Sr. Secondary Examination too, the school shall have to pay Rs. 15000/- as additional fee.
2. The above rates will also be applicable when a centre for Sr. Secondary Examination already exists and the school wants to get a centre created for Secondary.
3. In case application for creation of centre is sent for all two examinations collectively Rs. 15000/- may be remitted per examination.

Secretary