



NATIONAL INSTITUTE OF OPEN SCHOOLING

Ministry of Human Resource Development, Government of India
A-24-25, Institutional Area, N.H.-24, Sector-62, Noida- 201309, District: Gautam Budha Nagar
Website: www.nios.ac.in

F.NO.22-105/2015/NIOS/SSS/ADM

Dated: 16.11.2016

NOTIFICATION 13

In order to further streamline the process of On Demand Examination for existing learners and online admission under Stream-3 (for Secondary) and Stream-4 (for Senior Secondary), the following instructions be noted and adhered to by the aspirant learners :


1. The existing learners would submit the form online by visiting website www.nios.ac.in through link 'On Demand Examination' and thereafter visit online admission Steam 3 & 4.
2. Existing registered learners can make the payment of the fee either online through Debit Card/Credit Card/Net Banking.
3. Payment for Stream 3 and 4 can be done online only through Debit Card/Credit Card/Net Banking.
4. Learners should make an effort to fill the forms & pay the fee on the same day. The form should be dispatched by **SPEED POST ONLY** on the same day. This will ensure timely delivery of application form to NIOS and avoid cancellation of candidature.
5. While dispatching the form, learners must mention at the top of the envelope that "FORM FOR STREAM-3" or "FORM FOR STREAM-4" as the case may be.
6. After submission of form, fee should invariably be paid within 03 days by any mode (Credit/Debit/Net Banking), failing which candidature would be cancelled and data of the learner will be automatically removed/ deleted from the website. Thus, there would not be any claim of learner for examination.
7. In case, even after payment of fee, if form is not received at the address mentioned on the form within 10 days (including day of submission) from the submission of form, candidature would be cancelled and data of the learner will be automatically removed/ deleted from the website. Thus, there would not be any claim of learner for on demand examination.
8. If data is removed /deleted from the website, learner needs to apply and pay the fee again.
9. On cancellation of candidature, vacant seat would be available for filling up on first come first serve basis through web only.
10. With regard to next probable schedule of opening of online facility for submission of form would be as follows:
 - a) Admission for On Demand Examination would be opened on 1st working day of every month at 3:00 PM for subsequent month. The admission will remain open on all subsequent days if the seats remain vacant.
 - b) Vacant seats, due to cancellation of candidatures, would be made available every day after the 10th day from the first working day when the admission started of the month.
11. Learners may please ensure :
 - (i) They must pay fee within 3 days from the date of registration.
 - (ii) Complete form should reach to NIOS Headquarters within 10 days from submission of form.

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- (iii) Do not forget to enclose **ORIGINAL MARKSHEET** or **ORIGINAL ADMIT CARD** as the case may be from parent board for unsuccessful learners. In the absence of these documents, application would be rejected.
- (iv) Learners registering under stream 3 & 4 must upload and affix desired size recent photograph with signature, as per format given in the application.
- (v) Learners must ensure to put his/her signature on computer generated application at specific column for signature of the learner.
- (vi) The admission is liable for rejection/cancellation in case if any of the following discrepancies :
- In case prescribed fee is not paid.
 - Admission form is not received within prescribed time limit.
 - Original mark sheet/ Admit Card is not enclosed along with application form.
 - Photograph not uploaded or affixed.
 - Photograph upload is not of desired size or format.
 - The affixed photo differs with the uploaded photograph
 - Application form is not signed by the learner.
 - In case fake documents attached with admission form.

No request for candidature and refund of fee would be entertained.

12. This would be effective with immediate effect.

13. All other conditions would remain same.



(S.K. Prasad)

Director Incharge (SSS)

Copy for information to:

- All Head of Departments
- All Regional Directors
- PS to Chairman for the information of Chairman.
- AD (Accounts)
- Computer Unit for uploading on website
- AD (Accr.) SSS Department
- AD (Admission) SSS Department
- SO (Admission.), SSS Department
- Notice Board
- Guard File