IMPORTANT NOTICE FOR THE HOLDERS OF CCC AND BCC CERTIFICATES (ONLY APPLICABLE FOR THOSE CANDIDATES WHO FILLED UP THE EXAMINATION FORMS PRIOR TO 05/09/2013)

NIELIT has revised the SOP of CCC and BCC w.e.f. June 2013. Under the revised policy of re-issuance of CCC and BCC certificates, candidates will be given a period of 01 year ONLY from the date of issue of certificates for getting their certificates rectified, in case of any error. The existing certificate holders of CCC and BCC are hereby advised to check their certificates for errors, if any, and submit their request for corrections to their NIELIT Regional Centres. Such candidates are being given a period of 01 year from June 2013 onwards to submit their request for corrections to their NIELIT Regional Centres. After the due date i.e. June 30, 2014, the requests for corrections in the CCC/BCC Certificates from such candidates will not be entertained at NIELIT and requests submitted by the candidates/institutes shall be returned to the respective candidates/institutes. All institutes / candidates are requested to kindly make a note of it.

RE-ISSUANCE OF CERTIFICATES (CCC and BCC) (Chapter E of SOP)

The certificates are being re-issued to the candidates, in case of spelling errors, loss of certificate and mutilated certificate. The 02nd certificate issued to any candidate must bear "DUPLICATE" on top left corner of the CCC/BCC Certificate.

1

Re-issue of certificate due to corrections: Certificate may be re-issued to those candidates whose name; father's name; mother's name is wrongly spelt or photo incorrect (other than that pasted by candidate in his/her exam form. However, no request for correction in photo of candidates is entertained; and the photo of the candidate pasted on the exam form shall be printed on the certificate. The corrections (mis-spelt name, mother's name and father's name of the candidate) fall in the category of minor correction requests. The corrections namely, partly/full change of name/mother's name/ father's name falls under the category of major correction request. The candidates may request for re-issuance of certificate, in case of any error, within 01 year of the date of issue of certificate in favour of the candidate. No request for re-issuance will be entertained after 01 year of issue of certificates.

The documents required for the re-issuance of the certificate (minor correction category) is detailed below:

(i) Return of the Original Certificate issued to the candidate, which needs correction;
(ii) Submission of Demand Draft of Rs.50/-in favour of NIELIT payable at respective RC towards the processing fee;

(iii) Submission of attested copy of Certificate of Educational Qualification (that the student might have acquired) in support of the correctness of Name, mother's and the father's name of the student; and
(iv) Reason thereof, for erroneous spellings of name / father's name appended on the exam form.

The documents required for the re-issuance of the certificate (major correction category) is detailed below:

(i) Return of the Original Certificate issued to the candidate, which needs correction;
(ii) Submission of Demand Draft of Rs.50/-in favour of NIELIT payable at respective RC towards the processing fee;

(iii) Submission of attested copy of Certificate of Educational Qualification (that the student might have acquired) in support of the correctness of Name, mother's name and the father's name of the student;
(iv) Submit the affidavit before magistrate and follow the further procedure for publishing the change in at least two newspapers etc, and submit to NIELIT; and
(v) Reason thereof, for erroneous spellings of name /mother's name/ father's name appended on the exam form.

The candidate may submit his/her request to the respective Regional Centre along with the application in the prescribed format and documents listed above. The application proforma and related procedure for submission of request for re-issuance of CCC/BCC certificate at RC is at Annexure-25. <u>The candidates may request for re-issuance of certificate, in case of any error, within 01 year of the</u> date of issue of certificate in favour of the candidate.

<u>Duplicate Certificate</u>: A duplicate certificate is issued to those candidates whose certificate has been lost / mutilated. For issue of a duplicate certificate, a candidate has to submit his request along with following document:

i) Demand Draft of Rs.100/-in favour of NIELIT payable at respective RC towards the processing fee; ii) FIR lodged for the Loss of Certificate / mutilated certificate in original; and iii) An attested copy of Certificate of Educational Qualification (that the student might have acquired) in support of the correctness of Name, mother's name and the father's name of the student.

IMPLEMENTATION

1   Candidates / institutes are required to submit their requests in the prescribed format (Annexure -25) for re-issuance of certificates of CCC and BCC, for any reasons, to their Regional Centres.

2   Regional Centres verify the requests and submit their recommendation to Hqrs for approval.

3   Hqrs issues the necessary approval and stationery to Regional Centres for issue of certificates.

4   The time period of one year shall be applicable to the CCC/BCC certificates issued after June 2013.

5   In case of CCC/BCC certificates which are issued prior to the implementation of revised SOP i.e June 2013, the time period shall be 01 year from June 2013 i.e till June 2014.

APPLICATION FOR CORRECTIONS IN THE CCC/BCC CERTIFICATE

Instructions :

(i) Application shall be submitted by the candidate, duly attested by a gazetted officer/Centre Incharge of the approved institute (having permission for the conduct of CCC).

(ii) The application shall be enclosed with the attested photocopy of SSC/HSC/Degree issued by statutory body.

(iii) Original Certificate issued in favaour of candidate.

(iv) Processing fee of Rs.50/in form of Demand draft in favour of NIELIT payable at attached RC is to be attached.

(v) Please see overleaf for other supporting documents.

A. CCC No. and Name of the institute : _____

B. Roll No. : _____

C. Details of incorrect information printed on certificate (tick the appropriate box):

(i) Name ☐ (ii) Mother' name ☐

(iii) Father's name ☐ (iv) Photo ☐

D. Wrong Name as Printed : _____

E. Correct Name to be Printed : _____

F. Wrong Mother's Name as Printed : _____

G. Correct Mother's Name to be Printed : _____

H. Wrong Father's Name as Printed : _____

I. Correct Father's Name to be Printed : _____

J. Demand Draft Details

(i) Amount : Rs.50/(ii) DD. No. : _____ (iii) DD Date : _____

(iv) Bank : _____ I hereby certify that, the details given above for correction(s) is/are true and correct.

