



**MAHARASHTRA STATE  
BOARD OF TECHNICAL EDUCATION**

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**CIRCULAR**

To,

All those concerned with conduct of MS-CIT Examinations.

Sub: - Instructions for conduct of MS-CIT Examinations under revised Structure & Pattern of MS-CIT Examinations.

Following Instructions are issued in view of maintaining uniformity in conduct of MS-CIT Examinations at all the Examination centers.

This circular also supersedes the earlier instructions issued on the same subject.

**Setup required at the Exam Center for conducting MS-CIT Examinations.**

**I) Computing Resource Configuration**

Option 1 (Without Xtenda Setup)

Server Configuration

2.0 GHz Processor (with 512Kb L2 Cache) or above

2GB RAM

80 GB Ultra SCSI-3 / SATA hard disk

10/100 Mbps Ethernet Card

DVDROM Drive

Windows 2003 Standard Server with Service Pack 2 and CAL Licenses

Trend Micro Anti Virus

Quantity required per exam center: 1

Client Configuration

1.3 GHz Processor (with 512Kb L2 Cache) or above

40 GB IDE / EIDE Hard disk

1GB RAM

10/100 Base T PCI Ethernet

Sound Card

Keyboard and Mouse (Brand: Logitech, Microsoft etc.)

Two Headphones per desktop

14inch SVGA Monitor or above (Brand: LG, Samsung etc.)

Windows XP Professional with Service Pack 2

Trend Micro Anti Virus

Quantity required per exam center: 10

Option 2 (With Xtenda Setup)

Server Configuration

Dual Core Processor (2.53 GHz x 2) \*

800M Hz Front Side Bus

4GB RAM

160GB 7200 RPM SATA Hard Disk \*

DVDROM Drive

Ncomputing X550 kit

400 Watt Power Supply\*

5 UTP Cables (each up to 5 meters) (Brand: D-link, Finolex etc.)

Windows 2003 Standard Server with CAL Licenses DVDROM Drive

Trend Micro Anti Virus

Quantity required per exam center: 1

\* Very important to avoid machine hanging problems.

Client Configuration

14inch SVGA Monitor or above (Brand: LG, Samsung etc.)

PS/2 Keyboards (Brand: Logitech, Microsoft etc.)

PS/2 Mouse (Brand: Logitech, Microsoft etc.)

Two-port Headphone sharers (Brand: MX etc.)

Quantity required per exam center: 10

10 Headphones (Brand: Phillips, Intex, iBall etc.)

**Note: - At present the Option 2 (With Xtenda) Setup is not considered for grant of Examination Center**

## **II Common Requirements**

### **LAN**

10/100 Mbps Network Switch (Server and all Desktops should be connected to this Network Switch) (Brand: D-Link, Linksys etc.)

Electrical and LAN wiring should run perpendicular to each other. If they are parallel to each other, then a distance of 2 feet should be maintained between them to avoid interference.

Internet

56 Kbps Dialup Connection (Server and all Desktops should be able to connect to the Internet by using Internet Connection Sharing or Proxy Server).

Peripherals

Headphone with Mike (Brand: Phillips, Intex, I-Ball etc.)

Webcam (Brand: Logitech, Intex etc.)

Printer - minimum 600 dpi resolution (Brand: HP, Canon, Epson etc.)

Scanner - minimum 600 dpi resolution (Brand: HP, Kodak etc.)

Quantity required per exam center: 1

Power Backup for all Computers:

UPS (Brand: APC, Microtek, iBall etc.) and

Inverter with Battery backup (Brand: APC, Microtek etc.) or Generator (Brand: Honda, Champ, Kirloskar make etc.)

**UPS / Back up Power must be in working condition and attached to server && Client machines.**

**III Examination Center must have all physical arrangements to conduct examinations like Sitting Chairs, Drinking water Facilities, Clean Toilets, Fans or A/C, Electric Power Supply, Network connectivity etc.**

**IV The Examination Center must have the following manpower available for conduct of examination.**

**Appointment as Selected Examination Center for MS-CIT Examinations**

The Dy. Secretary Regional Board of Technical Education shall appoint those institutes who possess the required setup to conduct the MS-CIT Examinations and have favorable atmosphere to conduct examinations as "Selected Examination center for that particular Examination". If necessary, the Dy. Secretary of RBTE will call for nominations from MKCL or its representative. MSBTE / RBTE where necessary will carry out inspection of institutes considered for status of "selected Examination Center" by appointing inspection committee. MSBTE/ RBTE reserve the right to select or reject nomination of any institute for grant of status as "selected Examination Center".

The Examination center will have following staff to conduct the MS-CIT Examination.

1. Head of Examination Center.
2. Local controller of Examinations.
3. Examination coordinator (System administrator).
4. Office assistant.
5. Peon.

All the persons working for conduct of MS-CIT examination during the period of MS-CIT Examination on various positions mentioned above are entitled for remuneration as per norms of MSBTE.

**Procedure of appointing this staff, their Roles and responsibilities are given below.**

**1. Appointment, Roles, Responsibilities & Qualifications of Head of Examination center:**

The management of institute named as exam center by the Dy. Secretary RBTE / MSBTE must appoint a qualified and eligible internal person by issuing an office order under intimation to concerned RBTE Head of Examination center. He shall be from own institute, he will work as the Head of examination center and shall be responsible for all the affairs at the examination center. He will sign the Result sheets appearing cum Attendance / Provisional Certificate along with Local Controller of Examination. He must have passed minimum SSC or equivalent Examinations, he should have sufficient knowledge of computer hardware and networking and administration. He shall be capable to manage all affairs at examination center. It shall be the prime duty of the Head of the Examination Center to maintain required Hardware & software set up for the examination in working condition including the UPS and internet connection. He is responsible for conducting the examination in smooth, free and fair manner. He shall maintain atmosphere conducive for conduct of MS-CIT examination at the Examination center.

