



NATIONAL TESTING SERVICE-INDIA

Centre for Testing and Evaluation

H.Q: Central Institute of Indian Languages

(MHRD, Government of India)

MYSORE - 570 006



Attention ! Managements of Schools and Colleges

(Private, Corporate, Aided, and Government)

Applications in the **prescribed format** are invited from the management of reputed schools and colleges / univ. departments proposing to function as **Regional Field Units (RFUs) of the NTS-India** to represent schools or colleges / universities / special institutes involved in teaching, as per the details given below:

Sl. No	HINDI Speaking Regions	Level(s)
1.	H-REGION-2:Haryana (the whole state of Haryana including Panipat, Ambala, Faridabad, Gurgaon)	School & college / university
2.	H-REGION-3:Uttarkhand (the whole state of Uttarkhand including Dehradun, Nainital, Haridwar)	School Top
3.	H-REGION-4 :Delhi (the whole National Capital Territory of Delhi (Old & New)	School & college / university
4.	H-REGION-5:Rajasthan (the whole state of Rajasthan including Jaipur, Ajmer, Udaipur, Bikaner)	School & college / university
5.	H-REGION-6:Uttar Pradesh (the whole state of Uttar Pradesh including Meerut, Aligarh, Lucknow, Kanpur, Allahabad, Varanasi, Saharanpur)	School
6.	H-REGION-8:Jharkhand (the whole state of Jharkhand including Ranchi, Jamshedpur, Danabadi, Bokaro)	School & college / university
7.	H-REGION-10:Chattisgarh (the whole state of Chattisgarh including Bilaspur, Raipur, Bastar, Bhillai)	School & college / university

Sl. No	TAMIL Speaking Regions	Level(s)
1.	T-REGION -1:TN-AP-Border-1 (Chennai, Tiruvallur Districts including AP Border1)	School & College / university
2.	T-REGION-2:TN-AP-Border-2 (Vellore, Tiruvannamalai, Uttarkhand Kanchipuram (Chengalpattu) Districts including. AP Border2)	School
3.	T-REGION-3:TN-KA-Border-1 (Salem, Krishnagiri, Dharmapuri Districts including KA Border 1)	School & college / university
4.	T-REGION-8:TN-Central West (Dindigul, Teni, Madurai Districts)	School

5.	T-REGION-9:TN-Old Ramnad (Sivaganga, Ramnathapuram (Karaikudi), Virudhunagar Districts)	School
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Sl. No	URDU Speaking Regions	Level(s)
1.	U-REGION-1:Jammu & Kashmir (the whole state of J & K including Jammu and Srinagar)	College / university
2.	U-REGION-2:Delhi & Haryana (the whole NCT of Delhi & state of Haryana including Old Delhi / New Delhi, Panipat, Faridabad)	School & College / university
3.	U-REGION-3:Rajasthan (the whole state of Rajasthan including Jodhpur, Bikaner, Jaipur, Kota)	School & college / university
4.	U-REGION-5:Bihar& Jharkhand (the whole states of Bihar & Jharkhand including Patna, Dharbanga, Gaya, Purnia, Siwan & Ranchi, Jamshedpur, Dhanbad, Bokaro)	School
5.	U-REGION-6:West Bengal (the whole state of West Bengal including Kolkata, Asansol, North 24 Paragana)	School & college / university
6.	U-REGION-7:Madhya Pradesh& Chhattisgarh (the whole states of MP & Chattisgarh including Bhopal, Burhanpur,& Bilaspur, Raipur, Bastar, Bhilai)	School & college / university
7.	U-REGION-10:Karnataka (the whole state of Karnataka including Bangalore, Gulbarga, Mysore)	School & college / university

Any school or college or university department or specialised institute involved in teaching, located in that region is eligible to become an RFU of NTS provided it fulfills the terms and conditions. RFUs will be required to assist NTS in matters related to **construction of tests** and their **standardization** as a prelude to evolve **norms** & establish **benchmarks** meant for every level of education. For operational details, terms & conditions, prescribed application format, etc., please log on to www.ciiL-miles.net and look for [ANNOUNCEMENT \(NEW\)](#). The duly filled in application should reach the **Head, NTS-India, Centre for Testing & Evaluation, Central Institute of Indian Languages, Mysore-570006, Karnataka** within 30th June 2009.

Note: Applications are also invited from the regions where RFUs already exist as there is a provision to drop existing RFUs which are found non-performing continuously for 3 months.

Director, CIIL

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Terms & Conditions (w.e.f. 1-7-2009)

1. The Institution where Regional Field Unit of NTS is established is required to provide an office cum working room / hall of reasonable size with essential furniture, a telephone with STD connection, heavy duty fax machine and a PC with internet facility. They will have to be provided exclusively for the RFU and not sharing with the existing equipments of the Institution. Three Sign Boards are to be displayed as per specification

(1st one at the entrance of RFU, 2nd one at the main gate of the Institution, and the 3rd one at the nearest main road junction).

2. (a) The responsibility of manning the Unit will have to be entrusted with one or two regular / permanent faculty member(s) drawn from disciplines of language / literature, education, psychology, statistics, etc. They should be only from among those permanent / regular faculty who attended the introductory meeting of the RFU representatives held at the NTS HQs Mysore.

(b) The faculty members who are entrusted with the responsibility will be designated as Local Co-ordinator(s) (LCs).

(c) In order to maintain continuity and confidentiality, only the regular / permanent faculties are to be necessarily nominated as LCs.

(d) The Head of the Institutions (e.g. Principal, Head Master) are not supposed to be nominated as LCs, as it would create practical difficulties in monitoring both the activities of RFU and the institutional work.

