

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)  
National Institute of Electronics and Information Technology (NIELIT)  
दिल्ली केंद्र /Delhi Centre  
इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार  
Ministry of Electronics and Information Technology (MietY), Govt. of India  
2<sup>nd</sup> Floor, Parsvanath Metro Mall, Inderlok Metro Station, Inderlok, Delhi-110052

## Guidelines for Admission in Long Term/Short Term NSQF Courses

### Admission Procedure:

1. For the admission process, candidate is advised to visit the website [www.nielit.gov.in/delhi](http://www.nielit.gov.in/delhi)→**Admission Notice**→**Detailed Training Advertisement** for pursuing the desired course.
2. For admission, click the link [Proceed for Admission](#). This link will redirect the candidate to a portal for registration and payment of requisite admission fee through online mode.
3. Candidates are advised to check the course details, duration and course fee etc. for the desired course from the website. Candidates must ensure the eligibility for pursuing the course before payment of course fee.
4. Candidates are advised to go through the instructions carefully in the portal for online admission process.
5. On successful registration, candidate will get a system generated **Application No.** which the candidate needs to keep safe for all future correspondences.
6. All course related updates / announcements / information would be sent at the mobile no. / e-mail of the candidate provided at the time of admission.

### Terms and Conditions:

1. The admission for all the courses will be done in online mode only due to the pandemic of COVID-19.
2. **SC/ST candidates are exempted from payment of Course fee for NSQF aligned courses, subject to the production of valid Caste certificate.**
  - **SC/ST candidates** can pursue one NSQF course at a time.

3. The successfully registered candidates will receive an email/SMS describing further details about the batch start date, timings and training strategy of the course.
4. **Final admission confirmation shall be reserved after checking of all eligibility documents.** The successfully registered candidates will be required to bring the following documents along with Original copies for the document verification before the start of the classes:
  - Self-Attested copy of Aadhaar Card/Any other Govt. approved Photo Id-Card
  - Self-Attested copy of DOB Proof
  - Self-Attested copy of eligibility documents&marksheets
  - Self-attested copy of Caste certificate in case of SC/ST candidate
5. If any of the information, provided by the registered candidate, is found to be **false/incorrect** or discrepancies found in the information furnished online and the original documents, it can lead to cancellation of admission. **No fee will be refunded in such a case.**
6. In case of non-submission of required documents within stipulated time, the admission can be cancelled and seat will be offered to the next candidate.
7. In an unlikely event of prolonged lockdown imposed by the Govt. to check the spread of Covid-19, the classes will be conducted in online mode till the situation normalizes and after that in blended mode.
8. NIELIT Delhi Centre reserves the right to cancel/reschedule the course or to cancel the candidature of any candidate without assigning any reason thereof.
9. Batch code and time slots will be allotted according to the number of students enrolled in a particular course.
10. 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.**

### **Discontinuing the course:**

- Course fee / Registration/Application form fee shall not be refunded if a candidate does not join the course.
- Any course can be cancelled by NIELIT Delhi Centre without citing any reason. In such cases, if the candidate intends to shift to some other course, the fee would be accordingly adjusted or else it would be refunded as per NIELIT norms.

### **Payment of Course Fee:**

1. **No Course fee for SC-ST Candidates for NSQF Aligned Courses as per Govt. Norms.**
2. The fee is to be paid online through Debit Card / Credit Card / Net Banking / UPI after registration process. The candidate has to check the fee details at **Annexure-1**.The payment of first installment is to be done after the registration process for admission in Long term Courses.
3. **Candidates are advised to retain the details of online payment (screenshot / Transaction ID / Application No.) at all times, for future references.**

**Note:** Fee description is given at Annexure-1

### **Course Enquiries:**

For any queries pls contact:

e-mail: [delhi.training@nielit.gov.in](mailto: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)

## Annexure-1

### Fee Details – Long Term Courses

Sl #	Course Name	Course Fee	GST @18%	Admission Fee + Misc. Training Fee	Grand Total (for GEN& OBC)	Grand Total (for SC&ST)
1	<b>IT O Level</b>	20,800	-	2,400	23,200	2,400
	<b>First Installment</b> (at the time of admission)	<b>11,000</b>	-	<b>1,600</b>	<b>12,600</b>	<b>2,400</b>
	<b>Second Installment</b> (in second semester)	9,800	-	800	10,600	-
2	<b>IT A Level</b>	45,000	-	4,800	49,800	4,800
	<b>First Installment</b> (at the time of admission)	<b>20,000</b>	-	<b>2,400</b>	<b>22,400</b>	<b>4,800</b>
	<b>Second Installment</b> (in second semester)	15,000	-	1,600	16,600	-
	<b>Third installment</b> (in third semester)	10,000	-	800	10,800	-
3	<b>IT A Level (after O level)</b>	30,000	-	3,200	33,200	3,200
	<b>First Installment</b> (at the time of admission)	16,000	-	2,400	18,400	3,200
	<b>Second installment</b> (in second semester)	14,000	-	800	14,800	-
4	<b>CHM O LEVEL</b>	18,050	3,249	800	22,099	800
	<b>First Installment</b> (at the time of admission)	10,000	1,800	800	12,600	800
	<b>Second Installment</b> (in second semester)	8,050	1,449	-	9,499	-

## Fee Details – Short Term NSQF aligned Courses

Sr. No.	Course Name	Course Fee	GST @ 18%	Total Fee (Course fee + GST+ Admission Fee)	(Reg. Fee + Exam Fee)	Grand Total (for GEN & OBC)	Grand Total (for SC & ST)
5	Advance Diploma in Computer Application Accounting and Publishing	8,400	1,512	10,662	1,062	11,724	1,812
6	Course on Computer Concepts (CCC)	3,500	630	4,880	-	4880	750
7	Certification Course in Data Entry and Office Automation	6,500	1170	8,420	1,062	9482	1,812