



INDIAN NATIONAL AI OLYMPIAD **(INAIO)2027**

INSTRUCTIONS

For

CENTRE REGISTRATION

CENTRE ACTIVATION

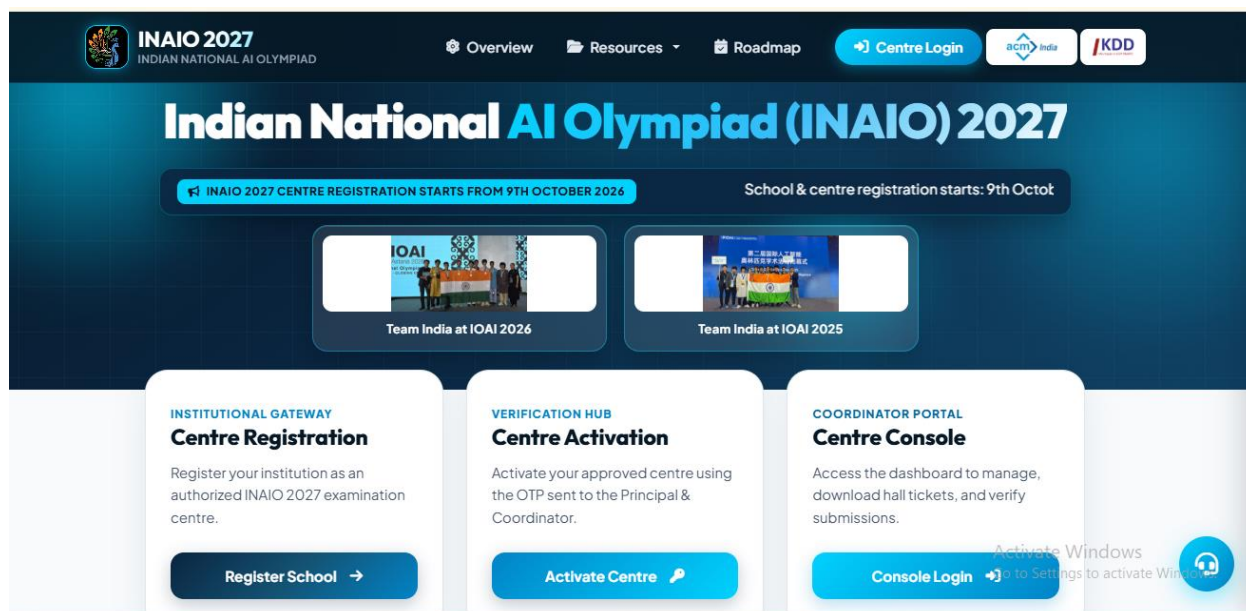
&

CENTRE CONSOLE

Instructions for Centre Registration

Step 1: Accessing Centre Registration

- On the website, under the “Centre Registration” section, click on “Register Centre” as shown in the image below.
- You will be redirected to begin the registration process.



Step 2: Select Institution Type

- After clicking on **Register Centre**, a screen will appear asking you to select your **Institution Type**.
- If **KV (Kendriya Vidyalaya)** is selected, enter the respective **KV Code**.
Note: The KV code should be **exactly 4 numeric digits**.
- If **JNV (Jawahar Navodaya Vidyalaya)** is selected, enter the respective **JNV AEP-MIS Code**.
Note: The JNV code should be **exactly 10 characters**, where the **first 4 are alphanumeric** and the **last 6 are numeric**.
- For **other schools**, simply click **Proceed** without entering any code.



(The respective KV/JNV codes are provided in the attached PDF for your reference.)

Step 4 : Declaration Form

After selecting the “Institution Type,” click the “Register” option, confirm your school name, read the consent form, and tick the checkbox to submit the declaration form.

The screenshot shows a dark-themed form titled "INAIO 2027 Centre Registration Declaration, Consent & Examination Integrity Undertaking". The form contains a list of terms and conditions that the user must agree to. The text is as follows:

the best of my/our knowledge and belief.

