NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY

TIRUPATI CENTRE

Expression of Interest for Conducting Training in NIELIT NSQF Courses at Visakhapatnam, Andhra Pradesh under DGE Project (2025-26)

EOI DOCUMENT

EOI Ref. No. NT/PROJ/2526/07/01-DGE

NIELIT Tirupati Centre,
Ground Floor,
Innovation Incubation Centre,
Sri Venkateswara University,
Tirupati – 517502

Email: sm.trp@nielit.gov.in

www.nielit.gov.in

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1. About NIELIT & Tirupati Centre

National Institute of Electronics & Information Technology (NIELIT), (erstwhile DOEACC Society), an Autonomous Scientific Society under the administrative control of Ministry of Electronics & Information Technology (MeitY), Government of India, was set up to carry out Human Resource Development and related activities in the area of Information, Electronics & Communications Technology (IECT). NIELIT is engaged both in Formal & Non-Formal Education in the area of IECT besides development of industry-oriented quality education and training programs in the state-of-the-art areas. NIELIT has endeavored to establish standards to be the country's premier institution for Examination and Certification in the field of IECT. It is also one of the National Examination Body, which accredits institutes/organizations for conducting courses in IT in the non-formal sector.

As on date, NIELIT has fifty five (55) centers located at Agartala, Aizawl, Ajmer, Alawalpur (Saksharta Kendra), Aurangabad, Bhubaneswar, Buxar, Calicut, Chandigarh, Chuchuyimlang, Churachandpur, Daman, Delhi, Dibrugarh, Dimapur, Gangtok, Gorakhpur, Guwahati, Haridwar, Hyderabad, Imphal, Itanagar, Jammu, Janakpuri, Jorhat, Kargil, Karkardooma, Kohima, Kolkata, Kokrajhar, Kurukshetra, Lakhanpur (Saksharta Kendra), Leh, Lucknow, Lunglei, Majuli, Mandi, Muzaffarpur, Noida, Pasighat, Patna, Pali, Ranchi, Ropar, Senapati, Shillong, Shimla, Silchar, Srinagar, Tezpur, Tirupati, Tura and Tezu with its Headquarters at New Delhi. It is also well networked throughout India with the presence of about 700 + institutes.

Over the last two decades, NIELIT has acquired very good expertise in IT training, through its wide repertoire of courses, ranging from 'O' Level (Foundation), 'A' Level (Advance Diploma), 'B' Level (MCA equivalent), 'C' Level (M-Tech level), IT literacy courses such as CCC (Course on Computer Concept), BCC (Basic Computer Course) and other such long term and short term course in the non-formal sector like courses on Information Security, ITeS-BPO (Customer Care/Banking), Computer Hardware Maintenance (CHM-O/A level), Bio-Informatics (BI-O/A/B level), ESDM etc., besides, high end courses offered by NIELIT Centres at Post-Graduate level (M. Tech) in Electronics Design & Technology, Embedded Systems etc. which are not normally offered by Universities/Institutions in the formal sector, in association with the respective state Universities.

The basket of activities of NIELIT is further augmented by the wide range of projects that it undertakes. NIELIT has demonstrated its capability and capacity to undertake R&D projects, consultancy services, turnkey projects in office automation, software development, website development etc. NIELIT is also the nodal implementing agency on behalf of MeitY for Data Digitization of the population of 15 assigned States and 2 Union Territories for the creation of National Population Register (NPR) project of Registrar General of India (RGI).

NIELIT is also an Examination body conducting DLC online Examinations for more than one lakh candidates a month pan INDIA, DGCA Examinations for Flight Crew and Aircraft Maintenance Engineers and has rich Experience in conducting OMR based Recruitment Examinations for MeitY and its attached offices in NIC, ICERT, STQC etc. NIELIT is also successfully executing the Agriculture Census and Input Survey project under which tabulation of about 10 crore data records have to be done. NIELIT has planned a roadmap for adopting appropriate pedagogy for metamorphosing NIELIT into an Institute of National Importance.

NIELIT is governed by the Governing Council chaired by the Hon'ble Minister of Electronics and Information Technology, Government of India and managed by the Management board chaired by the Secretary, MeitY, Government of India.

NIELIT Tirupati Center is being established at appx. 8000 sq. ft. area of built-up space, allotted by SV University Tirupati, at the Ground Floor of RUSA Building, SVU campus, Tirupati, on a rent-free basis

for a period of 10 years. The center is having 02 classrooms of 30 capacities each, 01 classrooms of 25 capacities, 02 labs cum classroom of 25 capacities each, 02 labs cum classroom of 20 capacities each as well as server room, staff room and a conference room of 20 capacities. NIELIT Tirupati has so far trained appx. 2300 candidates in the state of Andhra Pradesh.

