

## GUIDELINES AND INSTRUCTIONS FOR SUBMISSION OF ONLINE REGISTRATION APPLICATION FORM (ORAF)

Applicants are advised to fill-up the Online Registration Application Form with authentic information as per the eligibility criteria given below:-

### ELIGIBILITY CRITERIA FOR VARIOUS LEVELS OF NIELIT COURSES

#### A. Students from accredited institutes:-

**‘O’ level:** 10+2 or any diploma (Govt. Recognized) of a minimum of 1 year Duration after 10<sup>th</sup> Class / ITI Certificate (one year) after class 10, followed by an in each case, accredited ‘O’ level course.

**‘A’ Level:** “O” Level / Government recognized diploma of a minimum of 2 years duration after 10<sup>th</sup> Class, followed in each case, by an accredited ‘A’ level course (no Concurrency)

**OR**

A Government recognized polytechnic engineering diploma after 10+2 / Graduate and an accredited ‘A’ Level course in each case (May be concurrent)\*

**‘B’ Level:** Level ‘A’/Government recognized PPDCA/Government recognized PGDCA/Government recognized polytechnic engineering diploma. Graduate followed in each case, by an accredited ‘B’ Level course (First two semesters are exempted for those who pass ‘A’ Level in full. Applicants having Government recognized PPDCA Government recognised PGDCA will also be eligible for exemption of some subjects depending on the courses they had undergone, on a case by case basis.

**C Level** Level ‘B’/B.Tech/BE/MCA/M.Sc/Master’s Degree in Mathematics/Statistics/ Operations Research/MBA or equivalent with B.Sc./BA (Mathematics/Statistics)/GATE (Computer) followed in each case by an accredited ‘C’ Level course.

#### B. Students-at large (Direct Applicants)

**‘O’ Level:** 10+2 / any diploma (Govt. recognized) of a minimum of 1 year duration After 10<sup>th</sup> Class / ITI Certificate (one year) after class 10, followed in each case, by one year relevant experience.\*\*

**OR**

A pass in the NCVT-DP&CS (Data Preparation & Computer Software) Examination conducted by DGE&T (Govt. of India)

**OR**

Any graduate from recognized University/Institute is eligible to register at

‘O’ level without any experience.

**‘A’ Level:** Level ‘O’ / Graduate / Government recognized diploma of a minimum of 2 years duration after 10<sup>th</sup> Class, followed in each case, by one year relevant experience.\*\*

**‘B’ Level** Level ‘A’/Government recognized PPDCA/Government recognized PGDCA followed in each case, by two years relevant experience\*\*(First two semesters are exempted for those who pass ‘A’ Level in full. Applicants having Government recognized PPDCA/Government recognized PGDCA will also be eligible for exemption of some subjects depending on the courses they had undergone, on a case by case basis).

**OR**

Graduate/Government recognized polytechnic engineering diploma followed in each case by three years relevant experience.\*\*

**‘C’ Level** Level ‘B’/B.Tech/B.E./MCA/M.Sc./Master’s Degree in Mathematics/Statistics Operations Research/MBA or equivalent with B.Sc./B.A. (Mathematics/Statistics),/GATE (Computer) followed in each case by one and a half years relevant experience\*\*.

\* The ‘A’ Level certificate is awarded only after successful completion of the academic stream i.e. polytechnic engineering diploma, after 10+2 or graduation degree. Also the applicant is not allowed to upgrade to B Level even after qualifying all papers / practical(s) and project at A Level unless he/she has completed the academic stream. However, in case a applicant pursues NIELIT courses right from O Level, academic qualifications do not come in his way and he/she can freely get upgraded from one level to immediate higher level after qualifying all papers/practical(s) of previous level and so on.

\* Relevant experience connotes job experience in IT, including teaching in a recognized Institution as a faculty members, but excludes ‘coaching’

Subsequent to implementation of the submission of Online Registration Application Form (ORAF) for registering at NIELIT ‘O’/ ‘A’/ ‘B’ & ‘C’ Level, the following Guidelines and Instructions should be followed strictly.