- I/We confirm that I/we am/are duly authorized by the institution to submit this application and act as the designated Centre Incharge/Authorized Representative for INAIO 2027.
- I/We understand that submission of this application does not guarantee approval of the institution as an INAIO Examination Centre and that the final decision regarding approval, allocation, continuation, suspension, or cancellation of the centre rests solely with ACM.
- I/We agree to provide the infrastructure, facilities, manpower, and operational support required for the smooth, secure, and fair conduct of the examination, if the centre is approved.
- I/We understand and agree that ACM or its authorized representatives may verify the information furnished and may conduct inspections, audits, or infrastructure verification visits.
- I/We agree to comply with all examination guidelines, SOPs, advisories, and communications issued by ACM.
- I/We consent to the collection, processing, storage, and use of the information provided for examination-related purposes.
- I/We understand that false, misleading, inaccurate, incomplete, or suppressed information may result in rejection of the application, cancellation of centre approval, withholding of remuneration, or any other action deemed appropriate by ACM.

At the bottom of the form, there is a link that says "Examination Security, Confidentiality & Integrity Undertaking".

Step 3: Filling Institution Details

You will now be taken to the **Institution Details** page. Please fill in the following fields:

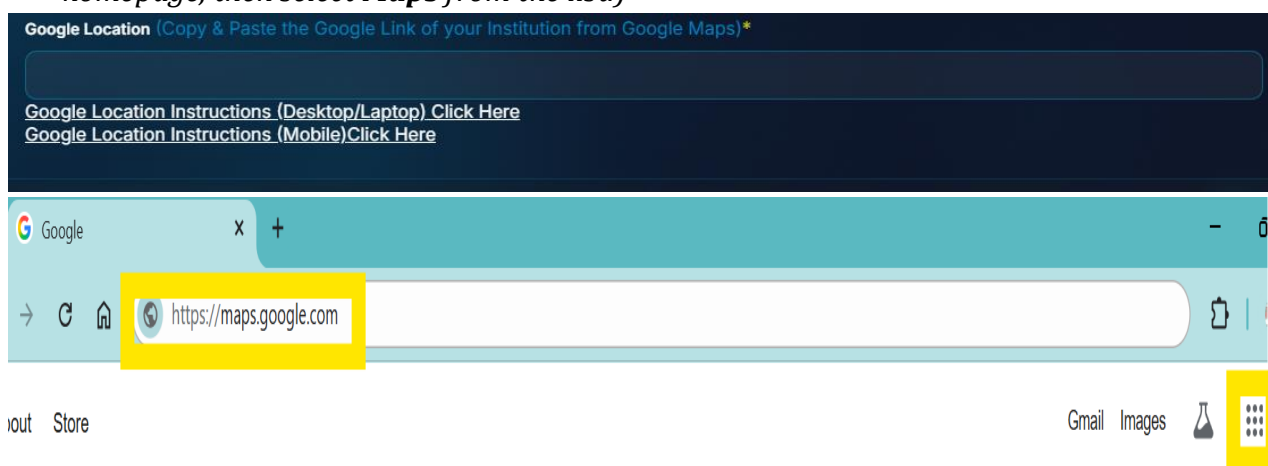
- **Full Name of the Institution (As displayed on the Board):** Enter the school’s name exactly as displayed on the school board.
- **CBSE / ICSE / STATE Affiliation Code:** Select the School affiliated with.
- **UDISE Code:** Mandatory. Enter the 11-digit UDISE code.
- **Address Line 1:** Enter a brief version of the school address.
- **Landmark:** Provide a nearby landmark for easy identification.
- **Post Office:** Name of the nearest post office.
- **Pin code:** Correct postal pin code of the school.
- **City/Taluk/Tehsil/Town/Village:** Select from the dropdown list. (If you can’t find your city, please contact support.)
- **Google Location:** Locate your school on Google Maps, then copy the Google Maps link of your school’s location and paste it here.

