



OM INSTITUTE OF VOCATIONAL EDUCATION & TRAINING (OIVET)

PANCHKULA – 134116 (INDIA)

APPLICATION FORM FOR EXAMINATION CENTRE REQUEST FORM

To,

The Controller of Examinations
Om Institute of Vocational Education & Training

Sir / Madam,

Sub: Application to seek permission for allotment of Examination Centre for conducting exams of Om Institute of Vocational Education & Training (OIVET)

I have submitted my application to seek examination centre, to conduct the examination for the forth coming session of Om Institute of Vocational Education & Training. I have gone through the Om Institute of Vocational Education & Training www.oivetindia.com and have read the rules, regulations and fully aware of the system followed. I have submitted my Institutional bio-data for your perusal. Kindly allot our Institution as the Examination Centre of Om Institute of Vocational Education & Training.

Name of the Institute / School / College	
Address of the Institute / School / College	
Contact Information of the Institute / School / College	Mobile: Land Line: E-mail:
Head of the Institute / School / College (Name)	
Address of the Centre Head / Principal	
No. of Students Appearing for Exams	
No. of Classrooms Allotted for Exams	

No. of Invigilators Posted	
Seating Capacity of Classrooms	
Total Space Available (in sq. ft.)	
Total Space Available (in sq. ft.)	
Whether Adequate Provision for Drinking Water?	Yes / No
Whether Adequate Provision for Toilets?	Yes / No

Sr. No.	Designation	Name of the Staff	Educational Qualification
1	Chief Superintendent		
2	Hall Superintendent		
3	Invigilator		
4	Invigilator		
5	Invigilator		
6	Invigilator		

DECLARATION

I.....S/o D/o.....

Resident ofdo hereby undertake as under:

1. I will conduct the examination for Certificate / Diploma Programmes, under my direct supervision and act as per the rules of Examination laid down by Om Institute of Vocational Education & Training.
2. I will conduct the examination as per the time table / date sheets of Om Institute of Vocational Education & Training.
3. I will follow the instructions of Observer / Squad deputed by the Controller of Examinations of Om Institute of Vocational Education & Training.
4. I am bound to keep the whole record of the students which includes attendance sheet, copy of admit cards, student's complete details along with the photocopy of educational qualifications obtained previously.

Place:

Date:

(Office Seal)

Signature of the Principal / In-Charge