2. Invitation for EOI

NIELIT Tirupati Centre invites Expression of Interest (EOI) from organizations/institutes, imparting education and development works for SC/ST communities or from Colleges (offering regular Computer science or Electronics Degree/ Diploma approved by UGC/ AICTE) located within the state of Andhra Pradesh. The selected entities will be required to provide infrastructure and mobilize candidates for conducting NIELIT NSQF Courses (1 Year Part-time) for SC/ST job seekers with stipend support to eligible participants. This scheme is sponsored by Directorate General of Employment (DGE), New Delhi. The detailed infrastructure requirement is given in Annexure–I.

**Training is to be conducted for the following NIELIT NSQF aligned Courses
in the state of Andhra Pradesh.**

Sl no.	Name of the Course	NSQF Level	Eligibility	Duration (in Hrs)
1	Computer Hardware Maintenance- Technician (CHM- T O-Level)	4	12th Pass Or 10th + 2 Years ITI Certificate in relevant field Or 10th + 1 Year ITI Certificate with one year of experience post qualification in the relevant field. Or Successful completion of the second year of a Government recognized polytechnic engineering diploma course after class 10, Training of CHM 'O' Level course concurrently during the third year of the said 3 years Polytechnic engineering diploma course. The certificate of CHM T 'O' level will be awarded only after successful completion of the polytechnic engineering diploma. Or NSQF Level 3 Certified with 2 Years of experience.	600
2	NIELIT IT 'O' Level	4	12th Or ITI Certificate (Two Years) after class 10 Or ITI Certificate (One Years) after class 10 with one year of experience post qualification. Or Successful completion of the second year of a government-recognized polytechnic engineering diploma course after class 10, Training of 'O' Level course concurrently during the third year of the said 3 years Polytechnic engineering diploma course. The certificate of 'O' level will be awarded only after successful completion of the polytechnic engineering diploma. Or 10th pass and certification in the immediate previous NSQF Level Qualification in relevant field	540

2.1 Interested applicants are advised to study the EOI document carefully. Submission of EOI shall be deemed to have been made by the applicant after careful study and examination of the EOI document with full understanding of its implications.

2.2   Interested applicants may download the format and other documents related to EOI from the website https://www.nielit.gov.in/chennai/tender

2.3   Interested applicants should submit non-refundable EOI cost of Rs 2,360/- (Rupees Two Thousand Three Hundred Sixty only, inclusive of GST) online or in the form of Demand draft/ NEFT/ RTGS/ Account Transfer in favor of "NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT)" Bank Name: State Bank of India, Sri Venkateswara University Campus Branch, Tirupati, Saving A/c No.: 43341078527, IFSC Code: SBIN0001197. Failure to do so will result in rejection of the EOI. Institutions run by the State / Central Government are exempted from the said fee.

2.4   The EOI document must be delivered to the address below by **15:00 Hrs., 22nd July, 2025.** EOI Documents received after the specified date and time shall not be considered.

The Director,
NIELIT Tirupati,
Ground Floor, Innovation & Incubation Centre,
Sri Venkateswara University, Tirupati –517502

3. Scope of Work

3.1   The applicant would be required to study the objective of the proposed training program and its deliverables. The broad areas of scope of work includes, mobilization of candidates/ trainees as per the guidelines of NIELIT and DGE (SREO, CGC), Registration, imparting Training, Examination & Placement. The areas of training, curriculum, duration and related information are given in **Annexure-I.**

3.2   Provide required infrastructure and conduct the training program as per the course requirement & schedule decided.

3.3   Depending upon the geographical area of coverage and for the transport convenience of the trainees identified, more than one training institute may be identified, if required. Training provider shall be responsible for implementing the program allotted to the institute by NIELIT Tirupati.

3.4   **Training Partner must record student attendance through biometric systems.**

3.5   Training provider shall be responsible for the placement of at least 80% of the candidates allotted to the institute by NIELIT Tirupati.

3.6   The selected / empaneled organization shall be considered for conducting the training initially for one year which may be extended depending on performance/requirements for the second and subsequent batches of training.

3.7   The applicant institution has to quote the training fee per candidate per month as per row number 19 of Annexure – III.

3.8   The institute has to provide tax invoice on monthly basis on completion of one month's training. In view of this, proper registration with GST/ income tax, etc. is required. The applicant institution is requested to refer **Annexure – I** for calculating the estimated fee per candidate which include the services required, Infrastructure, quality manpower and other basic requirement etc.

3.9   If not already accredited for the respective NIELIT NSQF Course; the selected training partner

must apply and get for accreditation within three months from award of the work order.

4. Criteria for Empanelment

4.1   Interested institutes should submit EOI document along with their infrastructure details in the specified format as given in **Annexure II** and **III.**

4.2   The information provided should be sufficient such that the infrastructure and other requirements are fulfilled as per the requirement to carry out the training for the specified courses.

4.3   The Institute must have capability of training 50 candidates at a time.

4.4   The Institute(s) having lowest **quote** and satisfying all other terms & conditions will be empaneled for the training.