📍 How to Fill the “Google Location” Field (Using Google Maps)

To provide the correct Google Maps link for your institution’s location, please follow the steps below:

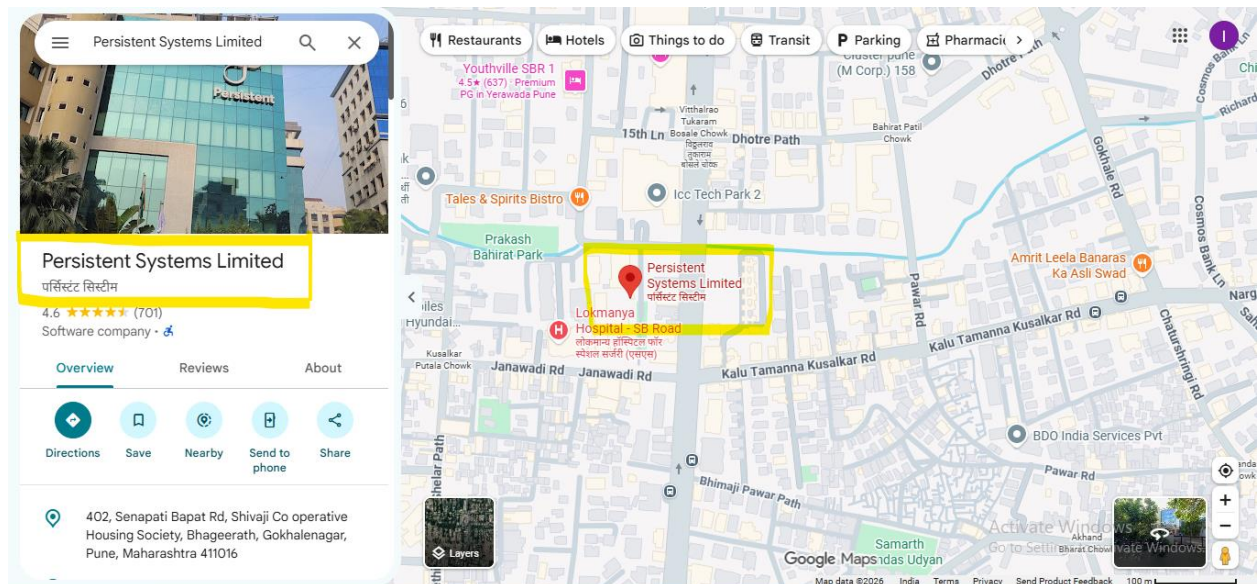
Step 1: Open Google Maps

- Open a **new tab** in your web browser (Google Chrome is recommended for best compatibility).
- In the address bar, type **maps.google.com** and press **Enter**.
(You may also click the Google Apps grid icon  near the top-right corner of the Google homepage, then select **Maps** from the list.)



