Detailed Guidelines cum Application Form for Accreditation of Training Partners for the Implementation of Skill Development Scheme in Electronics System Design and Manufacturing (ESDM) Sector for the states of

Punjab, Haryana, Himachal Pradesh and UT-Chandigarh

NIELIT Chandigarh
(An ISO 9001:2008 certified center)
An Autonomous Body of Department of Electronics and Information Technology (DeitY),
Ministry of Communications and Information Technology (MCoIT),
Government of India

C-134, Phase VIII, Industrial Area, Sector 72,
Near PCL Chowk, Mohali, Punjab – 160071
Web: http://chandigarh.nielit.gov.in

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1. Preamble

NIELIT is an autonomous scientific society of Department of Electronics and Information Technology (DeitY), Ministry of Communications & Information Technology, Govt. of India. NIELIT's Chandigarh centre offers courses in the technologies like Embedded Systems, Hardware-Networking, Matlab, PCB Designing, Cloud Computing, Android and other areas of Information Technology and Electronics. It has also organized various free training programmes for SC/ST and Minority community under different Government Schemes from time to time.

The Government of India launched the 'Scheme for Financial Assistance to Select States for Skill Development in ESDM Sector' in November 2013. The scheme was aimed at enhancing the skilling capacities in ESDM (Electronics System Design and Manufacturing) Sector through public and private sector for students/unemployed youth belonging to other disciplines. The detail of the scheme is available on ESDM portal http://esdm-skill.deity.gov.in .

The purpose of this document is to invite application for accrediting Training Partners in the state of Punjab, Haryana, Himachal Pradesh and UT-Chandigarh for the implementation of Skill Development Scheme ESDM sector funded by Department of Electronics and Information Technology (DeitY), MOCIT Govt. of India.

2. Schedule:

Application forms received till the last day of month will be scrutinized in first week of next month

3. Objectives:

The objective of the scheme was to provide financial assistance to select 8 states (in phase I) for facilitating skill development for 90,000 persons in ESDM sector for improving their employability.

Subsequently in December 2014, the Government of India enhanced the scope of the scheme (with minor variations in fund flow) to the rest of the country. The new scheme envisaged as **'Scheme for Skill Development in ESDM for Digital India**' aims to skill 3,28,000 candidates. Both the schemes will run concurrently and gives a cumulative target of training 4,18,000 candidates in the next 04 years for gainful employment in ESDM Sector. The list of courses offered are given in **Annexure I.**

4. Level-wise Eligibility, Targets & Fees

	Lower level skills		**Middle level skills**	**Higher level skills**
Level	Un-skilled (**L1-L2**)	Semi-skilled (**L3**)	Supervisor (**L4**)	Master technician/ Trainer (**L5**)
Equivalence	IX-X std.	ITI	Diploma	Post-Diploma
Entry at	8th pass	10th pass	10th + ITI, 12th pass, Other graduates (non-	Diploma, BSc.

			Science)	
Course duration	3 months (~200-250 hrs)*	6 month (~350 hrs.)*	6 month (~350 hrs.)*	6 month (~400 hrs.)*
Target (No. of candidates) Scheme-I	22,500	22,500	31,500	13,500
Target (No. of candidates) Scheme-II	82,000	82,000	1,14,800	49,200
Level-wise Course fee per candidate	Rs. 5,000/-	Rs. 10,000/-	Rs. 12,000/-	Rs. 15,000/-
Level-wise Registration-cum-Certification cost	Rs. 500/-	Rs. 1000/-	Rs. 1500/-	Rs. 2000/-

5. **Statewise Target**

State	Target / year
Punjab, Haryana, Himachal Pradesh	15000 each
Chandigarh	8000

6. **Invitation for Accreditation of Training Partner :**

   6.1 NIELIT Chandigarh invites applications from organizations/institutions to participate in Accreditation of Training Partners to conduct skill development programs as per the requirement of financing agency and NIELIT.

