



DOEACC SOCIETY
INSTRUCTIONS FOR SUBMISSION OF 'CCC' EXAMINATION FORMS

**THE APPLICATION FORMS WILL BE PROCESSED USING THE ICR TECHNIQUE
AN AS SUCH IT SHOULD BE FILLED IN BLOCK LETTERS USING BLACK INK PEN IN CLEAR HANDWRITING**

The candidates appearing through DOEACC Accredited Institutes and Institutes permitted to field candidates to DOEACC CCC Examination including Govt. recognised Schools/Colleges are required to route all the correspondence regarding the 'CCC' Course/ examination including the Examination Form through their respective institutes.

All entries in the Examination Form should be made in capital letters with one letter in a Box. On box should be left blank between the two words. Wherever circles are provided, the same should be darkened completely. In case one has darkened a wrong circle by mistake, the same can be corrected by applying whitener.

The examination form along with the requisite documents MUST be submitted to DOEACC as per schedule indicated below:

Activity	For candidates appearing through approved Institutes			For candidates appearing as direct applicant		
	Feb Exam	June Exam	Oct Exam	Feb Exam	June Exam	Oct Exam
Commencement date for receipt of filled in forms *	Preceding 1 st Oct	Preceding 1 st Feb	Preceding 1 st June	Preceding 1 st Oct	Preceding 1 st Feb	Preceding 1 st June
Last date for receipt of requests for Exam Forms	Preceding 31 st Dec	Preceding 30 th Apr	Preceding 31 st Aug	Preceding 5 th Dec	Preceding 5 th Apr	Preceding 5 th Aug
Last date for submission of filled-in Forms without late fee	-do-	-do-	-do-	Preceding 10 th Dec	Preceding 10 th Apr	Preceding 10 th Aug
Last date for submission of filled-in Forms with late fee	Preceding 10 th Jan	Preceding 10 th May	Preceding 10 th Sep	Preceding 20 th Dec	Preceding 20 th Apr	Preceding 20 th Aug
Date of commencement of Exam.	4 th Saturday of Feb	4 th Saturday of June	4 th Saturday of Oct	4 th Saturday of Feb	4 th Saturday of June	4 th Saturday of Oct

1. HOW TO FILL UP THE APPLICATION FORM

- 1.1 In **BOX A** affix a recent **Passport size photograph** (35mm x 45mm) of the applicant duly attested on front side by a Gazetted Officer or Bank Officer or Head Master of a Govt. School or Principal of Govt. recognized School or College or Centre Manager of the Institute conducting accredited course. Photograph should be pasted and **not stapled**.
- 1.2 In **BOX B** darken the relevant **circle** applicable to the applicant to denote the way he/she is appearing in the Examination. The candidate appearing as a direct applicant without undergoing the training at any Institute should darken the circle provided against **DIRECT**, the candidate appearing through Accredited Institute should darken the circle provided against **ACCR. INSTT** and so on and so forth. The applicant appearing through the Institutes granted permission to field candidates in the CCC Examination but are neither Accredited Institutes nor Govt. recognised Schools/Colleges should darken the circle against **OTHERS**.
- 1.3 In **BOX C** affix a recent unattested photograph of the applicant. Please note that both photographs (appended in BOX A & BOX C) should be the copies of a single negative. Application forms accompanied by different photographs are **liable to be rejected**. Photograph should be pasted and **not stapled**. Scanned copy of this photograph is to be printed on the Certificate to be issued to the candidate and hence the quality of the photograph should be very good and spotless. **The photograph appended in BOX B should not be attested.**
- 1.4 In **BOX D** fill up the details of the Demand Draft towards the Examination Fee. Please note that the Demand Draft should be drawn from a Nationalised Bank in favour of the RCs concerned payable at the branches designated by the Society from time to time. Multi city Cheques are not acceptable. In case the Examination fee is being paid by the Institute through a combined Demand Draft, the actual amount of the Demand Draft should be written in the relevant box and not the amount applicable to one candidate.
- 1.5 In **BOX E**, the applicant should append his specimen signatures.
- 1.6 In **BOX F**, the candidate should indicate the specific Examination, he/she is intending to appear. Please note that Examination Forms for a particular Examination can be submitted only after the previous Examination is over. To clarify, the Examination Form for appearing in June Examination can be filled only after February Examination is over.
- 1.7 **Col. 1 Name:** Do not prefix the title such as Shri/ Smt./ Mr./ Mrs./ Ms. /Late etc. along with the name (Refer to point 1 and 2 of the examination application form). Leave one box blank between two words. The entry should letter by letter to the entry in your highest qualification certificate. If you are a male and your name is Ramesh Kumar Srivastava it should be incorporated in the appropriate boxes as in the manner as under:

