NIELIT DELHI CENTRE

Guidelines for Admission of Course of "Data Entry and Office Automation"

- The candidates are advised to check their name in the list of registered candidates in the website.
- The admission of the candidates will be taken as per merit list.
- All the registered candidates must follow the procedure and schedule for the admission process. In case, the candidate fails to take admission on the announced date, his/her candidature will stand cancelled.

Admission Procedure:

1. The registered candidates will have to submit hard copy of duly filled application form in NIELIT Centre in person along with eligibility documents.
2. The admission is subject to production of certificates/documents and to the correctness of information furnished. The candidates will have to bring all certificates in original along with the photocopy of the same **on the specified dates for admission as per the admission schedule**.

Note: Seats are limited. Candidates need to apply in advance to ensure seats

Documents to be produced:
1. A latest passport Size Photograph
2. Self-Attested copy of Adhaar Card/Any other Govt. approved Photo I-Card
3. Self-Attested copy of 10th pass certificate
4. Self-Attested copy of 12th pass/ITI certificate and mark sheet.
5. Self-Attested copy of any other higher qualification
6. Self-Attested copy of Caste certificate, in case of SC/ST candidates

Course Fee: The course fee is to be paid in the form of demand draft in favour of "NIELIT DELHI CENTRE" payable at Delhi. On the back side of DD, following information is to be clearly furnished:
• Application ID
• Name of the Candidate
• Contact No.

Course Fee for Data Entry and Office Automation (Direct): Rs. 6500/-+GST

Note:
• Current rate of GST is 18% as per Govt. Notification.
• SC/ST candidates are exempted from course fee **(as per Govt. norms)** subject to production of valid Caste certificate.

Payment Schedule of Course Fee:

The course fee is to be paid in the form of Demand Draft in favour of NIELIT New Delhi Centre payable at New Delhi or through NEFT/RTGS/Net banking as per the following details:

BANK PARTICULARS FOR ECS/RTGS TRANSFER IN R/O PAYMENT OF NIELIT

Name of the Office	NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION TECHNOLOGY, NEW DELHI
Address	2nd FLOOR, PARSVNATH METRO MALL, INDERLOK METRO STATION, INDERLOK
City	DELHI
Pin code	110035
Phone number	23644849, 23644149, 23652370
Mobile number	NIL
PAN Number	AAATD0315M
TAN Number	DELN12459G
Bank Name	PUNJAB NATIONAL BANK
Bank Address	E-83, SHASTRI NAGAR, DELHI-110052
Phone Number	23649039, 23643546
Bank Account Number	017600 2100 250666
Bank Account Type	CURRENT ACCOUNT
IFSC Code	PUNBO139800
Bank Code	139800
MICR Code	110024034
Type-Whether Works/Supplier/Services	SERVICES

Details of Payments made through ECS/RTGS/NEFT may kindly be acknowledged at this e-mail ID: - ao.bo.delhi@gmail.com