   6.2 Interested applicants may download the format and other documents related to Accreditation from the website **chandigarh.nielit.gov.in**

   6.3 The applications must be delivered to the address mentioned below.

   > **The Director**
   > **NIELIT Chandigarh**
   > C-134, Phase VIII, Industrial Area, Sector 72,
   > Near PCL Chowk, Mohali, Punjab – 160071

7. **Who Can Apply for Accreditation :**
   Education plays a vital role in the development of any nation. Therefore, there is a premium on both quantity (increased access) and quality (relevance and excellence of academics programs offered) of higher education. Like in any other domain, the method to improve quality remains

the same that is, finding and recognizing new needs and satisfying them with products and services of HIGH standards.

NIELIT ESDM accreditation is a quality assurance scheme for technical education. It is open to all AICTE/NCVT approved Institutions and those centers which are already empanelled/accredited by NIELIT and all others which provide technical education to students.

Taking into consideration the large network of technical education in the country, NIELIT will offer accreditation at two levels at par with each other. Under **Class A** accreditation, existing NIELIT Hardware (CHM-O/A Level) recognized Institutions will be approved for ESDM courses. Under **Class B** accreditation, the existing AICTE/Central/State Govt./ Technical Board/Polytechnic/ITIs / NCVT approved Institutions will be approved for the ESDM courses on a self-accreditation model. Besides, under **Class B** accreditation, NON - NIELIT Hardware accredited Private Training Institutions or the already approved NIELIT Centers (Software – O/A/B/C Level) will be accredited for the ESDM courses they wish to take on for training the students.

8. **Type of Accreditation**

    8.1 Class A: Existing NIELIT Hardware (CHM-O/A Level) recognized Institutions independently operating in Vocational Space are eligible to conduct the ESDM courses. The Institute must ensure availability of infrastructure commensurate with the courses they wish to apply for. Self-certification to this effect with detailed list of infrastructure available should be submitted along with the application. Accreditation will be subject to a physical verification of premises as well as related infrastructure.

    8.2 Class B: Existing AICTE/Central/State Government/Technical Board/Polytechnic/ITIs / NCVT and other private institutions can take up the Class B accreditation. The institutions falling under this category will be required to submit Self-Certification documents and Statements. A sudden and uninformed visit may take place for the purpose of verification.

9. **Requirements and eligibility of the Institutions:**

    i.   Institutions should fall under any of these categories:

         a. NIELIT Hardware (CHM-O/A Level) accredited

         b. Institutions approved by Councils under Central Government like AICTE

         c. College/Institutes/ITIs/Polytechnics affiliated to a University set by Central or State/ UT Government or recognized   by UGC

         d. Schools/Institutes/ ITIs/Polytechnics approved by Central or State Boards of Secondary Education (or equivalent) or Boards of Technical Education or NCVT.

         e. Any other institute set up by Central or State/ UT Government.

         f. Other training institutions operating in the field of Electronics.

g. Training institutions set up by private companies to meet the skilled manpower requirement for in-house needs or for the Electronics sector.

ii. Institutions should be in operation for at least last two years.

iii. Institute shall be set up under one of the following :

a. A Society registered under the Registration of Societies Act 1860 through the Chairman or Secretary of society or

b. A Trust registered under the Charitable Trusts Act 1950 or any other relevant Acts through the Chairman or Secretary of the trust or

c. A company established under Section 25 of Companies Act 1956.

d. Central or State Government / UT Administration or by a Society or a Trust registered by them.

e. The above bodies as mentioned in a, b, c may be a body formed under Public Private Partnership (PPP) or under Board of Trustees mode through an officer authorized by Central or State Government / UT Administration.

iv. The applicants shall not use name of the technical institution in such a way that the abbreviated form of the name of the technical Institution becomes IIM/IIT/IISc/NIT/IIIT or a statuatory body such as AICTE/UGC/MHRD/GoI or NIELIT. The applicant shall also not use the word(s) Government, India, Indian, National, All India, All India council, Commission anywhere in the name of the technical Institution and other names as prohibited under the Emblems And Names (Prevention of Improper Use) Act, 1950. Provided that the restrictions mentioned above shall not be applicable, if the technical Institution is established by Government of India or its name is approved by the Government of India.

