



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

No: CBSE/RO (Ajm)/Centre fixation / Exam-2019/

Dated: 13/08/2018

URGENT

BY SPEED POST

All the Head of the Institutions affiliated to the
CBSE under jurisdiction of the Regional Office
AJMER.

SUB: Fixation of Examination Centre & Bank Custodian details for AISSE/AISSCE-2019.

Dear Sir/Madam,

The Board intends to express its gratitude for excellent co-operation extended by all the schools associated with Ajmer Region in smooth and fair conduct of Class X & XII Examination and timely declaration of Result.

This year the Board has initiated a pilot project for sending Question Papers online in encrypted mode for few minor subjects of Class X in the Comptt(July) Exam-2018 which was successfully executed with your support and cooperation.

The Board has also started pre-examination activities for AISSE/AISSCE-2019 and an online proforma for Fixation of Exam Centre, Appointment of Centre Superintendent and Bank custodian proforma for storage of Question papers is available in the link https://docs.google.com/forms/d/e/1FAIpQLSfateCS0oap_aclx0KKltqqT1DLIjyBBCZz_B_eW-aHNmCEQA/viewform It is mandatory for each school to fill this online proforma completely and duly authenticated hardcopy to submit to this office immediately. While filling the proforma, the following points requires special attention for providing necessary information for Fixation of Examination Centre:-

1. The names of 05 nearby CBSE affiliated schools and their respective distance (in Km.) from your school may be intimated so that while fixing of centre for your students, all measures may be considered to avoid any inconvenience from all corners (Refer Sl. No. 5 of enclosed proforma).
2. The actual infrastructure details i.e. availability of rooms/ furniture etc. of the school so that appropriate no. of students could be allocated to your school (Refer Sl. No.6 of enclosed proforma).
3. The name, designation and experience of five senior most PGTs of your school who can be considered for appointment as Centre Superintendent at other examination centre in the city or outside. While recommending names it must be ensured that none of their blood relation (Son, daughter, brother, sister, nephew, niece and grand children etc.) is appearing in the Board's Examinations 2019. (Refer Sl. No. 9 of enclosed proforma)
4. The details of nearby city/town (District) alongwith their respective distance (in Km.) from your school/city. This information shall be required for appointing the teachers recommended by you as Centre Superintendents (Refer Sl. No. 10 of enclosed proforma).



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--- 2 ---

5. Certificate of Custodian nationalized Bank for storage of Question Paper Packets for Secondary and Senior School Certificate Examination 2019. It is further informed that Extension counters of nationalized bank located in School campus is not acceptable. This proforma is to be sent by e-mail followed by post.

In case there is no student being sponsored by your school for Board's AISSE/AISSCE 2019 please send NIL Report to this office for record, since it is compulsory as per Affiliation Bye-laws to provide school infrastructure and personnel for Board's Examinations.

You are requested to submit the proforma online in the link https://docs.google.com/forms/d/e/1FAIpQLSfateCS0oap_aclx0KKltqqT1DLIJyBBCZz_B_eW-aHNmCEQA/viewform and the duly authenticated hardcopy by post to this office latest by 25th August, 2018 positively. This shall enable us in identifying prospective Examination Centres for 2019 examination.

Encl: as above.

Yours Sincerely,

(SANJIB DAS)

JOINT SECRETARY & REGIONAL OFFICER

- Copy to : 1. Dy. Commissioner, Kendriya Vidyalaya Sangthan, Regional Office, Bhopal (M.P.)/Jaipur (Raj.)/Gandhinagar (Guj.)
2. Dy. Commissioner, Navodaya Vidyalaya Samiti Regional Office, Bhopal (M.P.)/Jaipur (Raj.)/Gandhinagar (Guj.)
3. Director, Swami Vivekanand Govt Model Samiti, Raj Council of Sec Education, Dr Radhakrishnan Siksha Sankul, Jaipur
4. Commissioner, Govt Eklavya Model School Samiti, Tribal welfare residential & ashram Educational Society, H.Q., Bhopal
5. Managers of all the independent schools
6. SPS to Controller of Examinations for kind information.
7. S.O. (Hindi Cell) for Hindi version
8. P.A. to R.O.
9. A.S. (Conf & IT) for necessary action.
10. Scrap File/Guard File

With a request to disseminate the Circular to all the schools under their jurisdiction for needful action.

(SANJIB DAS)

JOINT SECRETARY & REGIONAL OFFICER

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