



# 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](http://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:<br>Land Line:<br>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 of .....do 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**