v. The Institute should have ownership or lease of requisite land/building in its name.

vi. Institution should have the basic facilities like permanent structure for class rooms and laboratories.

vii. Well ventilated classrooms and laboratories of size at least 40 sq mt each, the basic amenities like drinking water, toilets (separate for men and women), well equipped labs (as per course requirements), electricity connection with power backup solutions to take care of power outages.

viii. Furniture for all the classrooms/labs/A-V room/library/ staff rooms etc.

ix. Minimum Area Requirements for one batch of 25 students is as follows :

Requirement/Level	L 1	L2	L3	L4	L5
Classroom (approx size)	40 sqm	40 sqm	40 sqm	40 sqm	40 sqm
Lab/workshop(approx size)	40 sqm	40 sqm	40 sqm	40 sqm	40 sqm
Admin space	Adequate	Adequate	Adequate	Adequate	Adequate
Amenities	Adequate	Adequate	Adequate	Adequate	Adequate
Parking area	Adequate	Adequate	Adequate	Adequate	Adequate

x.   Minimum Faculty Requirements for one batch of 25 students is as follows :

	L 1	L2	L3	L4	L5
Faculty	01 B.Tech/M. Tech. or eq.		02 B.Tech/ M. Tech. or eq.		
Lab support staff	1 Diploma/CHM-O/A Level/ ITI or eq.		2 Diploma/ CHM-O/A Level /ITI or eq.		

a.   Equivalent qualification as defined by AICTE/UGC/AIU or other competent authority.

b.   With increase in intake the faculty to student ratio should not be less than 1:30.

c.   Faculties must have relevant experience in the courses applied.

xi.   Well equipped library with sufficient number of books related to the courses should be maintained.

xii.   The Institute shall provide the following facilities for conduct of examinations :

a.   PCs for the entire batch with Good Internet connectivity for conduct of Online Examination.
b.   A good quality Scanner, a Laser Printer and Computer with Internet connection for examination work to the Examination Staff.
c.   Two Technical manpower and all the required support for Server Setup and Lab setup etc. for Online Examination.
d.   Two support staff for both Online examination and Practical Assessment.
e.   Arrange Power Backup facility such as UPS, Generator for uninterrupted & smooth conduct of examination.
f.   Make arrangements for Videography of the whole examination activity (continuous streaming) as and when required.
g.   Provide UIDAI approved biometric devices for authentication and authorization purposes.

10. Procedure for ESDM Accreditation: Class A & Class B

The basic procedure for accreditation will include the following:

i.   Institute (NIELIT Accredited CHM-O/A level) can apply to NIELIT using the Application Form and other performa given at Annexure- II, III and IV.

ii.   The applicable fee shall be as under:

For Government Institutions	
ESDM Accreditation Registration Fee:	Rs. 6000/-
Course Accreditation Fee:	Rs. 2000/- per course per annum
Institute Inspection fee:	Rs. 10000/-
(e.g. For an Govt. institute to run three courses for two years, the fee would be Rs. 28,000/-)	
For Private Institutes	
ESDM Accreditation Registration:	Rs. 12,000/-
Course Accreditation fee:	Rs. 2000/- per course per annum
Institute Inspection fee:	Rs. 10000/-
(e.g. For a private institute to run three courses for two years, the fee would be Rs. 34,000/-)	

Note:

a) *All the payment should be made by Demand Draft in favour of* NIELIT Chandigarh payable at Mohali/Chandigarh.
b) *Service Taxes as applicable from time to time will be extra and should be paid along with requisite fees.*

iii. Institute must submit Self Certification in form of Affidavit on Stamp Paper duly notarized, supporting documents for classifying them as Class A/ Class B, Govt. technical institution, institute setup documents (Certificate of Registration), Documents relating to Financial Position, copy of PAN, TAN, VAT, Service Tax registration etc.

