



प्रगत संगणन विकास केंद्र (सी-डैक)

Centre for Development of Advanced Computing (C-DAC)

(इलेक्ट्रॉनिक्स और सूचना प्रौद्योगिकी मंत्रालय (MeitY), भारत सरकार की एक वैज्ञानिक संस्था)  
(A Scientific Society of the Ministry of Electronics & Information Technology (MeitY), Government of India)

Tidel Park, 8th Floor, 'D' Block (North & South), No.4 Rajiv Gandhi Salai, Taramani,  
Chennai- 600113, Tamilnadu (India)

**NOTICE FOR INVITING APPLICATIONS FOR ENROLMENT OF GOVERNMENT/PRIVATE  
EDUCATIONAL INSTITUTIONS FOR CONDUCTING COMPUTER BASED EXAMINATION FOR  
VARIOUS RECRUITMENT EXAMS**

**Publication Date: 16<sup>th</sup> Oct' 2024**

**Closing Date: 14<sup>th</sup> April'2026**

Notice Ref No: C-DAC(C)/CBE-EC/2024-25/01

**Note: The Information provided by the Applicants in response to this enrolment notice will be the property of C-DAC and will not be returned. C-DAC reserves the right to amend, cancel, rescind, or reissue this enrolment notice and all amendments will be published through C-DAC's website binding all applicants.**

**NOTICE FOR INVITING APPLICATIONS FOR ENROLMENT OF GOVERNMENT/PRIVATE EDUCATIONAL INSTITUTIONS FOR CONDUCTING COMPUTER BASED EXAMINATION FOR VARIOUS RECRUITMENT EXAMS**

C-DAC, a premier R&D organization under the Ministry of Electronics and Information Technology, invites Government/Private Educational Institutions across India to enrol with us for providing the necessary infrastructure for the smooth conduction of Computer-Based Tests (CBT). This initiative aims to facilitate large-scale testing for various national projects and government recruitment processes.

**A. Eligibility Criteria:**

1. Colleges with well-equipped computer labs.
2. Reliable internet connectivity (minimum **50-100 Mbps**).
3. Adequate seating capacity with functional computer systems as per the following specification;
  - **Processor: Core 2 Duo or above**
  - **RAM: Min. 2-4 GB**
  - **Screen Size & Resolution: Min. 14inches & 1024 X 768**
4. Availability of required technical support staff to assist during the test.

**B. Benefits of Enrolment:**

1. Official recognition as a C-DAC enrolled institution.
2. Enhancement of the college's technical and operational capabilities.
3. Financial compensation for infrastructure and services provided as follows;

Sl. No	Description	Rate per Candidate Per Shift in INR excluding GST
1.	Engaging Institutions / Venues (Exam Centers) for Conduct of CBT	80/-

**Note-I: Payment Terms:** 50% of billable value (based on the actual registered candidate count per centre) shall be paid in advance to the Institution for infrastructure setup charges before the Mock examination and balance shall be paid after competition subject scope of work to the satisfaction of C-DAC.

**Note-II: Incidental expenses:** Incidental expenses like food, stationary, Diesel Generator usage charges (if any) etc., at actual to be paid by C-DAC.

**C. Responsibilities of Enrolled Institutions:**

1. Ensuring the availability and maintenance of systems and infrastructure during the Audit (testing) period.
2. Providing necessary technical support to ensure smooth conduct of the tests.
3. Facilitating access to clean and secure examination environments.

**D. Exam Centre Facilities**

1. Computers as per the specification required for deployment of C-DAC's software.
2. Maintain 10% buffer capacity of Desktops in accordance with the number of the examinee attending the examination at each exam centre.
3. LAN and adequate WIFI (Internet / Intranet) connectivity.
4. Adequate spaces between the two examination console computers so that no two

candidates shall indulge in discussion / cross-talk and poking. Shoulder to shoulder gap between two candidates shall be maintained.

5. Provisioning of Uninterrupted Power Supply (UPS) / Generator (DG set) at all exam centres.
6. Provisioning of one Desktop PC to capture Biometrics / Photo of the candidates at exam centres during Stage-I for attendance.
7. The examination centre should have separate washroom facilities for Male & Female candidates.
8. Drinking water, waiting area, proper illumination and ventilation, first aid box.
9. Adequate facility to be provided to keep bags, electronic gadgets such as mobile phones, calculators etc. carried by the candidates, without any additional cost to the candidate.
10. All Exam Centres shall follow all the guidelines / advisories issued by Central Govt. / State Govt. / local administration from time to time.

