



**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY**  
**(FORMERLYDOEACC SOCIETY)**  
**INSTRUCTIONS FOR SUBMISION OF BCC EXAMINATION FORMS**

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

The candidates appearing through the institutes approved for DOEACC BCC are required to route all the correspondence regarding the 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. One 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 from time to time. Candidates are requested to keep themselves updated on the website of the DOEACC for latest updates.

**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 approved institutes of BCC should darken against **"APPROVED INSTITUTE FOR BCC"**. In case, the candidates' examination form is being forwarded by the ITI/ITC, the respective column is required to be darkened and name of the ITI/ITC should be filled up accordingly.
- 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 C 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 month and year of the examination, he/she is intending to appear. Please note that Examination Forms for a particular Examination can be submitted strictly as per timelines. The Candidate is required to give two choices for the Examination Centre from out of the list of Examination Centres as indicated at item 3.8. Centre code and Centre name should be correctly filled in appropriate boxes.

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/feasible to DOEACC Society.

- 1.7 **Col. 1 Name:** Do not prefix the title such as Shri/ Smt./ Mr./ Mrs./ Ms. /Late etc. along with the name. 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 MOTHER'S NAME & FATHER'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 applicants 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.
- 1.13 **Col. 7.1** If the applicant has a telephone/cell phone facility, he should provide his/her No. in the relevant boxes. Similarly e-mail id should also be provided if the applicant uses the e-mail.
- 1.14 **Col. 8: INSTITUTE DETAILS:** This Col. is relevant only for the applicant's appearing through the Approved Institutes for DOEACC BCC. The 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.
- 1.15 **Col. 8.1: BCC Registration no. / BCC NO./ E-PROV No.:** The number of the institute, where the applicant has undergone/is undergoing the course studies, should be correctly filled in.

- 1.16 **COL. 9 & 10:** Appropriate circles as applicable to the applicant should be darkened.
- 1.17 **COL.11:** If the applicant has previously appeared in the BCC Examination, he/she should furnish correct details in this Column.
- 1.18 **COL. 12:** The applicant must fill in his own name, mother and 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.
- 1.19 **COL. 13:** Should be filled in by the approved Institute fielding the applicant. In case of direct applicants, this column should be left unattended
- 1.20 **COL. 14:** Should be filled in by the ITI/ITC holding valid registration no. for fielding candidates for BCC Examination. 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 / Manager/ CEO of respective institutes shall be forwarded to the respective regional centre (RC) of the DOEACC Society in the envelope. The enveloped should be superscripted with the "BCC 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 I**. The Examination forms not submitted with the covering letter in the prescribed format shall not be accepted.
- 2.3 Institutes sponsoring the candidates for 'BCC' examinations must ensure that all properly filled in Examination Forms reach the office of DOEACC Society in time as per prescribed cut off dates.
- 2.4 The Institutes must ensure that submission of the Forms **is not clubbed with any other correspondence of DOEACC Society.**
- 2.5 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 II**.
- 2.6 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.
- 2.7 In the event of the accreditation / permission to conduct DOEACC Courses of permission for fielding candidates to BCC Examination is withdrawn from an Institute, it is an obligation to institute 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 The examination schedule shall be made available on the website of the DOEACC.
- 3.2 The candidate is required to appear for the examination at the allocated examination centre, as per the batch schedule allotted to the candidate.
- 3.3 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 BCC examination directly or through an approved institute of DOEACC BCC, as per the calendar of events.
- 3.4 The Examinations would be conducted online in web-based /LAN mode depending upon the availability of infrastructure/facilities at a particular location.
- 3.5 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.
- 3.6 To qualify for the Certificate on 'BCC' course, a candidate must secure at least 50% marks in the examination. Marks shall be translated into grades, while communicating results to the candidates.
- 3.7 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.
- 3.8 The List of Tentative Examination centres are given 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 DOEACC Society. The examination centre may also be established at location, which is not listed above, based on the demand/number of candidates opting for the examination from a particular location.

#### 4. **FEES**

- 4.1 The examination fee for BCC is Rupees Two Hundred plus service tax@12.36% or as applicable from time to time. 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. For details the candidate may refer the website of the Society. 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 approved 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. The Identity Card shall also be made available on the website of the DOEACC for download by candidates / institutes.
- 5.2 Institutes should duly certify that a candidate appearing for the 'BCC' examination is a bonafide student of the Institute (Refer to Srl. 13 of the Examination Application Form).
- 5.3 Institutes are advised to submit the duly filled and signed Examination forms of all the Candidates well in time to avoid any rejection.