R	A	M	E	S	H		K	U	M	A	R		S	R	I	V	A	S	T	A	V	A		
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- 1.8 **Col. 2 & Col. 3 FATHER'S NAME & MOTHER'S NAME:** Should be filled in similar manner as above.
- 1.9 **Col. 4 DATE OF BIRTH:** Applicant's date of birth should be filled in using the relevant boxes.
- 1.10 **Col. 5 SEX:** The relevant circle should be darkened.
- 1.11 **Col. 6 HIGHEST QUALIFICATION:** Darken the appropriate circle corresponding to the applicant's educational qualification. The direct applicants and the applicants appearing through other institutions (Which are neither Accredited by DOEACC nor are Govt. recognised Schools/Colleges) must enclose an attested copy of the highest educational qualification.
- 1.12 **Col. 7 RESIDENCE DETAILS:** The applicants are required to fill in their own residence address and not the address of the Institutes. **PIN code:** It is mandatory to fill the PIN code correctly to avoid future problems in communication. If the applicant has a telephone/cell phone facility, he should provide his No. in the relevant boxes. Similarly e-mail id should also be provided if the applicant uses the e-mail.
- 1.13 **Col. 8 CENTRE DETAILS:** This Col. is relevant only for the applicant's appearing through the Institutes Accredited by DOEACC or permitted to field candidates to CCC Examination. The E-PROV No. and name of the Institute, where the applicant has undergone/is undergoing the course studies, should be correctly filled in. Please note that all correspondence with the applicant will be routed

through this Institute only and in case incorrect details are filled, there is a possibility of applicant's form getting rejected or the documents meant for him/her being sent to wrong Institute thereby causing hardships to the applicant.

- 1.14 **Col. 8.1 STATUS OF INSTITUTE:** The relevant circle should be darkened.
- 1.15 **Col. 9 Centre Choice:** Candidates are required to give two choices for the Examination. Centre from out of the list of Examination Centres supplied with the Examination Form. Centre code and Centre name should be correctly filled in appropriate boxes. If New Delhi is your first choice and Mandi is the second choice the entries should be made as under:

First Choice			Second Choice									
CENTRE CODE			CENTRE NAME		CENTRE CODE			CENTRE NAME				
N	D	L	NEW DELHI		M	N	D	M	A	N	D	I

- 1.16 List of examination Centres is given at **APPENDIX-I** WITH Centre code given against each. In case, sufficient numbers of candidates do not opt for appearing in Exams at a particular Centre, the Centre would not be considered and the applicants opting for that Centre would be allocated another Centre convenient to DOEACC Society.
- 1.17 **COL. 10 & 11:** Appropriate circles as applicable to the applicant should be darkened.
- 1.18 **COL.12:** If the applicant has previously appeared in the CCC Examination, he/she should furnish correct details in this Column.
- 1.19 **COL. 13:** The applicant must fill in his own name and his father's name in the appropriate blank spaces provided against this column and append his signatures at given space. The forms received unsigned would be summarily rejected.
- 1.20 **COL. 14:** Should be filled in by the Institute sponsoring the applicant. In case of direct applicants, this column should be left unattended.