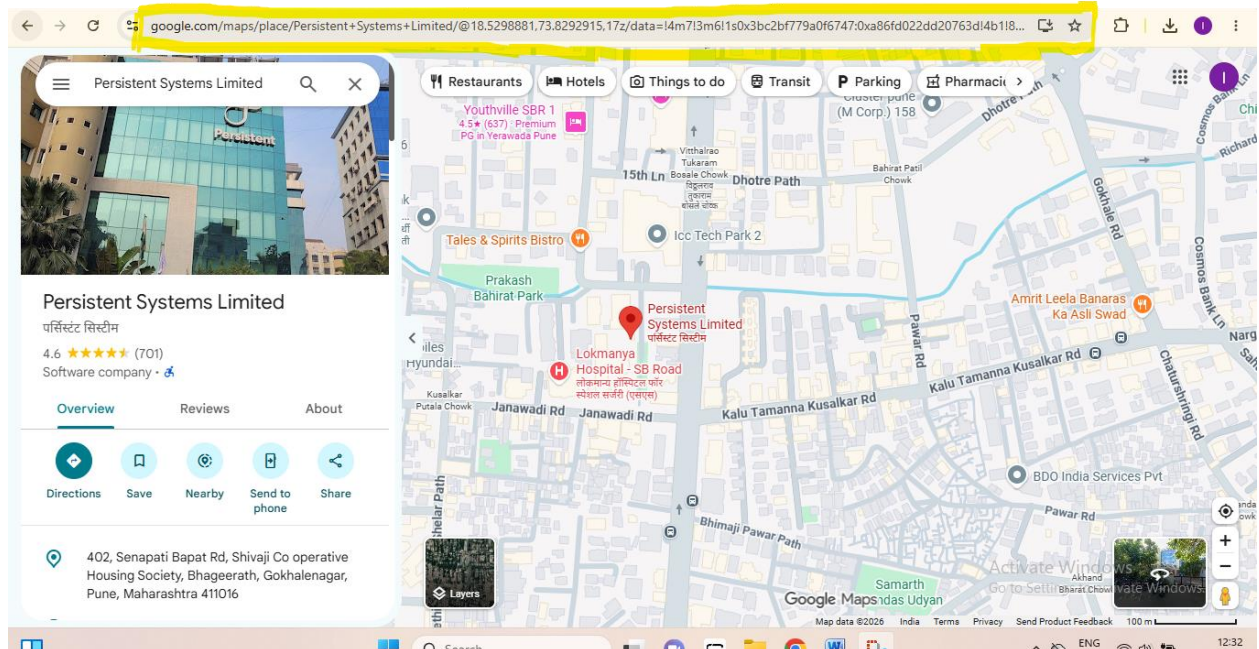
Step 2: Search for Your Institution

- In the **search bar** at the top-left of Google Maps, type the **full name or address** of your school.
- Google Maps will show suggestions — click the correct one.
- Once selected, a **location marker** (red pin) will appear on the map indicating your institution.



Step 3: Copy the Location Link

- After confirming the correct location:
 - Right click on the link directly on the location card on the map.
 - A small pop-up will appear now click “Copy”.



Step 4: Paste in the Registration Form

- Return to the **Centre Registration form**.
- In the “Google Location” field under *Institution Details*, **paste the copied link**.
- ☒ Ensure the link opens the exact location of your institution on Google Maps.

Click **Next** after entering the above details.

Step 4: Principal Details

On the **Principal Details** screen, enter:

- **Name of the Principal:** Current principal's full name.
- **Principal Mobile Number (10 digits only, no +91):** Numeric only.
- **Re-confirm Mobile Number:** Must match the above entry.
- **Principal Email Address (lowercase only):** Valid email ID.
- **Re-confirm Email Address:** Must match the above entry.

Click **Next** to continue.

Step 5: Centre In-Charge Details

Now, enter the **Centre In-charge** details:

- **Name of the In-charge:** Full name of the exam centre in-charge.
- **Designation:** In-charge official title.
- **Primary Mobile Number (10 digits only, no +91):** Numeric only.
- **Email Address (lowercase only):** Valid email ID.

Click **Next** to proceed.

Click on Verify; an OTP will be sent to both the in-charge's email ID and registered phone number for verification.

- **Secondary Mobile Number (10 digits only, optional):** Optional, for backup contact.

Step 6: Centre Acceptance & Student Capacity Details

After completing the **Centre In-charge Details**, the next section is about confirming whether your institution is willing to act as an examination centre for INAIO 2027, scheduled on **“DEC 13, 2026 (Sunday)”**, and entering details about how many students your school can accommodate.

- **For Kendriya Vidyalayas (KVs) and Jawahar Navodaya Vidyalayas (INVs):**

You will see a message: **“Your institution is an examination Centre on “DEC 13, 2026 (Sunday)”**. This is already selected as **YES**, and you will not be able to change it.

- **For Other Schools:**

You will see a question: **“Are you willing to provide your institution as an examination Centre on DEC 13, 2026 (Sunday)?”**.

By default, **YES** is selected, if you try to change it to **NO**, a message will appear: **“Are you sure that your institution is not willing to serve as an exam centre?”**. If you click **YES**, the option will stay as **NO**, if you click **NO**, it will return to **YES**.

If You Select YES:

You will be asked to fill in three fields:

1. **Maximum number of your own school students who can appear for the exam** – Please enter the total number your school can comfortably accommodate.
2. **Maximum number of students from other schools you can allow** – Enter how many students from nearby schools your institution can accommodate.
3. **Total number of students you are ready to accommodate** – This will be filled automatically by adding the above two numbers. You don't need to fill this manually.

(Only whole numbers are allowed. Do not enter any special characters or letters.)

If You Select NO:

You will not see any fields related to student capacity. You can simply click **Next** to proceed.

