**National Institute of Electronics and Information Technology Delhi Centre**
**An Autonomous Scientific Society of Ministry of Electronics and**
**Information Technology (MeitY) Govt. of India**

# Guidelines for Admission/Online Registration for Course of
## "Data Entry and Office Automation"

- **The registration for the admission for the Course of "Data Entry and Office Automation" will be Online only.**
- **Online application will open on 26-09-2018 and will close on 01-10-2018 up to 2.00 pm only.**
- **There will be no fee for applying online registration for the Course.**
- **Admission in Data Entry and Office Automation Course will be purely on the basis of the merit of the student in the qualifying examination. Qualifying examination/Entry Requirement is 10+2 in any stream min 50% marks OR ITI Certificate (One Year) after class 10th with min.50% marks in ITI.**
- **The percentage (of qualifying exam) should be self calculated by the applicant and applicant has to ensure the accuracy upto two decimal places. For the purpose of calculation of percentage, all the subjects will be considered.**
- **Total 40 candidates will be shortlisted for the first batch of the course DEO, on the basis of the above said criteria and list of shortlisted candidates will be published on the official website of NIELIT Delhi Centre on 03/10/18. Further next 40 candidates will be allowed to take admission in the second batch tentatively to be started from December-2018.**
- **Two batches will start for the shortlist candidates as per the details given below:**

| Batch | Admission Date | Batch Start Date |
|---|---|---|
| **Batch 1(Students scoring 1 to 40 position in merit list )** | 04/10/2018 and 05/10/2018 | 08/10/2018 |
| **Batch 2 (Students scoring 41 to 80 position in merit list)** | Dec 2018(Tentative) | Dec 2018(Tentative) |

- **Batch Time:**

| Batch 1 | 8:00 to 11:00 AM |
|---|---|
| Batch 2 | 8:00 to 11:00 AM(Tentative) |

- **Eligibility Criteria** *:*    10+2 pass in any stream with min.50% marks
  OR
  ITI Certificate (One Year) after class 10th with min.50% marks in ITI

### Admission Procedure

- Admission in the course will be purely on the basis of the merit of the Candidate in the qualifying examination as mentioned in Online application. Qualifying examination/Entry Requirement is 10+2 in any stream with min 50% marks OR ITI Certificate (One Year) after class 10th with min.50% marks in ITI.
- 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 certificates.
- The candidates on reaching the Institute are required to meet the Front Office Counselor (FOC). The FOC then directs the candidate to the Admission Coordinator. The candidate has to submit filled application form along with the self attested eligibility documents.  The candidate gets the

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attested copies of all documents, certificates and application form verified by the Admission Coordinator and then she shall direct the candidates to the Accounts Section for payment of fees.

- Account section will provide the receipt of payment which needs to be submitted to Admission coordinator for taking admission particulars like batch code & Roll number. If payment is made through online mode, candidates are required to submit the proof of the payment to the Account section.
- Once the batch code is assigned to the candidate, batch will be remained same throughout the duration of the course. No request of batch transfer will be entertained.

### *Terms and Conditions:*

- Making the payment for the course fee without verification of documents does not guarantee the admission in the course.
- Delhi Centre reserves the right to cancel/reschedule the course or to cancel the candidature of any candidate without assigning any reason thereof.
- If any of the information provided by candidate is found false/incorrect, the candidature of the candidate will be cancelled immediately and next eligible candidate in the merit list will be given admission.

### *Documents to be produced at the time of admission*

1. A 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 qualification
6. Self attested copy of Caste certificate in case of SC/ST candidates

**Course Fee: Rs. 7670/- (Rs. 6500/-+GST\*)**

SC/ST candidates admitted under SCSP/TSP Scheme are exempted from course fee Subject to production of valid Caste certificate.

**Admission Fee:** Rs.250/- The same will not be refunded for the student who does not join the course.

**For General/ OBC candidate Total Fee Amount = Rs. 7920/- only (including application form)**

**For SC/ST Candidate = Rs. 250 only (Course fee exempted)**

### Payment of Course Fee:

The Payment 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\*
**\*(GST rate is 18% as per Govt. rule. Any revision will be applicable at the time of payment.)**

### \*Bank Particulars Details for Online Payment
- **Account No: 0176002100250666**
- **Bank Name: Punjab National Bank, Shastri Nagar**
- **Bank Code: 139800**
- **IFSC No: PUNB0139800**
- **MICR Code: 110024034**

Details for online payment (snapshot/ Transaction ID must be retained). After making the payment a mail should be sent to **ao.bo.delhi@gmail.com** with the following details**:**
- Name of the Depositor
- Name of the Student and the course

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- Date of Payment
- Amount Deposited
- Name of Bank/branch through which amount deposited
- Purpose – Course Fee/ Reg. Fee/Installment Fee / etc.
- UTR Number/RTGS No./NEFT SD No.

**Discontinuing the course:**
No Course fee and Registration fee under any circumstances shall be refunded in the event of a student discontinuing the course.

**Location and how to Reach:**
2nd Floor, Parsvnath Metro Mall,
Inderlok Metro Station, Inderlok,
Delhi-110052

NIELIT, Delhi Centre is located at "Inderlok Metro Station" and is housed in a centrally air conditioned spacious Parsavnath Metro Mall with parking facility which is at the junction of Green and Red line Delhi Metro. It is well connected with New Delhi Railway Stations (which is just 7 Kms.), & Old Delhi Railway Station (just 6 Kms) and Inter State Bus Terminal Kashmere Gate (just 7Kms) which is hardly 10 minutes Metro Run from Kashmere Gate Metro Station (Red Line). It is easily approachable from all corners of Delhi through Delhi Metro.

**Course Enquiries:** Students can enquire about the various courses either on telephone or by personal visit between 9.00 A.M. to 5.30 P.M. (Lunch time 1.00 pm to 1.30 pm) Monday to Friday.