(e) The LC(s) will have to be available for contact in the RFU on all working days regularly. Frequent changes of LCs without the prior knowledge of the head office may be avoided as it will create operational problems.

(f) The LCs will have to be paid a reasonable amount as monthly honorarium which could be adjusted from the maintenance cost released by the NTS.

(g) Further, the LC is required to extend all necessary help and cooperation to the visiting scholars / members of various Task Groups from the NTS headquarters.

(h) LCs will have to ensure periodical dissemination of information by way of circulating the Research & Development outcome on evaluation, the NTS Monthly Newsletters, Brochure, etc.

(i) Also the LC will have to identify, collect, and pool out the potential teachers of language as well as other disciplines who will be interested and useful for training (prior to involving them for the process of question / item writing).

3. (a) The institution identified as suitable for establishing the RFU of NTS will commence the operation w.e.f the date of signing of the MOU.

(b) The MOU can however be terminated by giving a month's notice when things do not take place as per agreement. Any dispute arising out of this will have a legal binding only in the jurisdiction of Mysore Courts and the High Court in Bangalore.

(c) All the operations of NTS (workshop, seminar, meeting, etc.) meant for that region will be conducted through Regional field units concerned.

(d) The Local Co-ordinator as well as the Head of the Institution will have to ensure proportionate representation of the entire region while selecting / suggesting teachers for undergoing training for item writing.

(e) Also they will have to ensure achieving the target fixed in terms of number of questions (along with other details) for that region within a specified time frame and transferred the same to the NTS headquarters periodically before getting the required funds for payment to those involved in preparing question items. (The RFU is a vital

link between NTS Head Quarters and the actual item writers of that locality. It also will have to arrange periodical interactions with the item writers and teachers in order to obtain feedback.)

(f) Number of question items required to be prepared at the initial stage, will be *four times more than that of the actual requirement*. Then $\frac{1}{4}$ of them will be retained by adopting a *three stage elimination process* as prescribed by the expert committee (the *first* stage at the RFU, *second* stage at the zonal centre, and *third and final* stage will be at the NTS headquarters).

(g) The Regional Field Units which monitor the process of item writing will not only function as a nodal agency but also as a scrutiny centre (at the initial level) besides facilitating the field administration of tests in their jurisdiction for the purposes of standardization as a prelude to evolving norms and establishing benchmarks for the courses conducted, *institutions* running those courses, and *individuals* who are taking up the courses. Subsequently, they will also take care of the *test administration* and *data collection*.

4. (a) The Institution which houses the Regional Field Unit / Nodal Agency will be paid a token amount of Rs. 15000/- per month towards maintenance cost (payable on quarterly basis), w.e.f. 01/07/09. For this purpose the institution has to send a pre-receipted bill before 5th of every month, along with Utilisation Certificate in the prescribed format stating that the amount (meant for the previous months) has been fully utilised for the purpose for which it was granted by the NTS. It should be duly signed by the Head of the Institution. The payment due for the next quarter would be released only after the receipt of the pre-receipted bills (for the following months/quarter) and utilisation certificate (for the preceding months/quarter).

(b) The Head of the Institution will get a specified amount as per the provisions available in the NTS when any programme(s) is / are organized through the RFU located in their premises. All those who are involved in the operation viz., the head of the institution (where the test is administered), test administering personnel / invigilators, students (who take the tests) and the paper valuer-cum-tabulator will be paid an appropriate incentive. The institution / department too will be paid a token amount for providing infrastructure. During this time, the LC of the RFUs will be paid sitting charges / honorarium besides the usual TA / DA or Local Conveyance.

(c) The process of preparing the question items will be taken up through these Regional Field Units as per the *format* given by the NTS / Centre for Testing & Evaluation preceded by practical orientations. All the expenditure incurred in this connection will be borne by the NTS.

Activities to be undertaken by the RFUs:

1. Building up of a Reference Library

with necessary books, journals, etc., on testing & evaluation in addition to the materials supplied by the NTS-CIIL. The Institution holding RFU may also procure as many reference materials as possible, by utilizing their own resources.

2. Procuring the Syllabi Materials

all the courses in various disciplines (level wise) and corresponding question papers for ready reference at the time of holding programmes for item writing.

3. Identification of Institutions

about 50 schools or colleges (as the case may be) located under the jurisdiction of the concerned RFU and to have a tie-up with them for NTS activities.

4. *Selection of Teachers*

about 100 teachers (2 each from the identified institutions) for practical training / orientation (at the NTS cost) on developing tools & scales.

5. *Arranging local Meetings*

for periodical interaction among the teachers identified from the concerned jurisdictional area (in order to create awareness and also update information).

6. *Dissemination of Information*

about the developments made by the NTS-INDIA; to be taken up by circulating Information Brochures, Write-ups, Documentary Films, NTS-Monthly Newsletters, etc.

7. *Functioning as a Nodal Centre*

for all transactions of NTS and to undertake the process of item writing, construction of tests, field administration, standardisation, etc., as per the NTS frame work. They will be responsible for evolving norms and establishing benchmarks with reference to their jurisdiction.

Note

- It is proposed to train 6,000 teachers in 5 years through its 60 RFUs (at the rate of 100 per region) in order to create a database of about 16 lakh question items with their quality indices covering about 8000 dimensions and 20,000 operating contexts.
- The **RFU sign boards** as per the specifications provided by NTS H.Qrs are to be displayed with immediate effect for maintaining **uniformity** among the RFUs across the country.
- RFUs are required to send the **status reports** periodically to the NTS H.Qrs.

Download the Application Proforma for NTS Field units

[Download](#) **Application Proforma for NTS Field units**

[Download](#) **Revised Terms & conditions**

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