iv.   All the pages of this handbook, supporting documents must be numbered, signed and stamped by the owner of the institute and should be submitted along with the application and requisite fees in form of demand draft.

v.   After receiving the application for accreditations, a preliminary screening will be done to ensure eligibility for accreditation and necessary documents attached.

vi.   All the eligible applications will be scrutinized by a Team constituted by the NIELIT Chandigarh for ESDM Courses according to the laid down criteria for accreditation.

vii. The eligible Institutions will be allocated unique/special code number called the **Temp ESDM ID** by NIELIT Chandigarh. All Govt. technical institutions and NIELIT CHM-O/A level accredited institutes would be provisionally accredited based on self-certification method. However, for private institutions, Inspection team will do a site-visit before awarding accreditation.

viii. A sudden and uninformed visit to any institute may be made to verify the self certification or to ascertain the quality of training. Institute, if not found suitable after sudden and uninformed visit by the Inspection team, will be given the chance to improve in lacking area as mentioned

by Inspection Team within 01 Week Time. If institute fails to do so, its accreditation will be cancelled and payment made by the institute would be forfeited. However, for all such cases the concerned institute has to pay inspection fees again.

ix.   The Inspection Team will submit its report and recommendations to the Director NIELIT Chandigarh.

x.   The recommendations of the Inspection Team will be considered by the Director NIELIT Chandigarh and if found appropriate, provisional accreditation would be granted to the applicant institution.

xi.   After provisional accreditation, the institution is granted **'ESDM Training Partner ID' (E-TPi)**, which will be used in all future correspondence.

xii.   Once provisional accreditation is granted either in Class-A or in Class-B, the institution is required to enter into a Memorandum of Understanding (MoU) with NIELIT Chandigarh. The MoU will list out the terms & conditions for implementation of ESDM Courses an ESDM Accredited Institute for NIELIT.

xiii.   *Accreditation would be valid for **TWO YEARS** only. Institutes will have to apply for renewal of ESDM Accreditation one month before the expiry of existing ESDM Accreditation with inspection fee and course accreditation fees.*

11. Key Responsibilities of an Accreditated Institute

i.   An accredited institute can initiate admission process and classes for the validated ESDM Courses in consultation with NIELIT and State Implementing Agency(SIA).

ii.   The Accredited Institutes are expected to closely follow the guidelines set under the Notifications (Notification number: F.No.1(17)/2012-HRD(Vol. II) Dated 31.10.2013 and No. L-14011/23/2014-HRD Dated 09.12.2014) of Govt of India for the ESDM Scheme and subsequent Orders & Amendments issued in connection with the scheme.

iii.   As per the Notification of ESDM Scheme, 70% placement of candidate is an important part of the scheme. Hence, the interaction with the concerned Industries in the local areas is very important for the placement of the passouts. The training partners are expected to ensure maximum employment of their passouts.

iv.   The subsequent admissions and reimbursements of grants, if any, would be dependent upon the placement of the candidates.

v.   To conduct free and fair examinations as and when assigned.

vi.   The Participating Institute shall put in personal efforts to invite students for the ESDM skill development courses. Training Partner shall select the candidates to be trained from the list of applicants as per the reservation guidelines set for the same.

vii.   The training partner shall provide space for training facility.

viii.   Training Partner shall provide lab facility including required equipments for training for the courses in which interest has been shown through this application.

ix.   Training Partner shall provide classroom to accommodate at least 25 Trainees with required infrastructure

x. Training Partner shall provide required trained faculty as per the requirement of the course

xi. Training Partner shall ensure one placement officer to be nominated for coordinating with Industry

xii. Training Partner shall also provide required space for office room, Faculty room/ Library, Purified drinking water and wash rooms for use of faculty members and Trainees.

xiii. Supporting Staff, Sweeper/ Cleaners/ peons and Local Management services shall be provided.

xiv. Standby power arrangement shall be provided for smooth conduct of training.

xv. Internet Facility to be provided.