4.5   In case of a Tie, preference would be given to institutions which is having past experience in similar activities, good placement records, well-connected & easy access to public transport, flexible working hours, adequate infrastructure and competent faculty in their rolls.

4.6   The selection /empanelment will be in accordance with the criteria set by NIELIT Tirupati and based on the evaluation by the committee constituted for the purpose.

4.7   The short-listed/ empaneled institution will be communicated and on agreeing the terms and conditions, shall be invited to enter into an agreement with NIELIT Tirupati, as given in Annexure IV. The training organization shall claim the agreed training fee on successful completion of training and other services as per EOI and submission of attendance sheet and other requisite support document(s) on monthly basis. However, Payment shall be made only for the months in which trainings are imparted.

4.8   NIELIT Tirupati will have the right to reject any or all EOIs, received in response to this invitation without assigning any reason thereof, and its decision in this regard shall be final and binding.

4.9   Previous experience of carrying out similar work involving Government/ Non- Government program would be given due weightage.

5. Procedure for submission of EOI

5.1 Download the detailed information along with EOI document available at: https://www.nielit.gov.in/chennai/tender

5.1   Covering letter along with information of the contact person should be made strictly as per the format given in **Annexure –II.**

5.2   Provide information on infrastructure and other relevant information only as per the format given in **Annexure- III.** Information submitted in other formats/ in complete applications will be rejected.

5.3   Attach documentary proof wherever required in support of your claim.

5.4   Add as attachment for additional information, if any.

6. Guidelines for Dispatching EOI

6.1   Agency must enclose a covering letter on institute's Letter Head while sending the application at - **Annexure-II**

6.2   The EOI must be sent in sealed cover within the stipulated time. The EOI will be evaluated strictly as per laid down criteria. Therefore, before sending the EOI, the applicant agency must satisfy that they fulfil all the eligibility criteria. The related proof of experience, details of office set-up etc., as asked for, must be enclosed/ detailed out for evaluating the EOI.

6.3   The details must be furnished as per the formats enclosed in this document and strictly as per serial order. The information intended to be supplied should be furnished in such a manner that the same satisfies the need/requirement of EOI under various heads and is self-explanatory. In case desired documents/proof are not enclosed/not in proper order, the EOI shall be rejected and no clarification/enquiry will be sought/made.

6.4   The last date of receiving the EOIs shall be adhered to strictly. EOIs received after the last date will not be considered and no further action will be taken on such EOIs. However, if the last date is declared as holiday, the next working day on which office is opened will be treated as the last date of receiving the EOIs. The EOIs should be physically received in the office at NIELIT Tirupati.

6.5   The envelopes should be super-scribed with *"EOI for Empanelment of Training Institutes for NIELIT NSQF Courses under DGE Scheme–Andhra Pradesh)"*

6.6   The applicant submitting their EOI would be responsible for all of its expenses, costs and risks incurred towards preparation and submission of their EOI, NIELIT shall, in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the process.

7. Validity of EOI Submitted

The EOI submitted by the applicant shall remain valid for a period of 60 days after the closing date (deadline) for submission of the EOI. EOI valid for shorter period may be rejected as non-responsive.

8. Disclaimer

8.1   The information submitted in response to this EOI may be subject to public release (as per RTI norms). Therefore, do not include proprietary or confidential business information in your response. Applicants responding to this invitation assume the risk of public disclosure of confidential information.

8.2   This EOI enquiry is not to be construed as a commitment by the NIELIT to contract for services and does not entail any commitment on the part of NIELIT, either financial or otherwise. Please be advised that NIELIT will not pay for any information provided as a result of this invitation and will not recognize or reimburse any cost associated with any EOI submission.

8.3   NIELIT reserves the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant(s) of the reasons. Also reserves the right to cancel the EOI without assigning any reason thereof.

8.4   At any time prior to deadline for submission of EOIs, NIELIT may, for any reason, modify the EOI document. The amendment document shall be notified through website and such amendments shall be binding on them.

************************END OF DOCUMENT************************

Details of Training Programs

(1) **Course Name: Computer Hardware Maintenance-Technician (CHM-T O-Level)**

A. **Objective**

The objective of this program is to conduct the Computer Hardware Maintenance-Technician (CHM-T O-Level) training program for SC/ST Job seekers.

B. **Faculty Qualification & Experience Requirement:**

Course	Competent Faculty		Supporting Faculty		Ratio of Full Time to Part Time Faculty	Ratio of Full + Part Time Faculty to Students
	Qualification	Experience	Qualification	Experience		
CHM-T O-Level	At least a B.E/B.TECH (Computer Science) or MCA or M.SC (Computer Science) or 'B' Level	Minimum 2 years' experience	Graduate with Diploma in Computers	Minimum one year of relevant experience	Shall be better than 3: 1	Shall be better than 1: 25

Note:
1. Centre must have at least three permanent incumbents and have been with the institution for not less than six months.
2. Support faculty to assist in Practical's/Computer/Laboratory work, use of application packages and demonstrations.
3. Faculty with the higher than the minimum qualification specified for each level with one-year experience shall also be considered as an eligible competent faculty.

