

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.), दिल्ली केंद्र
National Institute of Electronics and Information Technology (NIELIT), Delhi Centre
इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार की स्वायत्त संस्था
An Autonomous Scientific Society of Ministry of Electronics and IT (MeitY), Govt. of India
2nd Floor, Parsvanath Metro Mall, Inderlok Metro Station, Inderlok, Delhi-110052

Admission Guidelines

Online Admissions are open for the course of Data Entry and Office Automation for the shortlisted registered candidates in 1st List. (March 2020-April 2020)

Start date of online admissions	03-09-2020
Closing date of online admissions	20-09-2020

Course Details:

Course Name	Certification Course in Data Entry and Office Automation
Course duration in hours	135 hours (3hrs. per day) 8.00 am to 11.00 am
National Skill Qualification Framework (NSQF) Level	Level 4
Tentative batch start date	01-10-2020

Eligibility Criteria : 10+2 pass in any stream with min.50% marks in aggregate

OR

ITI Certificate (One Year) after class 10th with min.50% marks in aggregate

Admission Procedure:

- For admission in DEO Course, the candidates who have completed registration during 20th March 2020 to 12th April 2020 and have been shortlisted in the 1st List are advised to go through the admission guidelines carefully.
- For online admission, Click on the Link "[Online Admission](#)". This link will redirect the candidate to a portal for completing the admission process.
- As the candidate has already done the registration process (Step-1) and possess the unique Application Number, he/she has to complete Step-2 and Step-3 through this application number.
- In Step-2, the candidate has to upload scanned photo(.jpg) and scanned signature(.jpg).
- In Step-3, the candidate has to make fee payment through online payment methods (Debit Card/Credit Card, Net banking & UPI).

- On successful payment, a payment receipt will be generated and an autogenerated email is sent to the candidate. Candidates can note/print the transaction detail of the fee payment for future reference.

Terms and Conditions:

- The admission for all the courses will be done in online mode only.
- If the candidate fails to take admission within the stipulated time, the seat will be offered to the next candidate in the merit.
- SC/ST candidates are exempt from paying Course Fee, subject to the production of valid Caste certificate.
- **Final admission confirmation shall be reserved after checking all eligibility documents.** The candidates will be required to bring the following documents in original for verification before the start of classes:
 - Course Fee Payment Receipt
 - Self-Attested copy of Aadhar Card/Any other Govt. approved Photo I-Card
 - Self-Attested copy of DOB Proof
 - Self-Attested copy of eligibility documents & mark sheet
 - Self-Attested copy of Caste certificate in case of SC/ST candidate
- If any of the information provided by the registered candidate is found to be false/incorrect or discrepancy found in the information furnished online and the original documents or the candidate is ineligible for pursuing the course can lead to cancellation of admission. **No fee will be refunded in such case.**
- In case of non-submission of required documents within stipulated time period, the admission may be cancelled.
- After final admission confirmation, candidates will receive an email/SMS describing further details about the batch start date, timings and training strategy of the course.
- NIELIT Delhi Centre reserves the right to cancel/reschedule the course or to cancel the candidature of any candidate without assigning any reason thereof.
- Once the batch code is assigned to a candidate, batch code will remain the same throughout the duration of the course. No request of batch transfer will be entertained.
- 2nd List will be published in the website for admission after the closing date of admission for 1st List.

Discontinuing the course: No fee will be refunded if a student does not join the course or discontinues the course

Course Enquiries:

The candidates can enquire about either on telephone at 9210216777, 9868945372, 8800646730, 9774083189 or by email at delhi.training@nielit.gov.in

Office Nos. :8447795337, 011-23644149, 23644849, 23652370, Ext. No. 301, 306 (9:00 am to 5:30 pm Monday to Friday)

Fee Payment:

1. The fee is to be paid online only through Debit Card / Credit Card / Net Banking / UPI after completing Step-2 (uploading photograph and signature)
2. **Candidates are advised to retain the details of online payment (screenshot / Transaction ID / Application No.) at all times, for future reference.**
3. Candidates should ensure that his/her payment is not shown as 'PENDING' in the Payment Status displayed after clicking **View/Print Application** menu option available on the home page (<http://empanelment.nielit.in>).

Fee Details						
Course Name	Course Fee	GST @ 18%	Admission Fee	(Reg Fee + Exam Fee+GST)	Grand Total (for GEN & OBC)	Grand Total (for SC & ST)
Certificate Course Data Entry and Office Automation (80 hrs)	6,500	1,170	750	1,062	9,482	1,812