12. Other Terms and Conditions:

i. Training Partner should approach the concerned Electronic industry for placement of candidates for a particular course. A recommendation letter from at least one electronic industry is mandatory before an order is issued to the participating institute for conduct of training. Recommendation letter must include the commitment of placement of successful candidates for a particular batch and particular course. Participating institute can send recommendation letter at the time of submission of application.

ii. Training Partner shall not start any training without receipt of formal order from NIELIT.

iii. Training Partner shall start training programme within one month of date of issue of order for a particular batch. In case, training is not started within one month of issue of order, then order may be cancelled and batch may be allotted to other participating institute.

iv. The complete infrastructure like classroom, Lab for Training Modules, Projector, Audio/Visual training aids etc. required for training will be provided by Training Partner. a certificate of the availability of infrastructure and its details shall be provided as and when desired by NIELIT.

v. Training Partner will ensure admission of the candidates through proper counseling of the candidates. The target given in order has to be met by the Participating Institute. It is responsibility of the Participating Institute that target is achieved in terms of successful candidates passing the examination conducted by NIELIT Chandigarh.

vi. Training Partner will tie up with relevant Industries for providing employment opportunities to the trainees.

vii. A database of the trainees will be maintained by Training Partner along with UID (Aadhar Number). Aadhar Number is mandatory for registration of the candidate. This information shall be furnished to NIELIT, Chandigarh from time to time.

viii. The Training Program shall be conducted as per syllabus designed and developed by NIELIT and approved by DeitY.

ix. NIELIT Chandigarh reserves its right to update the training program by adding new courses or modifying existing courses.

x. Fees as prescribed at Annexure-I shall be collected against receipt from General candidates by the Training Partner. In order to get good response from the general candidates the participating institute at their discretion may or may not charge this fee or may charge less than that prescribed but NIELIT will reimburse the share of the participating institute after adjusting the amount chargeable from candidates.

xi. Training Partner shall take the attendance of trainees on physical register and Biometric machine both. 80% attendance is mandatory for candidates to appear in examination. Month wise report shall be sent by Participating Institute, along with feedback of students.

xii. Training Partner shall make a time-table for a particular batch. Copy of the same shall to be sent to NIELIT Chandigarh.

xiii. NIELIT Chandigarh shall be entitled to evaluate the performance of the students and facilities available at the Participating Institute from time to time and shall also have the right to demand correction/up gradation if any degradation of standard norms prescribed are noticed during such evaluation. NIELIT Chandigarh shall be allowed to inspect the institute any time.

xiv. At the end of the course examination shall be conducted by NIELIT. Schedule of the Examination shall be intimated by NIELIT to the Training Partner.

xv. NIELIT, New Delhi shall award certificates to all candidates successfully completing the course.

xvi. Training Partner will ensure placement of 70% of successful candidates. This will be treated as major performance criterion for release of payment and allotment of future batches.

xvii. An Agreement will be signed with Training Partner for the implementation of training and certification scheme in Electronics System Design and Manufacturing (ESDM) sector funded by Department of Electronics and Information Technology, Govt. of India. Terms of the Agreement will be as per details given in this application. However NIELIT may alter/modify the terms and conditions as per requirement of successful & timely completion of work.

xviii. The Director, NIELIT Chandigarh reserves the right to accept/reject any or all application without assigning any reason and also will not be responsible for postal delays.

xix. Training Partner shall obey the instruction issued by DeitY and NIELIT from time to time.

xx. Each page of application must be signed and stamped by authorized signatory. Affidavit of authorized signatory must be submitted along with.

13. Guidelines for submission:

The following conditions should be observed while submitting the quotation:

i. The application should be submitted as Annexure-II (covering Letter) & Annexure-III & IV. The institute should seal the application documents in envelop duly super scribed and sealed. Envelop should also be duly super scribed: **"Application for Empanelment of Training Institutes in ESDM Sector".**

ii. Canvassing in any form, direct or indirect, on part of agency will render the tender liable for exclusion from consideration.

iii. Incomplete or late application will not be considered. NIELIT Chandigarh will not be responsible for any postal delays.