2. **ROLE AND OBLIGATIONS OF THE INSTITUTES SPONSORING THE CANDIDATES:**

- 2.1 All examination application forms, duly filled in, checked and verified by the Centre Head of respective institutes (Accredited Institutes as well as the Institutes granted permission to field the candidates to CCC Examination including Government recognised Schools/Colleges) shall be forwarded to the **CCC SECTION**, DOEACC Society in the envelope supplied with the "CCC Examination Forms".
- 2.2 The filled in Examination Forms in respect of their students should be submitted by the Institutes under the cover of a letter, the format for which is given at **Appendix III**. The Examination forms not submitted with the covering letter in the prescribed format shall not be accepted.
- 2.3 Institutes sponsoring the candidates for 'CCC' examinations must ensure that all properly filled in Examination Forms reach the office of DOEACC Society in time as per prescribed cut off dates. Institutes are also required to enter all the data, as in the examination forms in MS-ACCESS (MDB FILE) as per the structure enclosed at **APPENDIX-IV** as also to prepare a list (typed) in the Format given at **APPENDIX-V** and send the same in a CD or a1.44MB, 3.5 inch floppy diskettes (the media used for furnishing data should be virus free) along with the filled in examination forms.
- 2.4 The Institutes must ensure that submission of the Forms **is not be clubbed with any other correspondence of DOEACC Society.**
- 2.5 Should DOEACC so desire, it shall be mandatory for all institutes conducting 'CCC' to extend their facility and infrastructure in terms of Hardware, Software and Faculty Support for the conduct of the on-line Examinations. In case they do not have the required infrastructure in terms of number of machines, etc., they would provide all support to DOEACC to locate appropriate institution having the required infrastructure in the nearby vicinity.
- 2.6 It shall be mandatory for the Institutes to forward the Certificate to each of the Candidates and send the acknowledgement of the same to DOEACC Society in the format given at **APPENDIX VI**.
- 2.7 All correspondence with the students sponsored by the Institutes shall be routed through the respective Institutes and it will be obligatory on the party of such Institutes to pass on the requisite information/documents to the respective candidates. Any failure on this account on the part of the Institute will entail withdrawal of permission in addition to any legal or otherwise action as may be deemed fit by the DOEACC.
- 2.8 In the event of the accreditation to conduct DOEACC Courses of permission for fielding candidates to CCC Examination is withdrawn from an Institute the permission to conduct 'CCC' shall stand cancelled w.e.f. the date of withdrawal of Accreditation. This however, does not absolve the Institutions from their obligation to pass on all documents pertaining to their students, which might be in their possession on the date of such withdrawal to the respective student.

3. **EXAMINATIONS**

- 3.1 CCC Examinations are conducted by DOEACC thrice in a year with tentative date of commencement being 4th Saturday or February, June and October.
- 3.2 Registration in advance with DOEACC Society (as in case of 'O','A','B' & 'C' levels) is not a requirement and a candidate can apply for the examination, through an institute permitted to conduct 'CCC'.
- 3.3 The Examinations would be conducted online in web-based or CD-based mode depending upon the availability of infrastructure/facilities at a particular location.
- 3.4 A candidate appearing in the examination will be required to answer 100 objective type questions. A correct answer would carry 1 mark. There shall be NO NEGATIVE marking for wrong answers.
- 3.5 To qualify for the Certificate on 'CCC' course, a candidate must secure at least 50% marks in the examination. Marks shall be translated into grades, while communicating results to the candidates.
- 3.6 The candidates found to be indulging in using unfair means, misbehavior, copying / cheating, helping the other student(s) or any other misdemeanor / felonious action, shall be liable for serious punishment e.g. suspension for a specified period, debarred from appearing in Exams, besides any other legal or administrative action as may be deemed fit by the Society.
- 3.7 If any information furnished in the Examination Form is found to be incorrect at any stage and even after issue of the certificate to the candidate, the DOEACC Society shall have right to take any action as deemed fit including cancellation of candidature of the individual and withdrawal of Certificate already issued