**2. Appointment, Roles, Responsibilities & Qualifications of Local Controller of Examinations:**

RBTE / MSBTE will appoint an external person as a Local Controller of examination. He should have enough knowledge of computers; preferably he should be a computer teaching faculty. He will sign the Result cum attendance certificate along with the Head of Examination center. Any Person having passed Diploma in Engineering or Technology from MSBTE or its Equivalent examination with "Computer application " as one of the subject during his course of Study will be considered as qualified person to work as "Local controller of MS-CIT Examination." Similarly the technically Qualified Supporting Staff working in Polytechnics / Jr colleges / Colleges / ITI / schools or any other similar institute and having 2 years practical experience of working in Computer or IT Laboratory shall also be considered as eligible to work as "Local controller of MS-CIT Examination." He will attend the Training programmes conducted by or on behalf of MSBTE from time to time and shall keep himself update with procedure of conducting MS-CIT Examination.

He shall represent the MSBTE and shall maintain the confidentiality of Pass words and other confidential instructions. He shall not disclose his appointment to any person other than those officially related with Exam center. He shall obtain the Examination software from RBTE and carry it with him and install the same at Exam centers. He shall follow the Rules, Regulations, Instructions and circulars issued by MSBTE from time to time and shall conduct the examination as per slot wise schedule. He shall be responsible for verifying the correctness of the marks obtained by learners and written in (Objective +Practical and Total Marks) Remarks column of attendance sheet. . He will sign the Result sheets appearing cum Attendance / Provisional Certificate along with Head of Examination Center.

In case of any difficulty he shall contact RBTE / [mscitexamsupport@msbte.com](mailto:mscitexamsupport@msbte.com) / MSBTE / and conduct examination as per the instructions received from them. He shall be jointly responsible with Examination coordinator and Office assistant for marking attendance and result of the Learners Including identifying the learners before allowing the learner to appear for the Examination.

### **3. Appointment, Roles, Responsibilities & Qualifications of Examination Coordinator (System Administrator):**

The management of institute named as exam center by the Dy. Secretary RBTE / MSBTE must appoint a qualified and eligible internal person by issuing an office order under intimation to concerned RBTE Examination Coordinator (System Administrator). He shall be from own institute, he will work as the Examination Coordinator (System Administrator) at examination center. He must have knowledge of computer hardware and networking. He will have to keep all the systems required to conduct of MS-CIT Examination in working conditions during the entire period of MS-CIT Examination. He will attend the Training programmes conducted by or on behalf of MSBTE from time to time and shall keep himself update with procedure of conducting MS-CIT Examination. He shall assist the Local controller of Examination in conduct of Examination. He shall be jointly responsible with Local controller of Examination, Office assistant for marking attendance of the Learners including identifying the learners before allowing the learner to appear for the Examination. He shall be responsible for verifying the correctness of the marks obtained by learners and written in (Objective +Practical and Total Marks) Remarks column of attendance sheet

### **4. Appointment, Roles Responsibilities & Qualifications of Examination Office Assistant:**

The management of institute named as exam center by the Dy. Secretary RBTE / MSBTE must appoint a qualified and eligible internal person by issuing an office order under

intimation to concerned RBTE Office Assistant. He shall be minimums SSC or equivalent examination passed and computer literate, with experience of typing and office working. He will assist the Controller of examination in preparing necessary documents including taking print out of various reports, preparing files of exam centers, attending learners, Generating Reports etc. He shall be jointly responsible with Local controller of Examination, Examination coordinator for marking attendance of the Learners Including identifying the learners before allowing the learner to appear for the Examination. He shall check slot wise exam result sheets, attendance sheet, Mark attendance sheets and obtain signature of attendance of learners in token of their attendance as well as issue of appearing cum attendance certificates. He shall be responsible for writing the marks obtained by learners (Objective +Practical and Total Marks) in Remarks column of attendance sheet.

**5. Appointment, Roles Responsibilities & Qualifications of Examination center Peon:**

Management of institute named as exam center by the Dy. Secretary RBTE / MSBTE must appoint a qualified and eligible internal person by issuing an office order under intimation to concerned RBTE Peon for examination center. He is appointed to assist all the affairs at examination center particularly in all the physical efforts and help in the smooth conduct of examination.

**General**

All the persons working for MS-CIT Examinations should understand that, the MS-CIT Examinations are conducted by MSBTE under the authority granted to MSBTE by Government of Maharashtra vide Marathi resolution Higher & Technical Education Department Gr No MaTantra 3700 /(132/2000)/Tanshi.-3 Dt 3 rd Oct 2000. And hence every person working for this examination is bound by all the Rules, Regulations, Circulars & Instructions issued by MSBTE from time to time. Further it may be noted that, the MS-CIT examinations are covered by Maharashtra state prevention of Malpractices at specified board and Universities examination act, hence any breach of the provisions of this act are severely punishable.

All the persons appointed for conduct of MS-CIT Examination should note the contents of this circular and are expected to conduct the MS-CIT Examination in smooth, free and fair manner.

  
Secretary

Maharashtra State board of Technical education  
Mumbai