Details of Training to be provided under ESDM Scheme

1. Under ESDM Scheme, at present the following courses have been approved by DeitY, Govt of India. Out of these courses, Training Partner can choose any number of courses which they can run and ensure the placement:

Course Code: **AB/C/DE/FGHI** Where

AB: EL/NL/TL (ESSCL/NIELIT/TSSC),   **C:**S Or M **(S**-Service, **M**-Manufacturing**), DE**: Level (e.g.L1/L2/L3...),

FGHI: course Number (C001, course no.1....)

S.No	Course Code	Course	Industry Vertical	Level	Duration (in hour)	Eligibility	Sector
1	NL/S/L 1/C001	Installation & Maintenance of Photocopiers & Printers	Office Automation	L1	200	8th pass/ITI	Service
2	NL/S/L 3/C002	Certificate course in Electronic Product Testing	Electronic Product Design	L3	360	10th / 12th Pass with science background	Service
3	NL/S/L 3/C003	Repair & Maintenance of Power Supply , Inverter & UPS	Industrial Electronics	L3	350	10th pass/ITI	Service
4	NL/S/L 3/C004	Repair & Maintenance of Dental equipment	Medical Electronics	L3	350	10th pass , Age above 16 years	Service
5	NL/S/L 3/C005	Repair & Maintenance of Imaging Equipment [X-Ray & Ultrasound Machine]	Medical Electronics	L3	350	10th pass ,Age above 16 years	Service
6	NL/S/L 3/C006	Repair & Maintenance of ECG & ICCU Equipment	Medical Electronics	L3	350	10th pass , Age above 16 years	Service
7	NL/S/L 4/C007	Diploma in Installation & Repair of	Consumer Electronics	L4	350	ITI or 12th pass	Service

		Consumer Electronics Products					
8	NL/S/L5/C008	Post Diploma in Repair & Maintenance of Hospital Equipment	Medical Electronics	L5	400	Diploma Holder / B.Sc., Age above 21 years	Service
9	NL/S/L5/C009	Diploma in Repair & Maintenance of Industrial Instrumentation & Automation system	Industrial Automation	L5	400	ITI / Diploma /BSc	Service
10	NL/S/L2/C010	Assembly & Maintenance of PCs	Computer Hardware	L2	240	Polytechnic Diploma/Graduation/ ITI/12th/ 10th	Service
11	NL/S/L2/C011	Installation Repair & Maintenance. of EPABX System	Telecom Segment	L2	200	9th pass/ Level 1 pass of Electronic Technician having basic Knowledge of Electronics & telephones & Switches etc	Service
12	NL/M/L4/C012	Automation Technology-Basic Level	Industrial Automation		For Technical Students : 180 Hrs Non Technical Students : 240 Hrs	Diploma in /Electronics/Instru mentation/ Mechanical/ Electrical – for Technical students. Non Technical Students: 12th pass with science background and affinity towards technical studies	Manufa cturing
13	NL/M/L4/C013	Certificate in Robotic Programming & Maintenance	Industrial Automation	L4	325	10th with aptitude in the subject/12th pass	Manufa cturing
14	NL/S/L4/C014	BSNL Certified Telecom Technician- PC Hardware and Networking	Office Automation, IT & networking	L4	170	10th with strong aptitude in Science / 12th Pass	Service