4. **FEES**

- 4.1 An amount of Rupees Three Hundred and Forty Only (Rs. 360/-) per candidates is required to be submitted towards Examination fee to DOEACC Society through the respective institutes by each candidate desirous of appearing in DOEACC CCC Examination. A penalty of Rs. 50/- is imposed for late submission (upto 10 days beyond normal cut off date) and in that case the examination fee is Rs.410/-. The fee is to be remitted in the form of Demand Draft drawn in favour of the RCs concerned payable at the branches designated by the Society from time to time. The DOEACC reserves the right to revise the Fee from time to time.
- 4.2 All payments to DOEACC are to be paid through the Demand Draft drawn on any Nationalised bank in favour of the RCs concerned payable at the branches designated by the Society from time to time. It must be kept in view that payment through multi-city cheques is not acceptable and only Demand Drafts must be submitted.
- 4.3 Fees, once paid, shall not be refunded, under any circumstances.
- 4.4 Institutes are advised to send a Single Demand Draft towards Examination Fee covering all Examination Forms submitted through them.
5. **MISCELLANEOUS**
- 5.1 The admit cards shall be dispatched to the respective Institutes 2 weeks before the date of exam. Institutes are requested to distribute these Admit Cards to their respective students. . In case of Direct Candidates, the same shall be sent to the candidate at the address indicated in the examination form.
- 5.2 Although, efforts would be made to conduct the examination at all the Centres as mentioned in ANNEXURE II. However, DOEACC Society reserves the rights to cancel a Centre and allocate a different Centre to the candidates at its sole discretion.
- 5.3 Institutes should duly certify that a candidate appearing for the 'CCC' examination is a bonafide student of the Institute (Refer to Srl. 14 of the Examination Application Form). Institute should also indicate the abbreviated Centre codes as the Centre choice for Examination (Refer to **APPENDIX-II**)
- 5.4 Institutes are advised to submit the duly filled and signed Examination forms of all the Candidates well in time to avoid any rejection. In case of Community Information Centres in the North East Region and J&K, all the Examination forms must be forwarded by the CIC Custodian, which means that all the forms should be duly signed and forwarded by the CIC Custodian of the respective CICs **and not by the CIC Operators.**
6. **GUIDELINES FOR CANDIDATES FOR 'CCC' EXAMINATION**
- 6.1 Registration with DOEACC Society is not a pre-requisite and a candidate can apply for the examination, through an institute accredited to DOEACC permitted to conduct 'CCC' course.
- 6.2 The Examination Schedule shall be announced by the Society on the web site at <http://www.doeacc.edu.in>. The duration of the examination is 90 Minutes. The candidates shall be allocated a specific timing for the examination, which shall be supplied by the Society to the Institute. The same shall also be made available on the web site of the Society.
- 6.3 Theory Examinations would consist of 100 objective type questions. A correct answer would carry 1 mark. There shall be no Negative Marking for wrong Answers.
- 6.4 Candidates, may be debarred / suspended, for some specified period / other action, decided on from time to time for any of the following type of activities.
- | | |
|---------------------------|---|
| (a) Use of unfair means; | (b) Misbehavior; |
| (c) False statement made; | (d) Or any other misdemeanor / felonious action |
- 6.5 To qualify for the Certificate on 'CCC' course, a candidate must secure at least 50% of the total marks. Marks shall be translated into grades, while communicating results to the candidates. The grade legends are given below: -
- | | | |
|---------------|-------------------|---------------------|
| 50% - 54% : D | 55% - 64% : C | 65% - 74% : B |
| 75% - 84%:A | 85% and above : S | Below 50%: F (Fail) |
7. **GUIDELINES FOR EXAMINATIONS:**
- i) The Examination does not require using any paper, pen, pencil and calculator.
- ii) Every student will take the Examination on a single Computer terminal / PC.
- iii) The students need to have Mouse Using Skill.
- iv) On computer screen every Examinee will be given objective type questions, which include Multiple choice and True-False Type questions.
- v) Each student will get questions in different order selected randomly from a fixed Question Databank.
- vi) The students just need to use the mouse and click on the Right Choice / Correct option from the multiple choices /options given with each question.
- a) Objective types of questions presently consist of Multiple Choice and True/False type questions. The DOEACC Society is in the process of enhancing its base of Questions and types of Questions and soon other type of Objective type Questions e.g. matching the information in two tables, filling in the blanks, etc. shall also be included in the Question Databank.
- b) The answers to the questions are to be marked by clicking the appropriate radio button.
- c) For Multiple Choice Questions, each question has four options, and the candidate has to click the appropriate option.
- d) For True/False Type Questions, each question has two options, and the candidate has to click appropriate option.
- vii. The sequence of steps to be followed by each Examinee for appearing in Examination using CAPES will be as follows:
- e) The students will have to enter their Roll Number on the screen displayed.
- f) The student's details appear on the screen, which will be verified by invigilator.
- g) The Examinee will get Instructions to guide through the test.
- h) The Time of the Examination begins only when the 'Start Test' button is pressed.
- i) The Examinee proceeds answering the questions one by one by clicking on the small gray circle next to the chosen answer.
- j) The Examinee can move to First, Last, Previous, Next and Un-answered questions by clicking on the buttons with respective labels displayed on screen throughout the test.
- k) The answers can be changed at any time during the test and are saved automatically.
- l) It is possible to Review the answered as well as the Un-answered questions. The Time remaining is shown in the Right Top Corner of the screen.
- m) The system automatically shuts down when the time limit is over OR alternatively if Examinee finishes the Exam before time he can quit by pressing the 'End Test' button.