Prerequisite:

***Before filling the Online Registration Application Form (ORAF), the applicant has to update his profile. This is an onetime activity. For the same the applicant should be ready with the following:***

***1) Personal active Email ID of the applicant, not of the Institute - for validations and future correspondence.***

2) *Personal active Mobile Number of the applicant, not of the Institute - for validations and future correspondence.*

3) *Clearly scanned latest Passport size Photograph (3.5cms x 4.5cms), Signature impression & LTI*

*(Left Hand Thumb Impression); all in .jpeg format, size limited to 50 KB each.*

## 1. Applicant Type

**1.1 Fresh Applicant :** In this, applicant is not registered with NIELIT for any course (O/A/B/C) level, then this type of applicant is considered as a Fresh Applicant.

**1.2 Registered Applicant :** In this, applicant is already registered with NIELIT for any course (O/A/B/C) level, then this type of applicant is considered as a Registered Applicant.

## 2. How to apply For Online Registration

### 2.1 For Direct applicants:

- Applicant can opt online mode for registering himself/herself for any level of courses of NIELIT (O/A/B/C) by visiting NIELIT website [www.nielit.gov.in](http://www.nielit.gov.in) or <http://student.nielit.gov.in>.
- After filling Registration Form, he/she can submit and verify his/her details and then finally submit the application form.
- After submission of an application, the payment can be done through the payment options (CSC-SPV/Online) by the applicant himself/herself.

### 2.2 For Accredited Institute applicants:

- After final submission of an application, the Institute will verify the applicants by selecting one Level at a time using their Login id and Passwords.
- Pay Registration Fess through Online Payment Option for one or multiple applicants (if payment option selected is 'Accredited Institute')
- Online Dispatch the registration application forms to NIELIT.

3. Registration application form would be considered valid by NIELIT only after receipt of registration fee (in case of direct applicants) and requisite documents, registration fee, verification & online dispatch of registration form (in case of accredited institutes), otherwise application will be rejected or not considered for Registration.

4. During the filling of Online Registration Application Form, the applicant will be required to submit/upload any of the following official ID:

- Enrolment No. of UIDAI (EID)
- Bank A/c (Passbook with Photo)
- PAN Card

- Valid Passport
- Valid Driving License
- Valid Photo ID Card of Student Issued by School/College Authority

5. Applicant need not to send any documentary proof to NIELIT HQ in support of the information provided online in Online Registration Application Form.

## 6. Fee Payment

The fee structure for registration for different levels (O/A/B/C) is mentioned below:

Level	Fee
O/A/B	Rs. 500/-
C	Rs. 500/- + Rs. 90/- (GST)

While filling the Registration Application Form, the applicant can opt to pay the applicable fees himself/herself or opt that the Accredited Institute will pay the fee on his/her behalf. If the applicant has chosen to pay the fees himself/herself, he/she has many alternatives with different Service Charges are available as under. It may be noted that the Service Charges are not included in the Total Fees that was calculated during the filling of the Form. It will be collected by the service provider separately from the Applicant.

### *Choice-1: Using the CSC-SPV Service*

In order to enhance delivery of services to students and to increase participation of Accredited Institutes, a MoU has been signed between NIELIT and CSC – SPV. CSCs will henceforth offer different NIELIT services by charging an amount as follows:

Name of Service	Amount (in Rs.)
<b>Student Registration</b>	500
Cost for Online Form submission and Fee Collection	55
Cost for Registration Fee Collection online	20

Applicant desired to pay the fees through CSC may locate the CSC nearby by using the CSC Locator. S/he needs to take with him the Demand Note Number provided during the Confirmation of Form. The CSC in-charge will collect the Total Fees + applicable Service Charges.

