

RULES REGULATIONS AND GUIDELINES

**Effecting Corrections/
Changes in the Admission
Records of NIOS**



**National Institute of
Open Schooling**
(An Autonomous Institution
under MHRD, Govt. of India)

RULES REGULATIONS AND GUIDELINES

Effecting Corrections / Changes in the Admission Records of NIOS

Approved in :

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PREFACE

Despite the fact that NIOS Prospectus and Admission Forms inter alia mention guidelines about filling up forms to avoid mistakes in the identification data of learners like Learner's name/ Father's name/ Mother's name/ Guardian's name, Date of Birth, postal address, it has been observed that many learners make mistakes in such informational inputs. Sometimes while processing the data of learners in the constituents of NIOS, mistakes occur in admission records maintained by NIOS. NIOS confirms admission of learners by issuing them Identity Cards. The Identity Card includes multifarious data about the learner. After receiving the I- Card, the learner of NIOS is advised to bring to the notice of his/her study centre /Regional Centre the discrepancies in the data, if any, immediately. It is not only desirable but also essential that the mistakes in the admission records of NIOS are corrected as early as possible. It is both in the interest of the learner and of NIOS. For smoothening this process, the Department of Student Support Services, NIOS has prepared "*Rules Regulations and Guidelines for effecting corrections/ changes in the admission records of NIOS*". In order to have ready reference, an overview of documents required and procedure of submission of application has been included in the beginning of the document. Besides this, a bird's eyeview of this publication has also been included just after the cover page under the title "About this Document". Chapter 3 of this document mentions procedure of incorporating corrections/ changes in the Admission Records of NIOS. The role and responsibilities of various constituents / officers of NIOS have been delineated in the last chapter of this document.

I hope that this publication will serve as a handbook for the Regional Centre of NIOS and the study centres to help and guide the learners about submission of applications for effecting corrections in their identification data, and processing the cases of corrections/ changes in the Admission Records being maintained by NIOS.

November, 2014

**Dr. Sanyam Bhardwaj
Director, Department of Student
Support Services, NIOS**

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About this Document

1. Among other things, the National Institute of Open Schooling (NIOS) is empowered to admit learners in School Education courses through open and distance learning (ODL) mode of education, examining them after stipulated time period and certifying them. In this regard, NIOS acts as a National Level Board in Open Schooling.
2. The NIOS Prospectus and Admission Forms mention clear guidelines about filling up forms to avoid mistakes in the Identification Data of Learners like name of learner, name of father, name of mother, date of birth, postal address etc.
3. It has been observed that despite clear guidelines, many learners make mistakes in their Identification Data. Such mistakes are required to be rectified at the earliest. This document mentions guidelines for submitting Applications for rectification of mistakes. These guidelines should be followed meticulously while applying for rectification of mistakes.
4. There are possibilities that while preparing Identity Cards of learners and even at later stages, mistakes may occur in some cases on the part of NIOS. These guidelines make mention of procedure of rectification of such mistakes also.
5. In the beginning of this document, an overview of Documents required, fee and procedure of submission of application for rectification of mistakes has been given in tabular form. This Table is helpful in locating relevant paragraphs indicating documents required, fee and to whom to apply. The Remarks column provides information about time period within which the application should be submitted by the learner. (Refer Chapter 3 of this Document).
6. Chapter 4 of this document mentions the role and responsibilities of various officers of NIOS at its Headquarters and the Regional Centres in the context of applications of learners for effecting corrections/changes in the admission records of NIOS. This will facilitate the learners to submit their applications to the concerned Regional Centres.

CORRECTIONS/CHANGES IN THE ADMISSION RECORD OF NIOS

Overview of Documents required, Fee, Procedure of submission of Application

(Refer Chapter 3 of this Document)