- **Additional Questions for KV and INV Schools (Only if you allow students from other schools):**

For KV Schools:

If you entered a number greater than zero for other school students:

- You will be asked:

“Does your school come under a high-security area?”

- If you say **YES**, you will be asked:

“Can you allow other school students to your Centre?”

- If you select **NO**, the number of other school students will be made zero automatically.

For JNV Schools:

If you entered a number greater than zero for other school students:

- You will be asked:

“Is your school a residential school?”

- If you say **YES**, you will be asked:

“Can you allow other school students to your Centre?”

- If you select **NO**, the number of other school students will be made zero automatically.

Before proceeding, if your school is either in a high-security area (KV) or is a residential school (JNV), and you still choose to allow students from other schools, a message will appear asking for confirmation:

“Since your institution is a high-security area/residential school and you are also willing to allow students from other schools to take the exam, could you kindly confirm?”

Click **OK** to continue or **Cancel** if you want to go back and review your entries.

Step 7: Bank Account Details

Enter the following account information:

- **Name of the Account Holder:** As per the bank records.
- **Bank Account Number:** Enter correctly.
- **Confirm Account Number:** Re-enter to confirm.
- **Account Type:** Savings / Current.
- **Branch IFSC Code:** Valid IFSC code.
- **Bank Name:** Name of the bank.
- **Branch Name:** Specific branch name.
- **PAN / TAN Number of the Institution:** Enter valid ID.

Upload a scanned copy of a cancelled cheque or the bank passbook's first page.
(File size should be between 50 KB and 250 KB.)

Click **Preview** to continue.

Step 8: Preview & Declaration

After clicking **Preview**, a summary of all the entered details from previous steps will be displayed. Please verify each section carefully.

Tick the **Declaration checkbox** after confirming accuracy of the details, and then click **Submit**.

Step 9: Submission Confirmation

After successful submission, a confirmation message will be displayed, marking the **completion of Centre Registration – Part 1**.

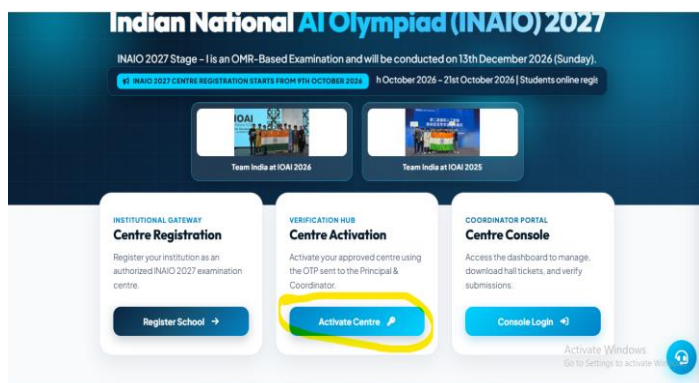
To proceed with **Centre Activation**, refer to the next set of instructions provided separately.