15	NL/M/L4/C015	Computer Aided Product Design	Electronic Product Design	L4	360	Polytechnic Diploma/ Graduation/ ITI/12th/ 10th	Manufacturing
16	NL/M/L5/C016	Embedded System Design using 8-Bit Microcontroller	Embedded System & VLSI	L5	400	Diploma or above	Manufacturing
17	NL/M/L5/C017	Post Diploma in VLSI Design, Tools & Technology	Embedded System & VLSI	L5	400 (6 Month)	Diploma Holder or BSc. Graduate & not less than 21 years of age	Manufacturing
18	NL/M/L5/C018	Automation Technology-Intermediate Level	Industrial Automation	L5	Technical Students – 350 Hrs Non-Technical Students – 450 Hrs	Diploma in /Electronics/Instrumentation/ Mechanical/ Electrical – for Technical students. Non Technical Students: Students with 12+ with science background and affinity towar	Manufacturing
19	NL/M/L5/C019	Automation Technology-Advanced Level	Industrial Automation	L5	520	Diploma in Electronics/Instrumentation/ Mechanical/Electrical / Graduates, with science background and affinity towards technical studies	Manufacturing

The list of courses may change as per guidelines of DeitY.

2. **Reservation Criteria:**

SC: 15% , ST: 7.5% , Economically Weaker Section (EWS): 17.5% , General: 60%

Criterion for EWS is that the annual family income should not be more than Rs 2 Lakhs.

3. **Financial Assistance and Fees to be paid by candidate:**

A) For SC/ST/EWS Candidates:

Level	Un-skilled (L1-L2)	Semi-skilled (L3)	Supervisor (L4)	Master Technician (L5)
Course fee	Rs 5000/-	Rs 10,000/-	Rs 12,000/-	Rs 15,000/-
Financial Assistance by Government- in Percentage	100%	100%	100%	100%
Course Fees to be paid by Candidate	Nil	Nil	Nil	Nil

B) For General Candidates:

Level	Un-skilled (L1-L2)	Semi-skilled (L3)	Supervisor (L4)	Master Technician (L5)
Course fee	Rs 5000/-	Rs 10,000/-	Rs 12,000/-	Rs 15,000/-
Financial Assistance by Government- in Percentage	75%	75%	75%	75%
Maximum Course Fees to be paid by Candidate at discretion of the Training Partner	Rs. 1250/-	Rs. 2500/-	Rs. 3000/-	Rs. 3750/-

Funds will be released to Training Partner by SIA/NIELIT .

4. **Examination and Certification:** NIELIT will conduct the examination and Certificate will be sued to successful candidates.

Covering Letter Format

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

To,

        The Director,
        NIELIT Chandigarh
        C-134, Phase VIII, Industrial Area, Sector 72
        Near PCL Chowk, Mohali, Punjab – 160071

Sub : Application for Accreditation of Training Partner in ESDM Sector

Dear Sir,

1. I/We having examined the application document, we, the herewith submit our response to your application for accreditation of Training Institutes in ESDM Sector.
2. I/We have read the provisions of the application document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our application shall not be given effect to.
3. I/We would like to declare that we are not involved in any litigation with any Government (Central/State) in India and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
4. I/We hereby declare that all the information and statements made in this application are true and accept that any misrepresentation or hiding of facts in any form contained in it may lead to our disqualification.
5. I/We understand that NIELIT Chandigarh is not bound to short-list / accept any proposal received in response to this application.
6. I/We understand that Empanelment with NIELIT Chandigarh does not guarantee that every /any of the applicants invited to application for, will be awarded any order under ESDM Project.

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

S. 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 APPLICATION	
3.	Telephone , FAX number	
4.	Mobile number & e mail of the Contact Person	

We hereby undertake that we accept all terms and conditions of the APPLICATION unconditionally.
Signature of Authorized Signatory with Seal
Place:
Date: (Name and Designation)

National Institute of Electronics and Information Technology

FORMAT FOR APPLYING ESDM ACCREDITATION
(FOR PROVISIONAL ACCREDITATION)

Date: _____

To

    The Director,
    NIELIT Chandigarh
    C-134, Phase VIII, Industrial Area, Sector 72
    Near PCL Chowk, Mohali, Punjab – 160071

Subject   :   **Application for ESDM PROVISIONAL ACCREDITATION**

Dear sir,

My institute named_____ (herein after called "the institute") is coming under Class-A (NIELIT CHM-O/A level ACCR No. -----------)/Class-B Institution as defined in clause 4(i) and 4(ii) of this handbook and I am the "Organization Head" of the institute.
I have personally ensured that the institute fulfils the norms for accreditation and has run for the adequate sessions as mentioned in this document.
I wish to apply for accreditation of the following ESDM Courses:

S.No.	Name of Course*	Course Code	Vertical
1			
2			
3			
4			

*- Details of Courses are available on the ESDM Portal and on www.deity.gov.in/esdm/hrd .