S. No.	Nature of Correction	Documents Required	Fee	To whom to apply	Time for applying
1.	Correction in Name of Learner/ Father/ Mother/ Guardian after admission	Refer Para 3.1	Rs.100.00	Concerned Regional Centre of NIOS	<ul style="list-style-type: none"> ◆ Application should be submitted within three years from the date of registration in NIOS but prior to appearing in first examination. ◆ No fee will be charged if the mistake is on the part of NIOS
2.	Change in name of the learner in admission record (as per rule)	Refer Para 3.2	Rs.200.00	Concerned Regional Centre of NIOS	<ul style="list-style-type: none"> ◆ Application should be submitted within three years from the date of declaration of result.
3.	Correction in date of birth of Learner	Refer Para 3.3	Rs.100.00	Concerned Regional Centre of NIOS	<ul style="list-style-type: none"> ◆ Application should be submitted within three years from the date of registration in NIOS but prior to appearing in first examination.
4.	Correction of mismatched photograph	Refer Para 3.4	Rs.100.00	Concerned Regional Centre of NIOS	<ul style="list-style-type: none"> ◆ Application should be submitted within three years from the date of registration in NIOS but prior to appearing in first examination.
5.	Change in learners address (Residential /Postal)	Refer Para 3.5	Rs.100.00	Concerned Regional Centre of NIOS	<ul style="list-style-type: none"> ◆ Request can be submitted during the course of study till all subjects are not passed but not after certificate is issued.
6.	Change of Study Centre /AI	Refer Para 3.6	Rs.400.00	Concerned Regional Centre of NIOS	<ul style="list-style-type: none"> ◆ Request can be submitted during the course of study till all subjects are not passed.

1. INTRODUCTION

What is NIOS?

NIOS is an “Open Schooling Institute” to cater to the educational needs of a heterogeneous group of learners up to pre-degree level. It was started as a pilot project with in-built flexibilities by the Central Board of Secondary Education (CBSE) in 1979. In 1986, the National Policy on Education suggested strengthening of Open School System for extending open learning facilities in a phased manner at secondary level all over the country. Consequently, the Ministry of Human Resource Development (MHRD), Government of India, set up the National Open School (NOS) in November 1989. The pilot project of CBSE on Open School was amalgamated with NOS. Through a Resolution (No. F.5-24/90 Sch.3 dated 14 September 1990 published in the Gazette of India on 20 October 1990), the **National Open School (NOS) was vested with the authority to register, examine and certify students registered with it up to pre-degree level courses.** In July 2002, the Ministry of Human Resource Development amended the nomenclature of the organization as the **National Institute of Open Schooling (NIOS).** *The mission of NIOS is to provide relevant continuing education at school stage up to pre-degree level through Open Learning system to prioritized client groups as an alternative to formal system, in pursuance of the normative national policy documents and in response to the need assessments of the people to contribute towards :*

- ◆ *universalisation of education up to Sr. Secondary level*
- ◆ *greater equity and justice in society, and*
- ◆ *evolution of a learning society.*

How does NIOS function?

NIOS operates through a network of five Departments, 20 Regional Centres, 1 Sub Regional Centres, one Regional Cell and 6333 Accredited Institutions in India and abroad. NIOS has a current cumulative enrolment (last five years) of about 2.59 million learners at the Secondary, the Senior Secondary and the Vocational Education courses which make it the largest open schooling system in the world.

2. ADMISSION OF LEARNER IN NIOS

To cater to the needs of diverse group of learners, NIOS offers two modes of admission:

- (A) Online Admission
- (B) Offline Admission

It is expected from learners to use mainly the online facility for admission in NIOS. To help candidates in online admission, NIOS has made arrangement with Common Services Centres, e-Governance Services India Ltd, Ministry of I.T., Govt. of India to provide online services at a pre-determined rate. However, if learners are not comfortable with online facility, they can use offline mode of admission. Admissions are open throughout the year in four streams.

2.1 PROCEDURE FOR ON-LINE ADMISSION

NIOS has introduced On-line admission in order to facilitate learners in registering themselves. Under this scheme, learners have four options:

- (i) They can register On-line directly by following the procedure laid down by NIOS.
- (ii) They may visit a nearest AI/AVI /Facilitation Centre of NIOS and take its help for On-line registration.
- (iii) They may visit a Regional Centre of NIOS and take its help for On-line registration.
- (iv) They visit Common Service Centres, Ministry of Information and Technology, Govt. of India.

2.2 STREAMS OF ON-LINE ADMISSION

There are **four streams of On-line admission** catering to the learners with different needs. The admissions in these four streams are mutually exclusive i.e., a learner can only opt for one of them:

2.2.1 Stream I : On-line Admission for all learners

This stream for On-line Admission is open for all the learners as per laid down eligibility criteria for the Secondary and the Senior Secondary Courses.