8. Details of Regional Centre attached to the respective State

STATE	REGIONAL CENTRE	STATE	REGIONAL CENTRE
ANDAMAN & NICOBAR ISLANDS	DOEACC CENTRE-CALICUT	LAKSHADWEEP	DOEACC CENTRE-CALICUT
ANDHRA PRADESH	DOEACC CENTRE-AURANGABAD	MADHYA PRADESH	DOEACC CENTRE-AURANGABAD
ARUNACHAL PRADESH	DOEACC CENTRE-TEZPUR/GUWAHATI	MAHARASHTRA	DOEACC CENTRE-AURANGABAD
ASSAM	DOEACC CENTRE-TEZPUR/GUWAHATI	MANIPUR	DOEACC CENTRE-IMPHAL
BIHAR	DOEACC CENTRE-GORAKHPUR	MEGHALAYA	DOEACC CENTRE-TEZPUR/GUWAHATI
CHANDIGARH	DOEACC CENTRE-CHANDIGARH	MIZORAM	DOEACC CENTRE-AIZAWL
CHATTISGARH	DOEACC CENTRE-GORAKHPUR	NAGALAND	RIELIT-KOHIMA
DADRA AND NAGAR HAVELI	DOEACC CENTRE-AURANGABAD	ORISSA	DOEACC CENTRE-GORAKHPUR
DAMAN & DIU	DOEACC CENTRE-AURANGABAD	PONDICHERRY	DOEACC CENTRE-CALICUT
DELHI	DOEACC CENTRE-CHANDIGARH	PUNJAB	DOEACC CENTRE-CHANDIGARH
GOA	DOEACC CENTRE-AURANGABAD	RAJASTHAN	DOEACC CENTRE-CHANDIGARH
GUJARAT	DOEACC CENTRE-AURANGABAD	SIKKIM	DOEACC CENTRE-KOLKATA
HARYANA	DOEACC CENTRE-CHANDIGARH	TAMIL NADU	DOEACC CENTRE-CALICUT
HIMACHAL PRADESH	DOEACC CENTRE-CHANDIGARH	TRIPURA	DOEACC CENTRE-AIZAWL
JAMMU & KASHMIR	DOEACC CENTRE-JAMMU & SRINAGAR	UTTAR PRADESH	DOEACC CENTRE-GORAKHPUR
JHARKHAND	DOEACC CENTRE-KOLKATA	UTTARANCHAL	DOEACC CENTRE-JAMMU & SRINAGAR
KARNATAKA	DOEACC CENTRE-CALICUT	WEST BENGAL	DOEACC CENTRE-KOLKATA
KERALA	DOEACC CENTRE-CALICUT		