**E. Other Terms and Conditions:**

1. The disputes, legal matters, court matters, if any shall be subject to Chennai jurisdiction only.
2. No price raise will be allowed on whatsoever grounds.
3. Enrolled Institutes shall be bound by The Official Secrets Act, 1923 and immediately after enrolment.
4. Enrolled Institutes shall require to submit non-disclosure Agreement to C-DAC as and when required.
5. All the information configuring these activities such as software/ Hardware/ Candidate counts, entire information relating to the online examination shall be treated as confidential and the enrolled Institutes shall not disclose it to anyone without authorization of C-DAC.
6. Enrolled Institutes shall be solely responsible if there is any infringement of confidentiality with respect to data/ information.
7. The Enrolled Institutes shall obtain declaration from their personnel (employed by them for concerned examination) that none of them have any near relations (such as children, brother, sister, nephew and nieces of self and spouse) as well as anyone on whom they may have any special interest, is appearing in the concerned examination.
8. Malpractices in public examinations lead to delays and cancellation of examinations adversely impacting the prospects of millions of youths. The Enrolled Institutes and all their staff are bound by the Public Examinations (Prevention of Unfair Means) Bill, 2024 to check malpractices and organized cheating in government recruitment exams.

**F. Enrolment Process:**

1. Following the publication of the scrolling notice on the C-DAC website, interested institutes may begin submitting their completed applications to the designated email address [chn-exam01@cdac.in](mailto:chn-exam01@cdac.in) as per the format attached at **Annexure-I**. Also, fill the basic details in the link: <https://ht.cbt-exam.in/exambooking/> for proper coordination.
2. Once the filled application is received, the C-DAC team will conduct the necessary audit and confirm the enrolment by counter-signing the application form.
3. The accepted application duly signed & stamped by both the parties along with subject Notice will form contract between the parties for all future references.

## Annexure-I

### Application Form

**INVITING APPLICATIONS FOR ENROLMENT OF GOVERNMENT/PRIVATE EDUCATIONAL INSTITUTIONS FOR CONDUCTING COMPUTER BASED EXAMINATION FOR VARIOUS RECRUITMENT EXAMS**

#### **A. DETAILS OF INSTITUTE APPLIED FOR ENROLMENT**

<b>Name of the Institute</b>	
Address 1	
Address 2	
City & State	
PIN Code	
Landmark	
Geo Location of exam centre (DD)	
<b>Name and contact details of the authorized person for coordination</b>	
Designation	
Email Id	
Mobile #	
Landline #	

#### **B. AVAILABILITY OF ESSENTIAL SERVICES/FACILITIES:**

Sr. No.	Services/Facilities	Yes/No	Remark
1.	Drinking Water availability		
2.	Clean Washroom for Men		
3.	Separate and Clean Washroom for Women		
4.	Arrangement to Keep Mobile Phones (Plastic Pouches, Without charges)		
5.	Number of Security Guard (Male)-Min 2		
6.	Number of Security Guard (Female)-Min 2		
7.	Separate room for Biometric attendance		
8.	Waiting area for candidates		
9.	Fire Extinguish/ Fire Exit		

**C. SYSTEM DETAILS:**

S.No.	Particulars	Available (Yes/No)
1.	No. of working desktops available in Lab Processor: Core 2 Duo or above RAM: Min. 2-4 GB Screen Size & Resolution: Min. 14inches & 1024 X 768	
2.	No. of working desktops connected in LAN	
3.	Gap between 2 adjacent computers (Min 2 feet)	
4.	Availability of Partitions	
5.	Lighting Facility in the labs	
6.	AC Facility in the labs	
7.	Desktop/Laptop (2 Nos.) for managing Bio-Metric Attendance Processor i5 and Above, 8 GB RAM and above, Windows 10 or above	
8.	Isolated LAN as required for exam (Clients should be in separate network)	
9.	Is Dynamic Host Configuration Protocol (DHCP) on client machines allowed?	
10.	Internet Connectivity	
11.	Power Backup (Generator, UPS)	
12.	Printer	
13.	Scanner	
14.	Specification of Switches/Routers	

**\* Please mentioned the bifurcation of Desktops available in no of Labs mapped with Switches/ LAN**

Switches	Lab Name	No of working Desktops	Floor details Ground/1/2/3 etc	Remarks

**D. OTHER ADDITIONAL REQUIREMENTS:**

S. No.	Particulars	Yes/No	Remarks
1.	Is exam centres clear about payment terms?		
2.	Will exam centre provide rough sheets?		
3.	Will exam centre provide Markers?		
4.	Will exam centre provide Staplers and pins?		
5.	Will exam centre provide Ink pad?		
6.	Will exam centre provide Fevi stick?		
7.	Will Exam centre going to provide Exam Centre in-charge? (1 Person)		
8.	Will Exam centre going to provide Network Administrator? (1 Person)		
9.	Will Exam centre going to provide Technical IT support? (1 Person)		
10.	Will Exam centre going to provide Invigilators? (5-6 persons : 1 Person for each 30 candidates)		
11.	Will Exam centre going to provide Support staff? (min. 3 person )		
12.	Will Exam centre going to provide Food for C-DAC, CI and IAF officials? (Min. 6 person)		

**Any other Remarks/Observations:**

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\_\_\_\_\_  
(Sign. with Seal)

Name of the  
Centre In charge:\_\_\_\_\_

\_\_\_\_\_

Email Id: \_\_\_\_\_

\_\_\_\_\_

Mobile:\_\_\_\_\_

\_\_\_\_\_  
(Sign. of C-DAC member)

Name of the  
Verifier:

Email id:

Mobile: \_\_\_\_\_