Guidelines for Admission of Course of "Data Entry and Office Automation"

- The admission of the candidates will be taken as per merit list.
- All the candidates must follow the procedure and schedule for the admission process. In case, the candidate fails to take admission on the announced date, his/her candidature will stand cancelled. The registered candidates are advised to check the website for any updation to start batches.

Admission Procedure:

1. The admission is subject to production of certificates/documents and to the correctness of information furnished. The candidates will have to bring all certificates in original along with the photocopy of the certificates.
2. After document verification, the candidates will have to submit the admission form. The admission form can also be downloaded from the website.
3. The candidates will be allotted batches and Roll No. after payment of course fee.

Documents to be produced:

1. A latest passport Size Photograph
2. Self-Attested copy of Adhaar Card/Any other Govt. approved 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 higher qualification
6. Self-Attested copy of Caste certificate, in case of SC/ST candidates

Course Fee:

The course fee is to be paid in the form of demand draft in favour of "NIELIT DELHI CENTRE" payable at Delhi. On the back side of DD, following information is to be clearly furnished:

- Application ID
- Name of the Candidate
- Contact No.

Course Fee for Data Entry and Office Automation (Direct): Rs.7475/- (Rs. 6500/-+S.Tax)
Course Fee for Data Entry and Office Automation (Lateral Entry): Rs.4025/- (Rs. 3500/-+S.Tax)

Note:

- Current rate of Service tax is 15% as per Govt. Notification.
- SC/ST candidates are exempted from course fee **(as per Govt. norms)** subject to production of valid Caste certificate.