The candidates / Institutes should submit the Duly Filled examination form(s) along with the requisite examination fee at the respective Regional Centre as given in table above. The addresses of the respective Regional Centre are given below:

DOEACC Centre- AURANGABAD	Dr. BAM University Campus, Aurangabad-431004	DOEACC Centre-TEZPUR / GUWAHATI	1st Floor , Bhavani Bhawan, Shyama Charn Road,Tezpur-784001
DOEACC Centre-CALICUT	Post Box No:5, NIT Campus P.O., Calicut-673601	DOEACC Centre-AIZAWL	Industrial Estate, Zuangtui, Aizawl-796017
DOEACC Centre-GORAKHPUR	M.M.M. Engg. College Campus, Deoria Road-273010 Gorakhpur	DOEACC Centre-KOLKATA	Jadhavpur University Campus, Kolkata 700032
DOEACC Centre-IMPHAL	Akampat,Post Box No.104,Imphal-795001. Manipur	DOEACC Centre-CHANDIGARH	SCO 114-116, Sector 17-B, Chandigarh-160017
DOEACC Centre-SRINAGAR / JAMMU	Sidco Electronics Complex, Old Airport Road,Rangreth, Srinagar-190007	Regional Institute for E-learning and Information Technology(RIELIT)-KOHIMA	Lerie Colony,NH-39 (Imphal Road) Kohima, Nagaland

APPENDIX II**LIST OF EXAMINATION CENTRES**

In the North Eastern Region of the Country the Examination shall be conducted in the CICs as far as possible. For the rest of Region in the Country the list is placed below:

Name of the city	Centre Code	Name of the city	Centre Code	Name of the city	Centre Code	Name of the city	Centre Code
Ahmedabad	AHM	Gadchiroli	GAD	Kottayam	KOT	Quilon	QLN
Ahmednagar	ADR	Gandhinagar	GNR	Kozhikode	KOZ	Rajkot	RKT
Ajmer	AJM	Gazipur	GAZ	Latur	LAT	Ranchi	RAN
Ambala	AMB	Gonda	GND	Lucknow	LNW	Satara	SAT
Amravati	AMR	Gondia	GDA	Ludhiana	LDH	Shegaon	SHG
Asansol	ASN	Guwahati	GUW	Madurai	MDU	Solapur	SOL
Balasore	BLS	Haridwar	HDW	Mahuva	MHA	Srinagar	SNG
Bardoli	BDI	Hissar	HSR	Mandi	MND	Surat	SUR
Bhandara	BHA	Hyderabad	HYD	Mahuva	MHA	Tiruvananthapuram	TVM
Bhavnagar	BVR	Indore	IND	Mogri	MGR	Trichur	TCH
Bhopal	BHO	Itanagar	ITN	Mumbai	MUM	Tuticorin	TUT
Bhubaneswar	BHU	Jaipur	JAI	Nagpur	NAG	Udaipur	UDA
Bikaner	BKN	Jalandhar	JLN	Nanded	NAN	Vadodara	BDA
Billimora	BIL	Jalgaon	JGN	Nashik	NAS	Valsad	VSD
Bulandshahr	BLN	Jammu	JAM	Neemuch	NMH	Varanasi	VAR
Chandrapur	CHD	Jind	JND	New Delhi	NDL	Vijayawada	VIJ
Chennai	CHN	Jodhpur	JOD	Oosmanabad	OOS	Wardha	WAR
Chittorgarh	CHT	Kanpur	KAN	Panaji Goa	GOA	Yavatmal	YAV
Cochin	CCH	Kohima	KHM	Patna	PAT		
Coimbatore	COI	Kolhapur	KOL	Pilani	PLN		
Dehradun	DDN	Kolkata	CAL	Pune	PUN		

Important: DOEACC Society shall reserves the right to cancel any Examination Centre. The finalisation of the Examination Centres shall be at sole discretion of the Society.