#### 6. **GUIDELINES FOR CANDIDATES FOR 'BCC' EXAMINATION**

- 6.1 Registration with DOEACC Society is not a pre-requisite and a candidate can apply directly or through an institute approved for the examination of DOEACC BCC.
- 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 45 Minutes. The candidates shall be allocated a specific timing for the examination, which shall be supplied by the Society to the Institute/direct candidate. The same shall also be made available on the website of the Society.
- 6.3 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 BCC, 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: -

85% and above : S            75% - 84%: A            65% - 74% : B            55% - 64% : C            50% - 54%: D

#### 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.

8. **The Details of Regional Centre attached to the respective State is given below:**

**Territorial Distribution of DOEACC Centres, for BCC programme**

Sl. No.	Centre Name/Regional Centre	Name of Head of the Centre	Address	Contact Nos.	E-mail	Territorial distribution
1	DOEACC Centre Aurangabad	Dr. V. N. Walivadekar Director	Dr. B.A.M. University Campus Aurangabad - 431004	0240-2400050 [D] 0240-2400120/121 0240-2400122 [I/C] 0240-2400051 (FAX)	<a href="mailto:dir_a@doeacc.edu.in">dir_a@doeacc.edu.in</a> <a href="mailto:aurangabad@doeacc.edu.in">aurangabad@doeacc.edu.in</a>	Chattisgarh, Daman & Diu, Dadar & Nagar Haveli, Goa, Gujarat, Maharashtra, Madhya Pradesh
2	DOEACC Centre Agartala	Shri T.P. Singh Chief Investigator	Directorate of IT Campus, ITI Road, Indranagar, Agartala - 799 006	0381-2350010 0381-2350039 (FAX)	<a href="mailto:contact@rielitagartala.org.in">contact@rielitagartala.org.in</a> <a href="mailto:agartala@doeacc.edu.in">agartala@doeacc.edu.in</a>	Tripura
3	DOEACC Centre Aizawl	Shri T.P. Singh Director	Industrial Estate, Zuangtui Aizawl-796017	0389-2350581 0389-2350582 (FAX)	<a href="mailto:aizawl@doeacc.edu.in">aizawl@doeacc.edu.in</a> <a href="mailto:dir_az@doeacc.edu.in">dir_az@doeacc.edu.in</a>	Mizoram
4	DOEACC Centre Calicut	Dr. G.M. Ajit Director	Post Box No. 5, N.I.T. Campus P.O., Calicut - 673601	0495-2287266, 2287166 0495-2287168 (FAX)	<a href="mailto:dir_c@doeacc.edu.in">dir_c@doeacc.edu.in</a> <a href="mailto:calicut@doeacc.edu.in">calicut@doeacc.edu.in</a> <a href="mailto:info@cedtic.com">info@cedtic.com</a> <a href="mailto:ajit@doeaccalicut.ac.in">ajit@doeaccalicut.ac.in</a>	Andhra Pradesh, Kerala, Karnataka, Lakshadweep
5	DOEACC Centre Chandigarh	Dr. A.K.D. Dwivedi Director	SCO 114-116, Sector 17- B Chandigarh-160017	0172-2702265 [Direct] 0172-2703281 0172-2728687 / 2702264 0172-2703283 (FAX)	<a href="mailto:chandigarh@doeacc.edu.in">chandigarh@doeacc.edu.in</a> <a href="mailto:dir_chd@doeacc.edu.in">dir_chd@doeacc.edu.in</a> <a href="mailto:rcc-chd@chd.nic.in">rcc-chd@chd.nic.in</a> <a href="mailto:sunitagoyle@yahoo.co.in">sunitagoyle@yahoo.co.in</a>	Delhi, Chandigarh, Haryana, Himachal Pradesh, Punjab, Rajasthan
6	DOEACC Centre Gorakhpur	Shri H.P. Shukla Director	M.M.M. Engg. College Campus, Deoria Road- 273010, Gorakhpur	0551-2273371, 0551-2273872, 0551-2273874 0551-2273873 (FAX)	<a href="mailto:gorakhpur@doeacc.edu.in">gorakhpur@doeacc.edu.in</a> <a href="mailto:dir_g@doeacc.edu.in">dir_g@doeacc.edu.in</a> <a href="mailto:gorakhpur@gkp.ernet.in">gorakhpur@gkp.ernet.in</a>	Bihar, Orissa, Uttar Pradesh
7	DOEACC Centre Imphal	Shri Bodhachandra Singh, Director	Akampat, Post Box No.104, Imphal-795001. Manipur	0385- 2454109/2452231 0385-2449578 (FAX)	<a href="mailto:imphal@doeacc.edu.in">imphal@doeacc.edu.in</a> <a href="mailto:dir_i@doeacc.edu.in">dir_i@doeacc.edu.in</a>	Manipur
8	DOEACC Centre Srinagar	Shri A.H. Moon Director	Sidco Electronics Complex, Old Airport Road, Rangreth, Srinagar-190007	0194-2300949 0194-2300502 0194-2300501 (FAX)	<a href="mailto:srinagar@doeacc.edu.in">srinagar@doeacc.edu.in</a> <a href="mailto:dir_sj@doeacc.edu.in">dir_sj@doeacc.edu.in</a> <a href="mailto:srinagar@jkdoeacc.edu">srinagar@jkdoeacc.edu</a>	Jammu & Kashmir, Uttaranchal
9	DOEACC Centre, Shillong	Shri K. Baruah, Chief Investigator	2nd Floor, MSHFCS Building, Behind Bethany Hospital, Nongrim Hills, Shillong, Meghalaya - 793 003	0364-2520166 / 252017 0364-2520163 (FAX)	<a href="mailto:contact@doeaccshillong.org.in">contact@doeaccshillong.org.in</a>	Meghalaya
10	DOEACC Centre Kolkata	Dr. (Ms.) Krishna Ray Director	Jadhavpur University Campus Kolkata 700032	033-24146054 (D) 033-24146081 / 24146682 033-24146064 033-24146549 (FAX)	<a href="mailto:rccedu@wb.nic.in">rccedu@wb.nic.in</a> <a href="mailto:dir_kol@doeacc.edu.in">dir_kol@doeacc.edu.in</a> <a href="mailto:doeacc@wb.nic.in">doeacc@wb.nic.in</a> <a href="mailto:rccb@wb.nic.in">rccb@wb.nic.in</a>	Jharkhand, West Bengal
11	DOEACC Centre Tezpur	Shri K. Baruah, Director	2nd Floor, ICCW Building, N.T. Road, Near Civil Hospital Tezpur - 784 001 Assam	03712-230310, 252671 03712-230310 (FAX)	<a href="mailto:tezpur@doeaccassam.ac.in">tezpur@doeaccassam.ac.in</a>	Assam
12	DOEACC Centre RIELIT, Kohima	Shri Bodhachandra Singh Director, Additional charge	Meriema, below new High Court Complex, Post Box No. 733, Kohima-797 001, Nagaland	0370-2806181/82 [Phone] 0370-2806183 [Fax] 9436036152	<a href="mailto:kohima@doeacc.edu.in">kohima@doeacc.edu.in</a> <a href="mailto:dir_koh@doeacc.edu.in">dir_koh@doeacc.edu.in</a> -	Nagaland
13	DOEACC Centre Chennai	Dr. M.P. Pillai Director-in-charge	ISTE Complex, 25 Gandhi Mandapam Road, Anna University Campus, Chennai - 600 025	044- 24421445/1446 [Phone] 044-24421441 [Fax]	<a href="mailto:mppillai1@rediffmail.com">mppillai1@rediffmail.com</a> <a href="mailto:chennai@doeacc.edu.in">chennai@doeacc.edu.in</a> <a href="mailto:dir_chennai@doeacc.edu.in">dir_chennai@doeacc.edu.in</a>	Andaman & Nicobar Island, Pondicherry, Tamil Nadu
14	DOEACC Centre Gangtok	Dr. (Ms.) Krishna Ray Chief Investigator	Indira Bypass Road, Sichey, Neare KBT Fuel (Petrol Pump), Gangtok - 737 101	9433035292	doeacc-wb@nic.in	Sikkim
15	DOEACC Centre Itanagar	Shri Gurujit Singh Director-in-charge	Shiv Mandir Road, Nahurlagun, Itanagar - 791 111	9085504326	--	Arunachal Pradesh