C. **Scheduling of Training**

Sl.no	Course	Duration	Number of Candidates to be trained	Tentative start date of First Semester	Tentative Start date of Second Semester	Schedule of Training
1	CHM- T O-Level	600 Hrs.	25	Jul-25	Jan-26	Daily 2-4 Hrs / as per mutually agreed terms

D. **Course material / mode of training**

NIELIT Tirupati will provide course material.

E. Course plan

Sl. No	Course	Subjects/Modules
1	Computer Hardware Maintenance-Technician (CHM-T O-Level	**Theory** • Basics of Computer Hardware: **120 Hrs** • Peripherals and Data Storage Devices: **120 Hrs** • Syllabus of Computer Networking and Hardware: **120Hrs** • Working and Maintenance of Systems: **120 Hrs** • Employability skills: **60 Hrs** Practical's based on first 4 modules OJT: **60 Hrs** Total: **600 Hrs**

Detailed curriculum/ syllabus may be downloaded from our website: **www.nielit.gov.in.** Internal assessment tests shall be conducted periodically on a monthly basis. The final examination shall be conducted by NIELIT.

F. Infrastructure

Minimum availability of Computer and Other Infrastructure required conducting Computer Hardware Maintenance-Technician (CHM-T O-Level) Course for the batch of 25 students:

Hardware Requirement:

Sl No	Particulars	Quantity
1	PC/AT 486 set up consisting of M/B with 4MB RAM MCGP/ VGA, IO Card, FDD 1.2 MB (Optional) HDD, Key Board, Monitor and Mouse (Old PC)	01 No.
2	PC/ AT- 486 consisting of M/B with 4 MB RAM, I/O Card, FDD 1.44 MB &1.2 MB, (Optional) VL - VESA BUS, HDD, key Board and Monitor (Old PC)	01 No.
3	Pentium PIV, PII-MMX Microprocessor-based functional Motherboards	01 No.
4	Oscilloscope (Dual Trace)	01 No.
5	Tool Kit for Engineers (Screw Driver Set, Soldering Iron, Cutter, Pliers, De-soldering Kit)	
6	Bread Board	10 Nos.
7	Components – Resistors, Capacitors, Inductors, Coils, Transformers, all types of Diodes, Transistors, UJTs, Opto Devices, Fuses, Batteries, Connecting wires, Solder metal	05 Nos. Complete set
8	Digital Multi-meter with audible alarm; Auto ranging (preferably)	03 Nos.
9	Constant Voltage Transformer for complete lab use Minimum 1 KVA (Actual value to be calculated according to load)	01 No.
10	Dot Matrix Printer	01 No.
11	Digital IC Trainer Kit	01 No.

12	Personal Computer Trainer or individual Trainers of Monitors, SMPS, Key Board and other subsystem etc.	01 No.
13	Pentium IV Desktop with Standard Configuration	5 Nos.
14	Scanner	01 No.
15	Ink Jet Printer	01 No.
16	Laser Printer	01 No.
17	Regulated power supply 0-30 Volts 1Amp	01 No.
18	Telephone Line	01 No.
19	Internet ISP Connection	01 No.
20	Modem	01 No.

Software Requirement:

Sl. No.	Particulars	Quantity
1	Windows 2000/ XP	05 Nos.
2	Anti-Virus Package	02 Nos.

(2) Course name: NIELIT IT 'O' Level

A. Objective: The objective of this program is to conduct NIELIT IT 'O' Level training programs for the SC/ST Job seekers.

B. Faculty Qualification & Experience Requirement:

	Competent Faculty		Supporting Faculty		Ratio of Full Time to Part Time Faculty	Ratio of Full Time + Part Time Faculty to Students
	Qualification	Experience	Qualification	Experience		
NIELIT IT 'O' Level	At least a B.E/B.TECH (Computer Science) or MCA or M.SC (Computer Science) or 'B' Level	Minimum 2 years' experience	Graduate with Diploma in Computers	Minimum one-year relevant experience	Shall be better than 3: 1	Shall be better than 1: 25

Note:
a. Centre must have at least three permanent incumbents and have been with the institution for not less than six months.
b. Support faculty to assist in Practical's/Computer/Laboratory work, use of application packages and demonstrations.
c. Faculty with the higher than the minimum qualification specified for each level with one-year experience shall also be considered as an eligible competent faculty.