The dates for Online Admission for Stream-1 throughout the year (24×7) are as follows:

Block for Admission	Dates of Online Admission	Examination in which the learners can appear First time in next year
First Block	16th March - 31st July (without late fee) 1st August - 15th Sept. (with late fees)*	April/May, Exam of the same academic year of admission
Second Block	16th Sept. - 31st Jan. (without late fee) 1st Feb. - 15th March (with late fees)*	October/November Exam in next academic year of admission

* Different late fee are applicable at different time. For details, please see prospectus.

2.2.2 Stream II: On-line Admissions for learners wanting to appear in October-November Examination

This stream for On-line admission is **open from 20th May to 20th July every year for all such learners** who had appeared but could not clear the Public Examination or for those who were eligible but could not appear in the Public Examination for Secondary/Senior Secondary Education from any recognized Examination Board **for the same subject combination in which they had appeared**. The learners of this stream will be eligible to appear in October-November public examination of NIOS, in the year of admission in the Secondary/Senior Secondary course on the basis of original (failed) marksheet/admit card (Hall Ticket) of the respective Boards.

2.2.3 Stream III: On-line Admission for learners desirous to appear under the On Demand Examination System (ODES) of NIOS for the Secondary Examination

This stream for On-line admission is open throughout the year for those learners who have already passed the Secondary Education Examination from a recognized Board and want to take part admission in one subject or up to four subjects for updating their qualification; or for those learners who had appeared but could not clear; or for those learners who were eligible but could not appear in the Public Examination at Secondary level from any recognised Board and want to appear through On Demand Examination System (ODES) of NIOS for the Secondary Examination only. The learner is required to submit his/her Admission Form along with the original (failed) marksheet/admit card (Hall Ticket) issued by the concerned Board for confirmation of the admission.

2.2.4 Stream IV: On-line Admission for learners desirous to appear under the On Demand Examination System (ODES) of NIOS for the Senior Secondary Examination

This stream for On-line admission is open throughout the year for those learners who have already passed Senior Secondary or a higher level examination from any recognized Board/University and want to take Part Admission in one subject or up to four subjects for updating their qualification; or for those learners who had appeared but could not clear; or for those learners who were eligible but could not appear in the Senior Secondary Public Examination from any recognized Board in the same subject combination in which they had appeared and want to appear through the On Demand Examination System (ODES) of NIOS in Senior Secondary Examination. The learner is required to submit his/her admission form along with the original (failed) marksheet/admit card (Hall Ticket) issued by the Board for confirmation of admission.

2.3 PROCEDURE FOR DIRECT ON-LINE ADMISSION

The procedure for Direct On-line Admission under all the above mentioned four streams is as follows :

- ◆ Log on to NIOS website **www.nios.ac.in**
- ◆ Complete information about online Admission including the fees details and its submission is displayed.
- ◆ Learner registers himself with NIOS website by submitting an e-mail ID and Password.
- ◆ Access/display of Online Admission Form, fill-up the Admission Form; and attach the image of the student's photograph as indicated.

2.4 FEES FOR ON-LINE ADMISSION

There will be three options for payment of fees:

Option-I

The requisite fee can be deposited On-line through Credit Card/ Debit Card/Maestro Card/Net Banking.

Option-II

Through Bank Draft of any nationalised bank only in favour of Secretary, NIOS payable at the city of respective Regional Centres of NIOS in case of Streams-I & II and payable at Noida only in case of Streams-III and IV received within the stipulated time of Online registration.

- ❖ Once an application is submitted for processing to NIOS, an **Acknowledgement Receipt** is generated and sent back to the learner's e-mail ID indicating his/her unique Reference Number, his/her **personal details**, fees details, etc.
- ❖ The learner will be required to **send a print-out of the internet filled in Application Form** (not the acknowledgement receipt) **along with a demand draft** in case of payment using option -II and relevant documents at the address given in the instructions within a stipulated time of registration. Confirmation of admission of On-line learners will be subject to the receipt of the Application Form alongwith the required documents and requisite fees. If the Form is not received within time at the NIOS Regional Centre, request for admission of the candidate not be accepted.
- ❖ After final submission of data, print out of computer generated Application Form (NIOS Copy), Acknowledgment Receipt (Learner's Copy), instructions to be followed by the learner and a Address Slip of the addressee at which the application is to be sent would be printed. **Learners are advised to read the instructions carefully before the Application is despatched to NIOS.** While the Application Form is despatched to NIOS, it may be ensured that only NIOS copy of the Admission Form alongwith the enclosures is being sent. The Application Form and the enclosures may be kept carefully in a good quality envelope on which the computer printed

address slip may be pasted. The Learner's Copy shall be retained by the learner for future reference. Candidates are advised to despatch the Application Form through speed post service of the Indian Postal Department and keep the original receipt issued by Post Office safely for future reference.