(Signature of candidate with name and date)

Place for photo of the candidate

I have checked all the details and found that the above-mentioned information in respect of correction requested by the candidate is true and correct.

Name and Signature with Seal of Gazetted Officer / Centre Incharge of the approved institute Date : ....

Encl:

1	Original certificate issued to candidate.
2	Demand draft towards processing fee.
3	Attested photocopy of SSC/HSC/Degree issued by statutory body.
4	Any other document, specify _____

For office use only: (To be filled up by the Regional Centre) Correction request is covered under Major / Minor / Data capturing error

(Tick the appropriate category)

Verified corrections are indicated below:

Name of the candidate : _____

Mother's name of the candidate : _____

Father's name of the candidate : _____

Ph   (file attached)

PROCEDURE

Certificate may be re-issued to those candidates whose name; father's name; mother's name is wrongly spelt or photo incorrect (other than that pasted by candidate in his/her exam form. However, no request for correction in photo of candidates is entertained; and the photo of the candidate pasted on the exam form shall be printed on the certificate. The corrections (mis-spelt name, mother's name and father's name of the candidate) fall in the category of minor correction requests. The corrections namely, partly/full change of name/mother's name/ father's name falls under the category of major correction request. <u>The candidates may request for re-issuance of certificate, in case of any error, within 01 year of the date of issue of certificate in favour of the candidate.</u>

The documents required for the re-issuance of the certificate (minor correction category) is detailed below:

(v) Return of the Original Certificate issued to the candidate, which needs correction;
(vi) Submission of Demand Draft of Rs.50/-in favour of NIELIT payable at respective RC towards the processing fee;

> (vii) Submission of attested copy of Certificate of Educational Qualification (that the student might have acquired) in support of the correctness of Name and the father's name of the student; and
> (viii) Reason thereof, for erroneous spellings of name / father's name appended on the exam form.

The documents required for the re-issuance of the certificate (major correction category) is detailed below:

> (vi) Return of the Original Certificate issued to the candidate, which needs correction;
> (vii) Submission of Demand Draft of Rs.50/-in favour of NIELIT payable at respective RC towards the processing fee;
> (viii) Submission of attested copy of Certificate of Educational Qualification (that the student might have acquired) in support of the correctness of Name and the father's name of the student;

(ix) Submit the affidavit before magistrate and follow the further procedure for publishing the change in at least two newspapers etc, and submit to NIELIT; and
(x) Reason thereof, for erroneous spellings of name / father's name appended on the exam form.

The candidate MUST submit his/her request to the respective Regional Centre along with the application in the prescribed format and documents listed above.

ROLES OF NIELIT HEADQUARTER AND NIELIT REGIONAL CENTRES

(Chapter A, Item 7 of SOP)

CCC Section NIELIT Hqrs (referred as NC (HQ) hereafter):

Shall act as nodal Centre for implementation of the Programme. The Role of NC (HQ) shall be formulation and dealing with Policy issues. The responsibilities shall include:

• Design, develop and periodically review/update the Syllabus for the course;
• Develop and periodically update the Question Bank for on-line Examination;
• Design and regularly review and update the Standard Operating Procedures (SOPs) for implementation of CCC/BCC;
• Grant of permission to the Institutions and allocate Unique Identity No. to Government recognised Schools/Colleges on the recommendation of the RCs;
• Screening of the Institutes for grant of permission to conduct CCC/BCC to institutions applying as Facilitation Centres, ITIs/ITCs and accredited for software courses;
• Conduct of examination online;
• Make arrangement for Hardware/Software at the Examination Control Centre for online Examination as also an integrated Software application for processing of various applications connected with CCC/BCC (e.g. Applications for permission from institutes, Application for Unique Identity No. from Govt. recognised Schools/Colleges/Examination Forms from candidates direct as well as through institutes/schools/colleges/claims from experts, etc.);
• To maintain an FTP site for facilitating downloading and uploading of data/information by the RCs as well as the NC (HQ);
• Providing login IDs of the ESs to RCs for onward distribution to ESs;
• Processing of results and release on the website of the NIELIT;
• Providing list of successful candidates and pre-printed stationery to RCs for issue of certificates to the successful candidates;
• Promotion of the Programme by publicity/marketing, interaction with Governments, etc.
• To have complete control on all documents processes, etc. in order to maintain uniformity.

Regional Centres / branch offices (referred as RC hereafter): Facilitate NC(HQ) with the following activities:

• Screening of the Institutes and recommendation (excluding institutions applying as Facilitation Centres, accredited for software courses, ITIs/ITCs), for grant of permission to conduct CCC;
• Examination forms management;
• Examination Centre allocation to the candidates;
• Roll number generation;
• Issue of admit cards;

- Examination center management;
- Despatch of installation DVDs, Attendance Sheets etc to ES;
- Setting up of the examination centre viz. installation, troubleshooting, dissemination of information pertaining to the examination to ES.
- Issue of certificates to successful candidates;
- Interaction with Institutes/Students;
- Reconciliation of accounts – Cost of Forms/Forms processing fee as well as examination fee and forwarding of 25% of the amount received towards the Examination Fee to NIELIT's account through NC(HQ); and
- Submission of comprehensive report of proceedings covering all aspects of conduct of examinations after every examination and making suggestions for improvement in the process/system.