Before submitting this application, I have personally ensured that my institute has adequate Building, infra-structure, support staff and faculty to undertake the course. I have also ensured that the institute has linkages with the industry for placement of the candidates after successfully completion of their training. The fee for the desired courses for **two years** is as under:

    For Class A
    NIELIT CHM-O/A level ACCR No.   _____ valid upto _____
    ESDM Accreditation Registration fee: Rs. 6000/-
    Course Accreditation fee: Rs. 4000 /- × (____ courses)   Rs._____/-
    Institute Inspection fee: Rs. 10000/-
    Service Tax: Rs.
    Total Rs._____/-

    For Class B
    Type of Institution   Government / Private

ESDM Accreditation Registration fee:
              For Government Institutions   Rs. 6000/-
              For Private Institutes: Rs. 12,000/-
Course Accreditation fee: Rs. 4000/- $\times$ (_____ courses)   Rs._____/-
Institute Inspection fee: Rs. 10000/-
Service Tax: Rs.

Total Rs._____/-
Please strike out whichever is not applicable.

The non-refundable fee for processing of accreditation Rs. _____ is enclosed in the form of Demand Draft No…………………………… dated…………………………. issued by _____ bank in the name of "Director – NIELIT Chandigarh payable at Mohali is enclosed.

I am aware that In the event of deliberate nondisclosure/misrepresentation of vital information or supplying misleading information by default/mistake/blunder may result in cancellation of accreditation or accreditation process instantly along with forfeiture of the fee deposited and possible punitive action as per the decision and discretion of NIELIT. Kindly, initiate the process of provision accreditation of the institute.

With regards,
Signature: _____
Name: _____
Address: _____

                                            _____
                                            _____
                                            _____

Phone: _____ e-mail:_____

Seal

Application Performa for Accreditation of Training Institutes for ESDM Scheme

(Instructions: This is Format of Application Performa. Use separate sheet wherever required. Please attach documentary evidence of the information being provided.**)**

A) **General Information:**

S. No.	Information	Details
(1)	Name of The Institute	
(2)	Full Address With Phone/Fax/E-Mail	
(3)	Date / Year of Establishment	
(4)	Legal Status / Registered Under: (Attach Documentary Proof)	
(5)	Details of Registration fees Paid	Amount: DD No: Date: Bank Name:
(6)	Service Tax No: (Attach Documentary Proof)	
(7)	PAN No: (Attach Documentary Proof)	

B) **Financial Strength & Turnover for the previous three years (Attach Documentary proof certified by CA):**

S. No.	Financial Year	Total Income/Turnover (Rs.) *
1.	2011- 2012	
2.	2012- 2013	
3.	2013- 2014	

*Attach separate sheet wherever required

C) **Details of Available Trainer/ Instructor***

S. No.	Name of the Trainer/ Instructor	Educational Qualification	Brief Experience

*Attach separate sheet wherever required

D) Tie-Up With Industry for Placement*:

S. No.	Name of the Industry	Course for which placement may be provided to successful candidates	No of Candidates which may be placed	Location where candidates may be placed	Recommendation Letter from Industry received(Yes/No)

*Attach separate sheet wherever required

E) Placement History*:

S. No.	Name of the Industry	Course for which placement has been provided	No of Candidates which has been placed

*Attach separate sheet wherever required

Signature of Authorized Signatory with Seal
Place:

Date: (Name and Designation)