2.5 PROCEDURE FOR ON-LINE ADMISSION THROUGH AI (STUDY CENTRE)/FACILITATION CENTRE

All AIs/AVIs of NIOS are authorized to open an On-line registration counter for facilitating learners in taking On-line admission. They will also help the learners in pre-admission counseling, choice of AI, Course, Medium of Instruction, Transfer of Credit (TOC), Credit accumulation and other features of NIOS etc. **The AI will follow the same procedure for On-line registration as mentioned in section 2.3 above. The AI/AVI will provide a copy of Acknowledgement containing the computer generated Reference Number to the learner for future correspondence with NIOS.**

2.6 ENTRY REQUIREMENT

Requirement	Admission Dates	Secondary Course	Senior Secondary Course
(a) Online admission First Block	16th March - 31st July (without late fee) 1st August - 15th Sept. (with late fees)	14 years as on 31 st July of the year of admission	15 years as on 31 st July of the year of admission
Second Block	16th Sept. - 31st Jan. (without late fee) 1st Feb. - 15th March (with late fees)	14 years as on 31 st January of the next year of admission	15 years as on 31 st January of the next year of admission
(b) Supporting Documents		(i) Attested copy of Birth Certificate issued by the Municipal Authority or District Office of the Registrar of Births and Deaths for all born on or after 26.01.1989 OR (ii) Transfer Certificate/School Leaving Certificate showing applicant's date of birth, issued by the last school attended by the applicant In case of Govt. schools, the transfer certificate/school leaving certificate should be signed by the Principal while in the case of Private schools it should be also be countersigned by the competent education authority of the State/or District Education Office	Attested copy of the Certificate of Matriculation/Secondary Examination having a record of the Date of Birth (No other proof of age will be accepted for Sr. Secondary Course admission)
Note:			
) In case of Orphan/Juvenile/Street Children, the Medical Legal Certificate may be provided as proof of Date of Birth. i) Date of birth once given in the Admission Form is generally not be changed. Please check and state the correct date of birth			
(c) Minimum Educational Qualifications		*Certificate of Class VIII passed, or * Self Certificate (Please see the back of Admission Form available on line)	Copy of the certificate of the Secondary Examination passed from a Recognized Board of Secondary Education duly attested by a Gazetted Officer

Notes:

- (i) Admission Forms received without supporting documents will be rejected.
- (ii) If the Secondary level examination is not passed from a recognised Board, admission at Senior Secondary level will not be considered.
- (iii) If an applicant possesses a High School/Secondary Certificate from any Foreign Board/University and wants admission in the Senior Secondary course of NIOS, he/she will be required to attach a certificate from the concerned Embassy /High Commission to the effect that the examination passed by the candidate is equivalent to the Indian High School/Secondary Examination.
- (iv) Address Proof is required for confirmation of admission.
- (v) Only a maximum of three (3) admissions will be allowed on a given address.

2.7 RE-ADMISSION FOR EX-NIOS STUDENTS

The learners of NIOS at Secondary/Senior Secondary level, who have completed their validity period of five years of admission, but could not complete the course, are eligible to take Re-admission in NIOS. The credit of subjects passed (maximum four subjects) in the previous admission will be transferred on submission of original Marksheet for seeking fresh admission, if these subjects are passed by the learner through NIOS during the last ten years. The learner is required to pay Transfer of Credit (TOC) fee as prescribed.

2.8 CONFIRMATION OF ADMISSION

2.8.1 Admission to a particular course is normally confirmed by NIOS to the learner by issuing an Identity Card having admission particulars as per the record available in NIOS

2.8.2 Do check the particulars given in application form.

Candidates are desired to fill correct information in the application form. Further, once the application has been filled-in and Learners are desired to verify their details from the following:

- i) **From the learners copy of the application which is retained by the learner**
- ii) **From the email sent by NIOS to the learner informing confirmation of admission.**
- iii) **From the link “Reference No for Application Status” in Admission on NIOS website**
- iv) **From the Identity Card sent to learner**

Learners are required to verify their personal details (Name, Father’s name, Mother’s Name, Guardian’s name, Date of Birth, address and photograph) and if any discrepancy is noticed, they need to request to the concerned Regional

Centre to make the correction in the details alongwith desired documents and applicable fee.

