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

Guidelines for Admission of Course of "Course on Computer Concept (CCC)"

- **Admission for the Course of "Course on Computer Concept" will be Offline only.**
- **The Course Admission will start from 19-03-2018**
- **Tentative Batch Start Date :   27-03-2018**
- **Eligibility Criteria   :   10th Pass**
- **Batch Time   :   9 to 11 Am**

Admission Procedure:

- Admission in the course will be purely on the basis of first come first serve basis for eligible candidates depending upon the availability of seats.
- 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.
- 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 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 assigns 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 nay 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.

Eligibility Documents to be produced:

1. A stamp size and latest passport Size Photograph
2. Self-Attested copy of Aadhar Card/Any other Govt. approved Photo I-Card
3. Self-Attested copy of 10th pass certificate
4. Self-Attested copy of eligible document & marks sheet
5. Self attested copy of Caste certificate in case of SC/ST candidates

Course Fee: Rs.3500/- + GST

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

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

Exam Fee: The examination fee for CCC is Rs.500.00 + GST as applicable which is to be paid

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online through NEFT/RTGS/CSC-SPV/Online (Credit Card/Debit Card/Net Banking) while filling up the online examination form.

Payment of Course Fee:

The total fee **Rs. 4380/-** (includes application form fee of Rs.250/-) 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*

(Current GST rate is 18% as per Govt. rule shall be charged extra. 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
- Date of Payment
- Amount Deposited
- Name of Bank/branch through which amount deposited
- Purpose – Course Fee/ Reg. Fee/Installment Fee / etc.
- Name of Course
- UTR Number/RTGS No./NEFT SD No.

Discontinuing the course:

No Course fees 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 contact between 9.00 A.M. to 5.30 P.M. (Lunch time 1.00 pm to 1.30 pm) Monday to Friday.