C. Scheduling of Training

Sl.no	Course	Duration	Number of Candidates to be trained	Tentative start date of First Semester	Tentative Start date of Second Semester	Schedule of Training
1	NIELIT IT-'O' LEVEL	540 Hrs.	50	Jul-25	Jan-26	Daily 2-4 Hrs / as per mutually agreed terms

* This is tentative figure of the number of candidates to be trained. This target may be split and awarded among the multiple NIELIT Accredited Institute under the sole discretion of the Director, NIELIT Tirupati.

D. Course material/mode of training

NIELIT Tirupati Centre will provide the course material.

E. Course plan

Course	Subjects/Modules	
NIELIT IT-O-Level	**Theory: (Each 120 Hrs. Duration, Total: 540 Hrs.)**	
	IT Tools and Network Basics (M1-R5) (120 Hrs.)	
	Web Designing & Publishing (M2-R5) (120 Hrs.)	
	Programming and Problem Solving through Python (M3- R5) (120 Hrs.)	
	Internet of Things and its Applications (M4-R5) (120 Hrs.)	
	Practical (Based on syllabus of M1, M2, M3, M4 modules) (PR1-R5)	
	Project (Based on syllabus of M1, M2, M3, M4 modules) (PJ1-R5)	
		Total: 540 Hrs.

Detailed curriculum/ syllabus may be downloaded from our website: **www.nielit.gov.in.** Internal assessment tests shall be conducted periodically on a monthly basis. The final examination shall be conducted by NIELIT.

F. Infrastructure

Minimum availability of Computer and Other Infrastructure required conducting NIELIT IT 'O' Level Course for the batch of 50 students:

Hardware Requirement:

Sr. No.	Particulars	
1.	Processor	1 GHz or higher
2.	RAM	4GB or higher
3.	HDD	500 GB or higher
4.	Monitor	SVGA
5.	Mouse	Windows Compatible
6.	Keyboard	Standard
7.	NIC	Standard
8.	Optical Drive	Standard
9.	Speaker, Mic, Webcam	Standard
10.	CD/DVD Writer	Standard
11.	Laser printer / Inkjet Printer	Standard
12.	Dot matrix printer	Standard
13.	OHP /LCD Projector	Standard
14.	MODEM, DIAL UP/DSL	Standard
15.	SCANNER	Standard
16.	RJ-45 Connector	Standard

17.	Crimping Tools	Standard
18.	UTP/STP/Coaxial Fiber Optic Cables and their connectors	Standard
19.	8/16 port Hub/Switch	Standard
20.	Wi-Fi Router	Standard
21.	Arduino UNO or equivalent board sensors and Motors	

Software Requirement:

Sr. No.	Particulars	
1.	Operating system	Linux/ Ubuntu 16 or higher
2.	NOS	Linux
3.	SW Packages	Any relevant word processing/ spreadsheet/ presentation like Libre Office 6.0
4.	Compilers	Python
5.	Antivirus package	Standard
6.	Internet and Web Publishing Tools	Standard Browser and Publishing Tools
7.	IoT	Arduino IDE, Any open source tool

Format for covering letter (To be submitted on the Letter head of the applicant institution)

Ref: EOI Notification: NT/PROJ/2526/07/01-DGE

To
The Director, NIELIT Tirupati,
Ground Floor, Innovation Incubation Centre,
Sri Venkateswara University,
Tirupati – 517502.

Subject: **EOI for Empanelment of Training Institutes for Conducting Training in NIELIT NSQF Courses in Andhra Pradesh under DGE Project.**

Sir,

Having examined the EOI document, we, the undersigned, herewith submit our response to your EOI for Empanelment of Training Institutes under DGE, Govt. of India funded Project being implemented by NIELIT Centre Tirupati in full conformity with the said EOI document.

2. We have read the provisions of the EOI document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our EOI shall not be given effect to.

3. We would like to declare that we are not involved in any litigation with any Government in India and we are not under a declaration of ineligibility for corrupt or fraudulent practices.

4. We hereby declare that all the information and statements made in this EOI are true and accept that any misrepresentation contained in it may lead to our disqualification.

5. We understood that NIELIT Centre is not bound to short-list / accept any proposal received in response to this EOI.

6. We understood that Empanelment with NIELIT Centre Tirupati does not guarantee that every /any of the applicants shall be invited to bid for, or be awarded a project /assignment.

Our correspondence details / authorized person to deal with regard to this EOI is:

Sl No.	Information	Details
1.	Name of the Contact Person	
2.	Designation and contact address of the person to whom all references shall be made regarding this EOI	
3.	Telephone , FAX number	
4.	Mobile Number & E-mail ID of the Contact Person	
5.	Corporate website URL	

We hereby declare that our proposal submitted in response to this EOI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

Signature:
(Authorized person)

Name & Designation with seal

Encl: Duly filled Application form.

To,

The Director, NIELIT Tirupati,
Ground Floor, Innovation Incubation Centre,
Sri Venkateswara University, Tirupati – 517502.

APPLICATION PROFORMA FOR CONDUCTION OF NIELIT NSQF COURSE UNDER DGE PROJECT
Attach documentary proof wherever possible.

