



**MAHARASHTRA STATE
BOARD OF TECHNICAL EDUCATION**

(Autonomous)

(ISO: 9001:2000)

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No. MSBTE/D-70/MSCIT/2011/ 5879

Date: 13 JUL 2011

CIRCULAR

Subject: - Dealing with proposal for Re-Scheduling of MS-CIT examination due to mistake committed by examination center coordinator & local Controller of examination on various accounts or due to Power failure.

Ref:-1) MSBTE circular No MSBTE/ D-70/ MSCIT/ 2010/2478 Dt. 19 th May 2010

2) MSBTE circular No MSBTE/ D-70/ MSCIT/ 2010/2796 Dt. 11 th June 2010

Sir / Madam,

It has been consistently observed that the examination center coordinators & local Controllers appointed for conducting MS-CIT Examination are committing mistakes in conducting MS-CIT Examination on various accounts or there is a sudden failure of power.

These mistakes are basically due to negligent & casual approach of examination center coordinators & local Controllers towards examination work. Many in-built alerts are provided in the examination software which gives message to Examination center coordinator & Local controllers but in spite of these alerts there is gross negligence and violation of provisions mentioned in circulars mentioned under reference 1 & 2 above. Similarly the power failure is due to non-availability / non- functioning of Backup power supply.

MSBTE receives many proposals seeking Re-scheduling of examination slots during the period of MS-CIT examination event. MSBTE has to consider the proposals in view of interest of the learners who are at no fault and who are otherwise likely to lose opportunity of appearing to MS-CIT examination. If these affected learners are not re-scheduled their chances of passing the examination are automatically eliminated.

Under the circumstances MSBTE has to protect the interest of the affected learner/s and grant permission for Re-scheduling.

Now by way of this circular, MSBTE is prescribing following conditions that need to be satisfied for granting permission to the proposals of Re-scheduling.

1. It will be responsibility of the exam center coordinator to communicate new schedule of examination to all concerned learners. In any case no affected learner shall be deprived of opportunity to appear for on-going examination event.
2. Benefit of re-scheduling will be available to only those affected learners who were physically present at examination center at the scheduled time of commencement of examination slot and have signed the attendance sheet for that examination slot but due to mistake of exam

center coordinator and or local controller or due to power failure they were unable to appear the examination at that scheduled slot.

3. The examination center will have to submit the proof of attendance of the affected learner to office of concerned RBTE along with their proposal for Re-scheduling.
4. Office of RBTE will confirm the receipt of the proof of attendance sheet to mscitexamsupport@msbte.com and will mark the copy to mscitexam@msbte.com on receiving the mail from RBTE, MSBTE will grant permission for rescheduling on the merit of the cases and will inform to both mscitexamsupport@msbte.com and the concerned RBTE.
5. RBTE shall be in contact mscitexamsupport@msbte.com for further course of action.
6. Coordinator of examination and controller of examination will have to submit their independent Report about the incidence that has led to situation of Re-scheduling of learners.
7. RBTE / MSBTE will debar the erring examination center coordinator/s and Controller/s from any MS-CIT examination related work for next one to three examination events.
8. The erring Exam center coordinator/s and Controller/s are not eligible to claim remuneration for increased period of the exam due to re-scheduling of examination.

Examination center coordinators & Local controllers appointed by RBTE/ MSBTE for conduct of MS-CIT examination should keep sincere, alert and careful approach in conduct of examination and should not take any chances leading to situation of Re-scheduling.

The procedure prescribed above shall be followed only in exceptional cases and not to be considered as general practice.

All concerned with MS-CIT Examinations are requested to take note of the circular.



(Pramod A. Naik)

Secretary

M. S. Board of Technical Education

Mumbai

Copy Submitted for information to

1. Director MSBTE Mumbai.
2. MD MKCL Pune

Copy forwarded for Information to

1. General Manager MKCL Navi Mumbai
2. Dy. Secretary RBTE Mumbai, Pune, Nagpur & Aurangabad
3. All Officers of Desk-70 MSBTE Mumbai
4. For the information of all the examination center coordinators & Local Controllers through Dy. Secretary of RBTEs
5. Copy for display under MSCIT Section on website www.msbte.com