Request for correction will be accepted by the NIOS within 3 years from the date of registration for admission in NIOS but prior to appearing in the first examination. It is expected that learner's record is fully correct before appearing in the first examination. I-Card and Admit Card should have correct details such as name, fathers name, mothers name, Date of Birth, Photograph etc so that learner can appear in examinations without any problem and also passing documents are issued with correct details of the learners.

3. PROCEDURE FOR INCORPORATING CORRECTIONS/ CHANGES IN THE ADMISSION RECORDS OF NIOS

The admission to a particular course is confirmed by NIOS by issuing an **Identity Card** having details of learner's name and Date of Birth, father's name and mother's name, subject opted etc. Learners need to fill correct information in the application form. Further, once the application has been filled-in and Learners are desired to verify their details from the following:

- i) **From the learners copy of the application which is retained by the learner**
- ii) **From the email sent by NIOS to the learner informing confirmation of admission.**
- iii) **From the link "Reference No for Application Status" in Admission on NIOS website**
- iv) **From the Identity Card sent to learner**

Details in above are the same as filled in by the learner at the time of admission in NIOS.

In case, there is any discrepancy, the same should be brought to the notice of the concerned Regional Centres of NIOS.

3.1. CORRECTION IN LEARNER'S NAME/FATHER /MOTHER/GUARDIAN AFTER ADMISSION: DOCUMENTS REQUIRED AND PRESCRIBED FEE

3.1.1 Correction in the name means correction of spelling errors, factual errors in **Candidate's name/surname, Father's name** and **Mother's name** to make it consistent with actual records.

3.1.2 Procedure

- (i) Application for correction in the name of the candidate/father/mother will be considered only **within three years from the date of registration for admission but prior to appearing in the first examination.** It is expected that learner's record is absolutely correct before appearing in first examination so that passing documents are issued with correct details of learners to avoid later complication to the learners.
- (ii) Application should be submitted alongwith **following documents** to the concerned Regional Centre of NIOS. (Items: a - m)

* (a) Original birth certificates issued by the Registrar of Births /Deaths of the respective Panchyat /Municipality/ Corporation in respect of the applicant borne on or after 26.01.1989 having name of the applicant.

* (b) Affidavit sworn in before the First Class Magistrate on Rs. 10/- Non-Judicial Stamp Paper in the following format:

"I, S/o or D/o Shri....., and Smt..... Now residing at hereby solemnly affirm and declare that the correct spelling of my name is

The above statement is correct to the best of my knowledge and belief.

Place : Signature : _____
Date : Name : _____
Address : _____

(c) Attested true copy of the filled in Admission Form if studied in formal school prior to admission in NIOS.

(d) Attested true copy of the Admission or Withdrawal Register of the previous school(s) (If studied in formal school prior to the registration in NIOS).

(f) Attested true copy of the School Leaving Certificate (SLC) of the previous School, If studied in formal school prior to the registration in NIOS.

(g) In case the candidate has appeared in a public examination conducted by any other Board, he/she must submit the attested copies of Marksheet/Certificate issued by that Board.

(h) Attested copy(ies) of any other official documents i.e. Voter I Card, Passport, Ration Cards, PAN Card, Bank Passbook, Driving License etc., where correct name is indicated.

- (i) Citizenship document if candidate is a citizen of India by registration or naturalization.
- (j) Certificate issued by the office of parent(s) regarding correct name of the candidate in the official record if the parent is a Government Servant.
- (k) A certificate issued by some Government Organization mentioning the name of the candidate.
- (l) Documents issued by any other Educational Board.
- *(m) NIOS original certificates with incorrect name.

Sr. No. where * has been marked are essential documents that the candidate has to submit. Other documents may be submitted as per availability and applicability. However, to ensure the correctness, NIOS may ask for more documents.

3.2. CHANGE IN NAME OF LEARNER AFTER DECLARATION OF RESULT: DOCUMENTS REQUIRED AND PRESCRIBED FEE:

3.2.1 Change in name includes addition, deletion, alteration or recording a name different from the name recorded in NIOS records.