Sr. No	Details Required	Details
1.	Name of the Institute [Where the Training will be imparted]	
2.	Full Address with Phone/ Fax/ E-Mail [Training Location Address]	
3.	Course(s) for which would like to impart training	**(Please tick the course(s) applying for)** 1. Computer Hardware Maintenance-Technician (CHM-T O-Level) 2. NIELIT IT 'O' Level
4.	NIELIT Accreditation Number and Validity details [Copy of Accreditation Letter Must be enclosed, (If applicable)]	
5.	Total Number of Candidates Trained in NIELIT NSQF Courses from the inception of the Institute	
6.	Overall Pass Percentage of the Institute in NIELIT NSQF Courses	
7.	Nature of Activity	
8.	Courses offered at Present	
9.	Infrastructure Details	
10.	Proximity/ Nearby Towns, Taluk HQ, District HQ	
11.	No of Computer Laboratories, Computers & Details of Internet Connectivity	
12.	Details of Similar Programs/ Govt. Schemes conducted (If any.)	

13.	Availability of Bio-Metric Attendance System	
14.	Details of Faculty in the area of IT who may be spared for this Program	
15.	Contact Person with Designation	
16.	Date from which the Program can be launched	
17.	Is it possible to conduct the Training on Holidays and/or Evenings?	
18.	Currently scheduled Trainings, proposed NIELIT NSQF Course Trainings and mapping of Resources like Computer and Faculty	
19.	Cost per Candidate per Month	Please Quote in Rupees: CHM-T O-Level: IT 'O' Level:

Attach additional sheet, if the space is not sufficient and mark as Annexure-III (with Sr. No)
Seal and sign the additional sheets as well.

20. Details of Fee paid:

Amount	Bank	DD No /UTR No	Dated
Rs.2,360/-			

*If paid through DD, it Should be drawn on a nationalized bank only

21. Specimen Signature of the Authorized Signatory with Name:

22. DECLARATION:

(i) I,……..son/ daughter/ spouse of………………………………….… have read and understood the RULES / GUIDELINES for Conducting NIELIT NSQF Course(s) (Computer Hardware Maintenance-Technician (CHM-T O-Level) / NIELIT IT 'O' Level (tick the course(s) applying for) training program for SC/ST job Seekers and agree to abide by the same.

(ii) I certify that, I am the competent authority, by virtue of the administrative and financial powers vested

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in me by to furnish the above information and to undertake the above stated commitment on behalf of my/our institution.

(iii) I am aware that, in case any information given by me is false or misleading, the Institute would be debarred from the conduction of training programs and / or debarred besides being subjected to any other action that may be deemed fit by NIELIT Tirupati.

(iv) I agree to abide by the decisions of the NIELIT Tirupati or its designated agencies in respect of my application for permission to conduct training for SC/ST jobseekers under the above scheme.

Signature:

Name:

Designation:

Seal of the organization

List of Enclosures:

Sr No	Annexure No	Content

MEMORANDUM OF UNDERSTANDING/AGREEMENT]

This memorandum of Understanding is made at Tirupati, (Andhra Pradesh)
on this xxth day of xxx month of 2025.

BETWEEN

National Institute of Electronics & Information Technology (NIELIT), Tirupati, Ground Floor, Innovation & Incubation Centre, Sri Venkateswara University, Tirupati – 517502, an autonomous scientific society under the administrative control of Ministry of Electronics & Information Technology(MeitY), Government of India, registered under the Societies registration Act, 1860 and having its registered office at "Plot No.3, PSP Pocket, Sector-8, Dwarka, New Delhi" here-in-after referred to as the party of **FIRST PART** (which expression shall, unless it be contrary to the context there of include, its successors, administrators or legal representatives, etc.) represented by its Director**.**

And

XXXXXXXXX (Institution Name) at YYYYYYYYYY (Address) represented by:
XXXXXXXXX (Contact person details, Institution Registration details) and YYYYYYYYYY
(Address) here-in-after referred to as the party of the **SECOND PART** (which expression shall, unless it be contrary to the context there of include, its successors, administrators or legal representatives, etc.) represented by its Director/Principal/Chairman**.**

WHEREAS the party of the FIRST PART is engaged in the training of Computer Hardware/Software (Tick the appropriate) and conduction and/or imparting and/or promoting the use of Computer education or providing technical services relating to Computers and for providing training through implementation of the Scheme for imparting NIELIT NSQF Course(s) training (**Computer Hardware Maintenance-Technician (CHM-T O-Level) / NIELIT IT 'O' Level** (tick for applicable course) to SC/ST Job Seekers through NIELIT Regional Centers.

