

Guidelines for Admission/Online Registration for Course of “Certificate Course in Data Entry and Office Automation”

Start Date of Online Application	20-03-2020
End date of Online Application	12-04-2020
Tentative date for uploading the list of shortlisted candidates on the basis of merit on official website of NIELIT Delhi	17/04/2020

Course details:

Course name	Certification Course in Data Entry and Office Automation
Course duration in hours	135 hours
National Skill Qualification Framework (NSQF) Level	Level 4

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

Instructions:-

- The registration for the admission for the Course of “Data Entry and Office Automation” will be Online only.
- The candidates are required to Fill the Online Registration application form for the Course of “Data Entry and Office Automation” before the closing date of online registration i.e 12-04-2020
- There will be no fee for applying online registration for the Course.

Admission Procedure

- Admission in the course will be purely on the basis of merit of eligibility criteria. Minimum Eligibility of the admission in the course is 10+2 in any stream with min 50% marks in aggregate or ITI Certificate (One Year) after class 10th with min.50% marks in aggregate.
- Candidates are required to calculate percentage on the basis of aggregate of all the subjects mentioned in the mark sheet (not best of 4 or best of 5) except additional subject which is not the basis for passing the exam.
- Correctness in calculation of percentage is purely the responsibility of the candidate. In case the same is found incorrect the candidature of the candidate can be cancelled at any point of time.
- NIELIT will follow the criteria followed by different boards for preparing the merit list i.e. only the marks considered for passing 10+2 may be considered for preparing merit list.

Admission Guidelines:

- The admission will be given only to candidates appearing in the merit list as per the admission schedule given above.
- The admission is subject to production of eligibility certificates/documents and to the correctness of information furnished. The candidates will have to bring all certificates in original along with the self attested photocopy of the certificates.
- The candidates on reaching the Institute are required to meet the Front Office Counselor (FOC). The FOC will then direct the candidate to the Admission Coordinator. The candidate has to submit filled application form along with the self attested eligibility documents. The Admission coordinator will verify all the documents and application form. After completing the verification process the candidate has to deposit the fees in accounts section.
- Fees in account section will only be accepted through Draft or Credit/Debit Card and a receipt will be issued against the payment.
- If the candidate makes the payment online, he/she must submit the proof to the accounts section and collect the receipt for the payment.
- The copy of receipt issued by the accounts section must be submitted to Admission coordinator for allocation of admission particulars like batch code & Roll number.
- Once the batch code is assigned to the candidate, batch will be remain same throughout the duration of the course. No request of batch transfer will be entertained.
- If the candidate fails to take admission within the stipulated time given above, the seat will be offered to the next candidate in merit.

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.

Documents to be produced at the time of admission

1. A passport Size Photograph
2. Self Attested copy of Adhaar Card/Any other Govt. issued 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

Fee breakup :

Course Fee: Rs. 7670/- (Rs. 6500/-+GST). Apart from the course fee the candidate also has to deposit the NSQF fee for registration and examination as per following details:

NSQF Examination Fee: Rs. 800 + GST

NSQF Registration Fee: Rs. 100 + GST

SC/ST candidates are exempted from course fee Subject to production of valid Caste certificate.

Admission Fee: Rs.750/- The same will not be refunded for the student who does not join the course.

TOTAL Fee for General/ OBC candidate = Rs. 9482/- only (including Admission fee and NSQF Examination and registration fee)

Total Fee for SC/ST Candidate = Rs. 1812/- only (This includes Admission fee and NSQF registration and examination fee). The course fee is exempted for SC/ST candidates.

Payment of Course Fee:

The Payment is to be made 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 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 and the course
- 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.

Location and how to Reach:

NIELIT, 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 Parsvnath 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 or email id: delhi.training@nielit.gov.in .