3.2.2 Procedure

Change in names once entered in the NIOS records will be considered if:

- (a) Change in name of learner once entered in the NIOS record shall be considered on **written request** of the Candidate(not minor) / father/mother/guardian supported by the following documents:
 - i. Original copy of two daily newspapers (one English/Hindi newspaper at national level and another newspaper in a vernacular language circulated in the locality), in which the desired change has been published notified by the applicant.

- ii. Original Affidavit duly sworn before the Judicial Magistrate, First Class Magistrate / Metropolitan Magistrate/ Executive Magistrate/ Sub Divisional Magistrate.
- iii. Original copy of Publication in the Government Gazette.
- iv. **Payment of prescribed fee of Rs. 200/-.**
- v. True Copy of School Leaving Certificate (SLC) of the previous school submitted by the parent/ candidate at the time of admission and updated as per Gazette Notification of desired change, duly attested by the Head of the concerned institution.
- vi. True Copy of the page of the Admission and Withdrawal Register of the School where the entry has been made in respect of candidate showing updation as per Gazette Notification of desired change, duly attested by the Head of the concerned institution if the student has studied in formal school affiliated to any other Board prior to admission in NIOS.
- vii. Application for Change in name of learner's will be **considered only within three years from the date of declaration of result.**
- viii. In case of change, the revised document(s) will have a caption that may be read as **"CHANGE ALLOWED IN NAME OF LEARNER FROM _____ TO _____ ON(DATED _____) AS PER REQUEST OF THE CANDIDATE AND GAZETTE NOTIFICATION NO. _____ DATED _____."**

(b) Applications for change in names will be considered in cases where change has been permitted by a Court of Law and notified in the official Gazette. In the event of Court of Law allowing the change in the name of a candidate, the same shall be carried out by NIOS after obtaining relevant documents concerning change of name published in an official Gazette. The candidate shall submit the application to the concerned Regional Centre with the following documents:

- (i) Original documents/orders passed by the Court of Law.
- (ii) Original copy of Publication of an official Government Gazette.
- (iii) Original copy of two daily newspapers (English/Hindi news papers in a vernacular language circulated locally) in which the desired change has been published /notified by the applicant.

- (iv) Original Affidavit duly sworn before a Judicial Magistrate /First Class Magistrate /Metropolitan Magistrate/ Executive Magistrate/ Sub Divisional Magistrate.
- (v) Attested photocopy of the Admission form.
- (vi) Attested photocopy of the SLC/TC, if any, of the previous formal school attended and submitted at the time of admission and updated as per gazette notification of desired change.
- (vii) In case the candidate has passed the Secondary level examination from another Board and has passed the Senior Secondary level Examination from NIOS, he/she will have to get the change in name effected from the first Board from where he has passed the Secondary Examination and will submit the attested copy of the updated Secondary School Certificate for effecting necessary change.
- (viii) Old document (certificate/ mark sheet/identity card) issued by NIOS

3.3 CORRECTION IN THE DATE OF BIRTH OF LEARNER

- (i) **No change in the date of birth once recorded in the NIOS records shall be made. However, correction to rectify the genuine typographical error/ factual errors can be made.**
- (ii) Application for correction in date of birth can be **considered within three years from the date of registration in NIOS but prior to appearing in the first examination.**
- (iii) Correction in the Date of Birth of a candidate in case of a genuine clerical error(s) will be made with the approval of Director (SSS) if it is established to the satisfaction that wrong entry was made in the Admission Form of the candidate.
- (iv) The Application for correction in the date of birth should be submitted to the concerned Regional Centre of NIOS along with the following documents:-
 - (a) Attested copy of the admission form of the Candidate.
 - (b) Attested copy of Birth Certificate issued by the Municipal Authority or the District Office of the Registrar of Births and Deaths.
 - (c) SLC/TC/ indicating the Date of Birth of the Candidate issued by the last formal School attended by the applicant. In case of Govt. School, SLC/TC should be signed by the Principal concerned. In case of Private School, it

should be countersigned by the Competent Authority of State's Education Department or by the District Education Officer.

