

Online Application Procedure

Annexure - I

Online Applications are invited for Short Term and Long Term Courses.

Short term

(Must submit the Total Fee detail (transaction Number & Date) at the time of apply online)

[For Short term Course Fee detail Click on “Short Term Course Fee Structure” link](#)

Long Term: Rs 280/-(Application Fee)

(Must submit the Application Fee **Rs 280/-** detail (transaction Number & Date) at the time of apply online)

[For Long term Course Fee detail Click on “Long Term Course Fee Structure” link](#)

1. The registration for the admission for the online courses will be through online mode only.
2. The candidates are required to fill the Online Registration form for the Course before the start date of the course

How to apply Online

- 1) Go to NIELIT Shimla Website (<http://www.nielit.gov.in/shimla>), in student tab and then “Online Courses” section.
- 2) **For Long term Courses candidates must pay Rs. 280/- as application fees through ONLINE mode only.& course Fee will be paid by candidate only after the publishing of short listed Candidate course wise list. Fee structure is available in [“Long Term Course Fee Structure” link](#)**
- 3) **For Short term Courses candidates must pay Complete Fee as Course fees mentioned in [Short Term Course Fee Structure” link](#) through ONLINE mode only.**
- 4) Select your Respective course and click on course name to proceed.
- 5) Fill your all details carefully.
- 6) Upload Following documents.
 - a) Upload PHOTO, Signature and Transection receipt in JPEG format with size less than 1MB
 - b) Upload Required Documents/Certificate (10th, 12th, Graduation, aadhaar) in single PDF file with size less than 1MB.
- 7) The transaction Receipt/Details must be retained by the candidate for future reference.
- 8) The transaction receipt needs to be uploaded at the end of the form.

Payment details

Bank details for fee deposit through NEFT/RTGS/UPI/Online Transfer

Bank Name:	State Bank of India
Account No:	31857396177
IFSC Code:	SBIN0000718
In favor of:	NIELIT Shimla

Fee related Instruction

No fees under any circumstances shall be refunded in the event of a student not joining or discontinuing the course. No certificate shall be issued in this case.

Attendance

In online course 70% attendance of the candidate is mandatory for award of certificate.

Certification

The enrolled candidates would be issued a participation certificate of the course on successfully attending the course based on the credential of the candidates as filled in the registration form.

Teaching Strategy

Only online Interactive mode, Interactive Query Session & soft Copy of Study Material/Assignments (PPT, PDF, doc) will be provided.(till the government issues order for regular classes).

Terms and Conditions

1. Shimla Centre reserves the right to cancel/reschedule the course or to cancel the Candidature of any candidate without assigning any reason thereof.
2. If any of the information provided by candidate is found false/incorrect, the candidature of the candidate will be cancelled immediately.

Course Enquiries: Students can enquire about the various courses either on telephone 9.30 A.M. to 5.30 P.M. (Mon-Fri).

0177 2650613 ext. no 200, 202, 207, 209, 212 Email id: coursesnielitshimla@gmail.com

Mobile Numbers: 9815606510, 9418056332