WHEREAS the party of the FIRST PART has agreed to the party of the SECOND PART to conduct the training on behalf of the party of the FIRST PART on such terms and conditions as mutually agreed between the parties. The parties of SECOND PART have agreed to strictly follow the rules and regulations, procedure, terms and conditions and guidelines of DGE and NIELIT from time to time organizing and implementing **Computer Hardware Maintenance-Technician (CHM-T O-Level) / NIELIT IT 'O' Level** (Strike out whichever is irrelevant) training program.

NOW IT IS HERE BY AGREED UPON BETWEEN THE PARTIES AS FOLLOWS (Terms & Conditions):

1.   The party of the SECOND PART shall conduct NIELIT **Computer Hardware Maintenance-Technician (CHM-T O-Level) / NIELIT IT 'O' Level** (Strike out whichever is irrelevant) Course(s) for SC/ST jobseeker candidate as per the guidelines of NIELIT training Program in batches, provided under the party of FIRST PART"s exclusive supervision.

2.   The address for conducting the training shall be as under:

    M/s. XXXXXXX
    Address
    (Name and Full contact address of the training centre of the party of the SECOND PART)
3.   The party of the SECOND PART shall bear all the expenditure relating to establishment of required infrastructure to conduct this training program.

4.   The NIELIT Course --------(Name of the NIELIT Course) shall be imparted strictly as per the schedule and module prescribed by party of FIRST PART. However, the party of the SECOND PART may suggest schedule changes, which may be considered for acceptance by the party.

5.   The party of the SECOND PART shall provide the required training infrastructure including equipment, furniture, library, toilet, air-condition, UPS, Diesel Generator set, drinking water, projector, and other teaching aids etc. in accordance with standards, norms and suggestion of NIELIT.

6.   The infrastructure of the party of SECOND PART will be open to inspection and screening by the party of the FIRST PART and DGE officials/ representatives, as and when required.

7.   The party of the SECOND PART shall provide furnished class rooms of sufficient size and computers in 1:1 ratio of candidates to computer for each batch of allocated candidates.

8.   The party of the SECOND PART shall provide sufficient computer/ practical time and make available reference books and other reading materials to the candidates.

9.   The party of the SECOND PART shall regularly, strictly on last day of each month communicate the complete information regarding the performance of the candidates of FIRST PART to enable them ask to evaluate quality norms.

10.   The party of the SECOND PART has agreed to submit physical copies and also email the scanned copy for monthly claims for reimbursement of training charges with Attendance Report, Lesson Plans and Progress Report of the candidates, latest by 1st day of every month.

11. The party of the FIRST PART be entitled to evaluate the centre performance and standard facilities by the party of the SECOND PART from time to time and shall also have the right to demand correction/ up gradation, if any degradation of standard of norms, prescribed are noticed during such evaluation. This

evaluation may be carried by NIELIT or DGE/NCSC for SC/STs or their representative.

12. The party of the SECOND PART shall ensure/ facilitate the timely submission of the registration and examination forms as per the schedule of NIELIT Society.

a) It is specifically agreed by the party of the SECOND PART that it shall not accept the registration and examination forms through online if submitted after the due date fixed by the party of the FIRST PART in any manner.

b) The conduct of examination, practical & all exam related activities shall be strictly as per the guidelines mentioned by DGE Scheme and NIELIT.

13. It is agreed by the party of SECOND PART that it shall submit the list of candidates/students of subject course along with the residential addresses mobile/telephone number of the said candidates/students to the party of FIRST PART within 8 days after completion of the registration process.

14. NIELIT shall award the certificate to all candidates, who successfully complete the course, submission of project and qualify the examination as per the NIELIT Course namely, **Computer Hardware Maintenance-Technician (CHM-T O-Level) / NIELIT IT 'O' Level** (Strike out whichever is irrelevant). After confirmation that the registration and examination related fees is paid in full by the particular candidate/ student of the subject course to the party of FIRST PART, if applicable.

15. The party of the SECOND PART shall appoint authorized staff to co-ordinate with party of the FIRST PART, and shall act as a nodal coordinator of the SECOND PART. The party of the FIRST PART also appoints a coordinator for interacting with the party of the SECOND PART. They will be referred as the Single-Point-Of-Contact (SPOC) for the concerned organization.

16. The faculty charges and all other operational expenses shall be borne by the party of the SECOND PART.

17. The party of the SECOND PART has agreed to ensure that admission of students to the program is done by the concerned Sub Regional Employment Officer of the National Career Service Centre for SC/ST as Instructed by DGE including following parameters.
    a. Qualification: as per qualification file
    b. Age Limit: Between 18 to 30 Years (as on 01.07.2025)

18. If the party of SECOND PART fails to obey/ follow/ implement the instructions/ orders of the party of FIRST PART/ NIELIT. National Career Service Centre for SC/ST of DGE, from time to time, regarding the conduction and maintaining the quality of this SC/ST jobseekers' program on **Computer Hardware Maintenance-Technician (CHM-T O-Level) / NIELIT IT 'O' Level course** (Strike out whichever is irrelevant), the party of the FIRST PART have all the rights to forfeit the professional charges payable to party of SECOND PART and work order of the party of SECOND PART shall be cancelled.