- (d) In case of orphan/juvenile/Street Children the Medical- Legal Certificate be provided as proof of Date of Birth.
- (e) Attested photocopies of any other official documents such as Passport, voter I-Card, Aadhar Card etc. Old incorrect documents (certificate/ mark sheet/registration card) in original issued by NIOS.
- (f) **Payment of prescribed fee of Rs. 100/-.**

3.4. CHANGE OF MISMATCHED PHOTOGRAPHS

Admission to a particular course is normally confirmed by NIOS by issuing an Identity Card having details of the candidate's particulars as per the records available in NIOS. In case of mismatched photograph found on the Identity Card, **it should be brought to the notice of NIOS immediately on receipt of the Identity Card.** In any case, it should be got corrected **within three years from the date of registration in NIOS but prior to appearing in the first examination.** The candidate may not be allowed to appear in the examination with wrong photograph. Before submission of examination fee and finalization of examination data, application with correct photographs along with documentary proof(s) is required to be **submitted to the concerned Regional Centre of NIOS.** Identity card with mismatched photo should also be submitted with the Application.

Correction fee

In case, the mistake is on the part of NIOS, correction will be carried without any charges. However, if mistake is committed by other person including AI/AVI, Candidate etc., a correction fee of Rs. 100/- would be charged. In addition, duplicate document fee as prescribed by NIOS is also to be paid.

3.5. CHANGE IN ADDRESS (RESIDENTIAL /POSTAL):-

- (i) Any change in the Residential/Postal Address during the course of study in NIOS may be brought to the notice of NIOS immediately in writing for effecting changes in the relevant records for correspondence purposes. Application for change in the address may be submitted to the concerned Regional Centre of NIOS. Request for change in address can be submitted during course of study till all subjects are passed but not after certificate is issued.

- (ii) Mark-Statement issued by NIOS indicating the address of the candidate at the bottom of the Mark Sheet. This is done for the administrative purposes. **No change will be effected in the address after issue of the Mark Sheet.**

CORRECTION FEE

In case the mistake is on the part of NIOS, correction would be carried without any fee. However, if mistake is committed by other person including AI /AVI, Candidate etc., a correction fee of Rs. 100/- would be charged. In addition, duplicate document fee as prescribed by NIOS is also to be paid.

3.6. CHANGE OF STUDY CENTRE

The candidates must choose their AIs/AVI very carefully as **under normal circumstances no change of AI/AVI is allowed by NIOS later on.** However, in case of **unavoidable circumstances**, request for change of AI/AVI may be considered for valid reasons, substantiated by documentary proof(s). **A fee of Rs. 400/- will have to be paid by the candidate for the purpose.** Request for change in address can be submitted during course of study till all subjects are passed but not after certificate is issued.

Following are the valid reasons and accordingly documentary proof be submitted alongwith the application:-

- (i) Transfer of parent
- (ii) Shifting of residence
- (iii) Distance of Study Centre from the residence

4. ROLE AND RESPONSIBILITIES OF VARIOUS OFFICES OF NIOS

Role of the various Offices of NIOS in respect of Correction/Change in Names, Date of Birth, Mismatched Photographs, Address and Issue of Revised Documents:-

4.1 ROLE OF THE REGIONAL CENTRE OF NIOS

4.1.1 The Regional Centers of NIOS are concerned with the admission to NIOS courses under Stream I and Stream II including the Vocational Education, and Open Basic Education (OBE). Admission Forms and other relevant documents are retained at the Regional Centers. After mandatory checking and processing of admission forms received from the candidates, computerized data is generated which is forwarded by the Regional Centre to the NIOS Headquarter (Department of Student Support Services and the Computer Unit). During processing of admission forms with relevant documents, all efforts are made that correct particulars are entered in the records. Discrepancies, if any, brought to the notice of Regional Director are rectified before finalization of data. Notwithstanding all such efforts, discrepancies may still persist and are brought to notice for corrections.

4.1.2 The applications for various corrections /changes are received at the Regional Centres. The Regional Centres are required to process the applications as per the Rules. The Regional Centre has to ensure whether the application of the candidate has been received in time and fulfills all the requirements for consideration. After taking into account all the facts, applicant's request must be forwarded with recommendation to the NIOS Headquarter for final decision. While forwarding the applications, the Regional Centre should ensure and certify that the request is within rules and deserves consideration. All the relevant documents received with application are to be forwarded to NIOS Headquarter in time. It may also be ensured by the Regional Directors that documents enclosed with request are attested by Gazetted Officer or by Regional Director.

