



CHECK LIST

SL.NO	INFORMATION	DETAILS
1	TEST CENTRE NAME	
2	POSTAL ADDRESS	
3	CITY & PINCODE	
4	LANDMARK	
5	Center Superintendent Name & Contact No	
6	Assistant Center Superintendent Name And contact No	
7	CONTACT PERSON (To Print on Admit Cards)	Name
		Desig & Mobile
		Landline No
		Mail ID
8	Distance of exam venue from the City Railway stationKms
9	Distance from the bus stand to the exam venueKms
10	Total number of computer available	
11	Total number of computer labs available	
12	Total number of labs in each floor	
13	Total number of computers in each floor	



Lab Details

Lab No	Floor	Lab capacity	No. of computers	Partition	Distance between computers	How many Ac/Fans	Monitor Type(in inches)	Computer specification (OS,PROCESSOR,HD,RAM,MODEL NO,)
1								
2								
3								
4								
5								

Will generator be provided in case of power failure?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If NO, can the Exam centre hire generator?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
How many capacity of generator (in KVA)				
Does the Examination Venue have online UPS ?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
How many capacity of UPS (in KVA)				
How many hours of back up does the ups provide				
Are all labs connected to single networks	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Minimum Dual core with 1GB RAM or higher	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Minimum 80 GB Hard Disk	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>



Microsoft windows XP SP3/WIN7/8/10	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Linux	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
IE Type(6.0, 7.0, 8.0.....)				
Antivirus	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Standard Keyboard and mouse	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Minimum screen size 15"	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
All system with static IP	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
.Net available or not	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Internet service provider name (Airtel,Reliance, Mtnl.....)				
Internet connection type (Broadband/Leased Line)				
Internet connection bandwidth (in MBPS)				
Internet facility available in all labs if required	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Backup internet facility	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Waiting hall facility	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Parking facility	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
DVR facility	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Drinking water facility	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>



	Fire extinguisher in each lab	YES <input type="checkbox"/>	NO	<input type="checkbox"/>
	How many entry and exit points	YES <input type="checkbox"/>	NO	<input type="checkbox"/>
	Washroom Facility	YES <input type="checkbox"/>	NO	<input type="checkbox"/>
	How many Gent's Toilets			
	How many Ladies toilets			
	Lockers Facility	YES <input type="checkbox"/>	NO	<input type="checkbox"/>
	Name of the IT representative			
	IT person's Mobile No			
	IT person's Email ID			
	Signature of CS Seal of the institution			