

F.No.21-4/2022/NIOS/SSS/ADM/1015

Dated 14-05-2026

Notification - 07/2026

In pursuance to the recommendations of the committee constituted in connection with revision of the Rules, Regulations and Guidelines Effecting Corrections / Changes in the Admission Records of the NIOS. The revised norms are as under:

Sl. No.	Correction	Correction Norms	Document required for change/correction
1	Change in Learner's Name	Change in the name of learners will be considered.	1. Two Newspapers in which the desired change has been published. 2. Gazette Notification to this effect.
2	Correction in Learner's name, Mother's name and Father's name	Correction of spelling error, factual errors in learner's name, father's name and mother's name will be considered only through online mode	1. Valid documents issued by the concerned Municipal Corporation/Local Self Government/Office of the Circle Officer/Block Development Officer/ Sub Divisional Magistrate/ District Magistrate/Registrar of Birth and deaths/Unique Disability ID (UDID) Card/Passport issued by Govt. of India/School Leaving Certificate (SLC) NOTE: Certificate issued by Private Schools should be countersigned by District Education Officer. 2. A sworn affidavit on a non-judicial stamp paper of appropriate value prescribed by respective State, containing necessary declaration in support of the requested correction; and an undertaking indemnifying NIOS against any claims or disputes arising from such corrections by any third party.
3	Correction in Date of Birth	No change in the Date of Birth once recorded in the NIOS records shall be made. However, correction to rectify the genuine typographical error/factual errors will be considered only through online mode.	1. Valid documents issued by the concerned Municipal Corporation/Local Self Government/Office of the Circle Officer/ Block Development Officer/ Sub Divisional Magistrate/ District Magistrate/ Registrar of Birth and deaths/ Unique Disability ID (UDID) Card/Passport issued by Govt. of India/ School Leaving Certificate (SLC) NOTE: Certificate issued by Private Schools should be countersigned by District Education Officer. 2. A sworn affidavit on a non-judicial stamp paper of appropriate value prescribed by respective State, containing necessary declaration in support of the requested correction; and an undertaking indemnifying NIOS against any claims or disputes arising from such corrections by any third party.


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4	Change of Mismatched Photograph	Change of mismatched photograph will be considered before appearing in the first examination.	<p>1. Valid documents having Photo issued by the concerned Municipal Corporation/Local Self Government/Office of the Circle Officer/ Block Development Officer/ Sub Divisional Magistrate/ District Magistrate/ Registrar of Birth and deaths/ Unique Disability ID (UDID) Card/Passport issued by Govt. of India/ School Leaving Certificate (SLC)</p> <p>NOTE: Certificate issued by Private Schools should be countersigned by District Education Officer.</p> <p>2. A sworn affidavit on a non-judicial stamp paper of appropriate value prescribed by respective State, containing necessary declaration in support of the requested correction; and an undertaking indemnifying NIOS against any claims or disputes arising from such corrections by any third party.</p>
5	Administrative Fee (Per Correction)	<p>Corrections for first three years shall be Rs.800/-</p> <p>Corrections after three years shall be Rs.1600/-</p> <p>Change in Photograph shall be Rs.800/-</p>	
<p>NOTE: Correction in Senior Secondary (12th) documents shall be based on Secondary (10th) passed documents only.</p>			

1. The learner has to surrender/ return the original certificates issued by the NIOS replacing the earlier certificates after carrying out necessary corrections and payment of requisite fee prescribed by the NIOS.
2. The Change/Correction is allowed as a one-time facility through the E-Service portal (sdmis.nios.ac.in).
3. This notification supersedes notification no. 23/2022, dated 06th July, 2022.

This issues with the approval of the Competent Authority.


Col. Shakeel Ahmed
Director (Student Support Services)

Distribution:

1. All Heads of Departments (HoDs), NIOS.
2. All Regional Directors, NIOS – with a request to upload the Notification on their respective Regional Centre websites.
3. SA/P – with a request to upload the Notification on the NIOS website.
4. Evaluation Department – with a request to ensure that the following remark is printed on duplicate documents: **Disclaimer:** “Change/Correction in C/N or M/N or F/N or DoB or Photograph has been effected at the behest of the applicant. NIOS shall not be held responsible for the genuineness of the records produced in support of such request.”
5. PS to Chairperson – for kind information of the Chairperson, NIOS.
6. Guard File.