4.1.2 Precisely the Regional Centres must take note of the following points:

- (a) Receive the Application from the candidates for corrections, changes in the documents.
- (b) Acknowledge receipt of the application in writing.
- (c) Examine the application and see whether it fulfils all the requirements for consideration.
- (d) In case of any shortcoming in the application, the applicant concerned may be informed for compliance within the time to be prescribed by the Regional Director.

- (e) On fulfillment of the requirements, the Regional Director will examine the application with reference to the Rules applicable to the case.
- (f) If the applicant fulfills the requirements, the request should be forwarded to the NIOS Headquarter with recommendations under intimation to the candidate.
- (g) While forwarding the case to the Headquarter, the Regional Director will send the attested copies of the supporting documents & clearly mention about the fee receipt.
- (h) Regional Directors will forward all correction cases on 15th 30th of each month to the Department of SSS.

4.2 ROLE OF THE DEPARTMENT OF STUDENT SUPPORT SERVICES (SSS DEPARTMENT)

- (a) Upon receipt of applications from Regional Centres, the SSS Department will examine the cases with reference to the relevant Rules.
- (b) After examination of the each application, approval of the Director(SSS) will be obtained.
- (c) After approval, the file will be forwarded to the Central Computer Unit for updating the relevant data and obtaining a computer generated copy of the updated data.
- (d) Upon receipt of the copy of updated data, the same should be forwarded to the Director (Evaluation) for issuing corrected duplicate documents.
- (e) The SSS Department will also inform the concerned applicant and regarding correction and duplicate document fee and Regional Centres about corrections in the documents of the concerned candidates.

4.3 ROLE OF THE COMPUTER UNIT OF NIOS HEADQUARTER

- (a) The Computer Unit (SA/P) will receive the approved cases/papers/files from the SSS Department.
- (b) The Computer Unit will also see that all the relevant papers and approval of the Director(SSS) so obtained by the SSS Department are available in the file(s) forwarded to them.

- (c) The Computer Unit will effect the necessary corrections/changes in the Central Data Registry.
- (d) After updation of the data, the Computer Unit will forward the copies of revised data Registry to the SSS Department and return the relevant papers /files also to that Department.

4.4 ROLE OF THE EVALUATION DEPARTMENT (M&M SECTION)

- (a) The Evaluation Department (M & M Section) will receive the revised and updated data copies so forwarded by the SSS Department along with the relevant case files.
- (b) The Evaluation Department (M & M Section) will collect the prescribed fee for duplicate documents.
- (d) The Evaluation Department (M & M Section) after preparing the revised documents will dispatch to the candidate / Regional Centre.
- (e) Wherever need be, caption would be made on the documents

4.5 ROLE OF LEARNERS

- 4.5.1 While applying for admission in course (Secondary/Senior Secondary), the learner should choose the subjects carefully keeping in view his/her future perspective. The Prospectus for the Secondary and the Senior Secondary Courses gives comprehensive information on almost all the aspects that may be needed by the learners for taking admission in NIOS Courses of Study.
- 4.5.2 At the time of filling up the Application Form for Admission, the Prospectus should be read thoroughly by the learner. S/he should also go through the instruction/guidelines for filling up the Application Form. The learner can contact the Study Centre(AI) chosen by him to get help in filling the Application Form and seeking guidance about choice of subjects and other matters.
- 4.5.3 For the convenience of learners, NIOS has made provision of On-line admission in the Secondary and the Senior Secondary courses. The tasks related to applying On-line for admission should be performed carefully. One should ensure that requisite informations are incorporated correctly in the Application Form. Even minor mistakes at any stage can cause inconvenience /difficulties both to the learner and to NIOS for rectifying the same.
- 4.5.4 It has been observed that mistakes are committed or take place in the process of admission at various levels. The mistakes are generally committed at the following levels:

- ◆ At the level of learner
- ◆ At the level of the Study Centre
- ◆ At the level of the Regional Centre
- ◆ At the level of NIOS Head Quarters
- ◆ Concerned Department / Units

Such mistakes need to be rectified in the interest of learners and NIOS.

4.6 ONLINE STUDENT SUPPORT SYSTEM

The Department of Student Support Services, to assist the learners and to make the transparent system the strong monitoring, has also been developed where learners are desired to use the online services for such correction. This is auto software where all the rules and regulations are in-built. All the learners are desired to follow the rules in this regards.



National Institute of Open Schooling

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