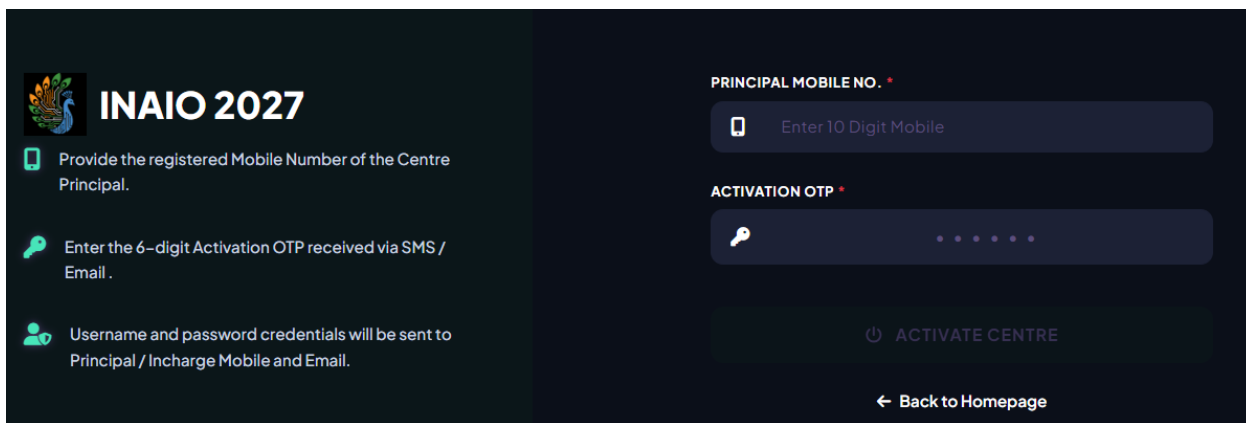
Instructions for Centre Activation

Go to the **Centre Registration** section and click on **Centre Activation**. You will see a screen asking for details.

- Enter the **registered mobile number of the principal and Coordinator**.
- Enter the **7-digit OTP** received via **SMS and Email**.
- Then click on **Activate**.

Once activation is successful, your **Username and Password** will be sent to your registered contact details. This completes your **Centre Activation** process.





INAIO 2027

Provide the registered Mobile Number of the Centre Principal.

Enter the 6–digit Activation OTP received via SMS / Email.

Username and password credentials will be sent to Principal / Incharge Mobile and Email.

PRINCIPAL MOBILE NO. *

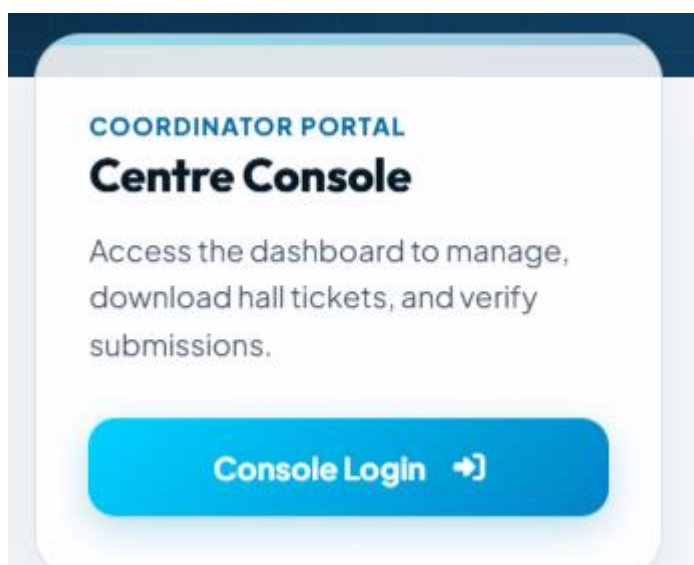
Enter 10 Digit Mobile

ACTIVATION OTP *

ACTIVATE CENTRE

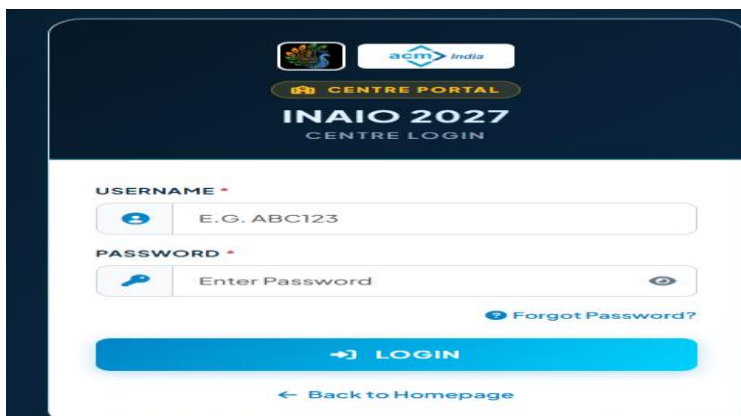
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Instructions for Centre Login



- After successful activation, click on **Centre Console** under the Centre Registration section.
- Enter the **Username and Password** received via SMS and Email.
- Once logged in, your **Centre Registration is complete**.

You are now ready to proceed with the further steps or manage your centre account.



CENTRE PORTAL

INAIO 2027

CENTRE LOGIN

USERNAME *

E.G. ABC123

PASSWORD *

Enter Password

[Forgot Password?](#)

LOGIN

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