19. Candidate Attendance should be recorded in Biometric system and also in Attendance Register.

20. The Institute shall provide at least 80% placement in coordination with local Employer / entrepreneurs. The local Employer / entrepreneurs must be registered in NCS portal.

21. Institute shall carry out career guidance and motivational class for the students every month.

22. The stipendiary support of Rs. 1,000/- per month per trainee is to be paid to all the trainees undergoing the training subject to the condition of 80% attendance to motivate them for completing the course and disbursed through DBT payment method.

23. The party of SECOND PART shall regularly submit the claims for reimbursement of infrastructure charges to NIELIT TIRUPATI. The GOI, DGE will in no way have liability of any kind in case any dispute arises between the party of the FIRST PART and the SECOND PART

24. The party of the FIRST PART shall bear one-time registration, examination fee and cost of exam form to all candidates. In case the candidates failed to clear the modules in first appearance, the party of the FIRST PART and the SECOND PART shall provide guidance for the subsequent appearances. The examination fee for such appearance or any other financial burden, will be borne by the candidate him/herself.

25. The party of the SECOND PART agrees that no fee/ fees in any form will be collected from the candidates.

26. The party of the FIRST PART reserves its rights to claim damages and cancel authorization of the party of the SECOND PART, if the party of the SECOND PART fails to follow the terms and conditions or guidelines.

27. The party of the SECOND PART shall not represent or hold itself as an agent of NIELIT/ NIELIT TIRUPATI.

28. The party of the SECOND PART shall be fully responsible for any liability whatsoever, arising out of its own failure to provide infrastructure to conduct the course, in accordance to the prescribed guidelines of the party of the FIRST PART, the party of the SECOND PART agrees to pay on behalf of the party of the FIRST PART, if any such liability is burdened on the party of the FIRST PART.

Payment Terms:
In consideration of the services offered by the party of the SECOND PART for this training, its shall be entitled for the cost towards providing infrastructure per candidate per month for one-year period from the date of start of the course is as per relevant Work Order. This will be paid on monthly basis on production of attendance & complying with the terms and conditions.

Tenure / Renewal of the MoU:

This MoU shall come into force when duly signed by the representatives of both the parties and shall be valid for a period of 1 (One) Year from the date of such signing. On the expiry of One Year, parties hereto shall be entitled to renew by mutual consent on such terms as may be then be agreed upon. If not renewed, SECOND PARTY shall be entitled to stop conducting the training program for the candidates in this scheme. Before such action, both the parties shall ensure that the Courses already started are fully completed and examination conducted.

Modifications:

This MoU can only be modified or altered only on written MoU signed by both parties.

Breach of Terms of this MoU:

If either party commits breach of any of the terms of this MoU, the other party may bring the fact of breach to the notice of the former and the former shall immediately take steps to rectify the breach and in case the party fails to do so and the breach continues for a period of 1 Month, the aggrieved party may treat this MoU as repudiated by the other party and forthwith serve a notice of termination and the aggrieved party will have the right to claim from the other party the damages in respect of losses already sustained by him

for the unexpired period of the MoU on account of such termination of the MoU. The MoU will automatically be terminated within 1 month after the receipt of such notice, subject to the liability and arbitration clause.

In case of any such termination of this MoU, in the middle of a Course, which has already been started, both the parties should take sufficient steps so as to complete the Course, already started. Termination of the MoU should be implemented in such a way that the future of the students/trainees is not affected by the termination. In case of such termination of the MoU, both the parties shall ensure that the Courses already started are fully completed and examination conducted.

If any dispute or difference arising out of this agreement or in connection with this agreement to the sole arbitration of an arbitrator to be appointed by The Director General, NIELIT. Arbitration proceedings shall be held at NIELIT Bhawan, Plot No. 3, PSP Pocket, Sector - 8, Dwarka, New Delhi – 110077.

Jurisdiction:

This MoU shall be governed by the Laws of Indian Union in force. Both the parties here in agree that all disputes between them shall be subject to the jurisdiction of courts in Tirupati, Andhra Pradesh.

Arbitration or Mediation:

In WITNESS WHEREOF, the parties hereto have caused this MoU to be executed in duplicate on the day and the year first above written. Hence this Memorandum of Understanding.

In WITNESS WHERE OF, the representatives of the parties in this MoU being duly authorized have here into set their hands and have executed these presents this.

Parties

For and on behalf of the	**For and on behalf of the**
SECOND PARTY	**FIRST PARTY**

Signature ………………………   Signature ……………………

Second party Organization name	**NIELIT Tirupati Centre**
Name:	Name:
Designation	**Designation**
SEAL	SEAL

In the presence of WITNESS:

Signature	Signature
Date	Date
Name and Address	Name and Address