

The Assistant Secretary (AIEEE)  
 CBSE, PS-1-2, Institutional Area,  
 I.P. Extension, Patparganj  
 Delhi-110092

**Subject: Proforma regarding Fixation of Examination Centre and Appointment of Centre Superintendent for the All India Engineering Entrance Examination to be held on 25<sup>th</sup> April 2010 (Sunday).**

The Information required for fixation of our school as a centre for AIEEE 2010 to be held on 25-04.2010 is given below: -

1.	Name of the School/Institution/ College with full postal address (In Block Letters)	
	POSTAL PIN CODE NO.	
2.	Telephone Nos.	
	(a) School/Institution:	
	(b) Principal's Residence:	
	(c) Mobile No.:	
	(d) Fax No.:	
	(e) Telegraphic Address, if any:	
	(f) E-mail, if any:	
	(g) Whether the Institution was an examination centre during AIEEE 2009?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes, Centre No.	
3.	Whether the Institution is affiliated with CBSE or not?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes, Affiliation No.	
4.	Distance of institution from syndicate/canara bank having strong room facilities	
5. (a)	No. of single seater desks:	
	(b) No. of double seater desks (For examination purpose, one candidate will sit on one desk):	
6.	Accommodation available for the examination	
	(a) No. of rooms (with their size)	
	(b) No. of Hall (s)	
	(c) Is the school having paccal boundary wall?	
	(d) Whether Rooms/Hall(s) have adequate fixtures & fittings?	

7. No. of candidates that can be accommodated, if the school/Inst./College is fixed as a centre

8. Is the institution located in the city

Yes

No

9. (a) Name of the Principal/Vice Principal /Headmaster (IN block letters) with Designation.

(b) Name & Address of the Chairman/President of School Managing Committee.

Phone No.....Mob. No.....

Fax No.....Res. No.....

10. Please state whether you are willing to act as Centre Superintendent. If not, please suggest the name of the Vice Principal/Sr. PGT of the institution who will act as centre superintendent .

Yes

No

11. Whether you can engage invigilators and other staff for the examination of your school/other institution(s) (Please tick)

Your School

Other Institutions

12. (a) Information regarding Sec./Sr. Sec. Schools/Colleges other than affiliated to CBSE enjoying good reputation in the city, furnishing full details of all the institutions, which have adequate infrastructure and in your opinion are fit and willing for examination centre for AIEEE 2010. (Please use a separate sheet, if required)

Date: \_\_\_\_\_

Signature of the Principal \_\_\_\_\_

(With rubber stamp) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Note:**

1. The examination will be held on 25<sup>th</sup> April 2010 (Sunday). Confirmation about the fixation of your School/Institution/College as Examination Centre will be sent to you in due course of time.
2. Persons whose near relation (s) is/are appearing at the All India Engineering Entrance Examination 2010 at any of the Centres in India are not eligible to be appointed as Centre Superintendent/Deputy Superintendent of Invigilators.
3. While indicating the No. of single/double seater desks, no desk meant for Nursery to Primary classes (up to Class –V) be included.
4. Each item should be answered and no column should be left blank.