**APPLICATION FORWARDING PROFORMA**

**Coordinator-BCC**

<Name of the Regional Centre>

<Address of the Regional Centre>

**Subject: FORWARDING EXAMINATION FORMS FOR 'BCC'**

Sir,

A total of \_\_\_\_\_ number duly filled in examination application form(s) for the forthcoming \_\_\_\_\_ examination of Basic Computer Course (BCC) is being forwarded to you, along with the list of the candidates in Annexure I.

1. Details of the fees for the examination is given as under;

A. No. of candidates applied:

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B. Fees collected form each applicant @ Rs. 200/- plus service tax @12.36% or as applicable from time to time.

C.

D. Total amount to be paid to DOEACC Society :

A\* B = Rs. \_\_\_\_\_  
(Write amount in words)

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(Write amount in figures)

2. The details of the Demand Draft / Payorder favouring DOEACC Society are as under

S No.	Demand Draft number	Issuing Bank	Date of the Demand Draft	Amount (in Rs.)

3. I have read and understood the norms and criteria of DOEACC Society and I agree to abide by the rules, procedures, criteria and norms of the Scheme.

**(Authorised Signatory)**

**Name :** \_\_\_\_\_

**Designation :** \_\_\_\_\_

**BCC No. & Institute Name and Address:** \_\_\_\_\_

**Tel No.** \_\_\_\_\_