### *Choice-2: Through Online Payment Service*

Applicant may also like to pay the fees using Online Payment Services i.e. through Internet Banking, Using Debit/Credit Card. The Service Provider will charge transaction

fee for every transaction as follows:

Payment Type	Fees (Excluding GST)
Internet Payment	Rs. 5 for transaction amount up to Rs. 500/- Rs. 10 for transaction amount above Rs. 500.
Debit Card Payment	Rs. 18 per transaction (for transaction payment of any amount)
Credit Card Payment	1.00% of the transaction amount.

In addition to the above charges, GST as applicable (currently 18%) will be levied on the transaction fee.

***THE VALIDITY PERIOD OF REGISTRATION IS 5 YEARS OR 10 CONSECUTIVE EXAMINATIONS IN CASE OF 'O'/'A' LEVELS AND 6 YEARS OR 12 CONSECUTIVE EXAMINATIONS IN CASE OF 'B'/'C' LEVELS.***

- Once an applicant filled all the fields of the online registration form and paid the requisite fee, received an auto generated registration number on his/her registered mobile/email address.

## 2.2 How to get password for user ID by the applicant

Applicant can use his/her registration number as user ID. For getting password, he/she has to fill the mandatory fields available through online portal. Various screenshots of which are given below :-

### Process – 1: Create Your Account

Please click on the New User? (Registered applicant link provided in the top corner at the right hand side. The following screen will appear.

#### Step 2: Email ID & Mobile Number Verification

Candidate Name	XYZ
Enter Your Email Address *	Is Verified (Email for account activation and other communications will be sent to it)
Enter Your Mobile Number *	0 LEVEL (SMS for Validations and other communications will be sent to it.)
Registration Number *	0 LEVEL (Registration Number for the course selected above.)
Name of the Candidate *	NIELIT. (Exactly as in the Registration Allocation cum Identity Card issued by NIELIT.)
Date of Birth (dd-Mon-yyyy) *	(You may use the given Calendar)
Captcha Code *	(As shown in the image given below)

After filling the boxes as per instruction given besides each entry, press next button. The data will be verified

### ***Step 3: Email Verification for Registered Applicants***

Click on the [Please verify your Mobile Number](#) link. An OTP (One Time Password) will be sent to the mobile number provided by you. Enter the OTP number just received by you in your mobile in the given box.

OTP (One Time Password) has been sent to your registered mobile number: XXXXXX0354 on 18-Mar-2013 02:07 PM

Please enter OTP in textbox given below and click on Validate button to complete the verification process.

If you didn't receive the OTP; please click on Resend button to get it.

Enter OTP

(OTP Reference Number: 020701)

Validate

Resend

Cancel

### Step-4 User Creation

Candidate Name	XYZ
User Name/Id	##### (Must be unique)
Create New Password *	<input type="password"/> (Please enter your password here, use a strong one.)
Confirm New Password *	<input type="password"/> (Please re-enter the password.)
Security Question *	--Select One-- (Will be used at the time of recovery of forgotten password.)
Security Answer *	<input type="text"/> (Will be used at the time of recovery of forgotten password.)

Upon Successful completion, the User-ID and Password will be sent to the email address provided by you. You have to activate your account by clicking on the link provided in the bottom of the mail. Please note that activation of account is mandatory to login into online Student Information and Enrolment System of NIELIT.

### Process – 2: Update Your Profile

On the *My Dashboard*, you will get the following Profile Notification depending upon the details pertaining to your candidature available in our records.

#### Profile Notification

1. Your profile Photo/Signature/Left Thumb impression not updated yet. Please upload your profile photo/signature/left thumb impression
2. Your Mobile Number not verified yet please verifies your mobile number.
3. Your Correspondence Address details are not completed yet. Please update your correspondence address details.

Read the instruction to complete your profile details from Step-1 through Step-6. Get the properly scanned images ready for uploading. Ensure that their size and format are as prescribed.

#### Step 1: Upload Photograph, Signature & LTI

Upload Photograph\* (JPG, JPEG, GIF, PNG image with size up to 50 KB)

Upload Signature\* (JPG, JPEG, GIF, PNG image with size up to 50 KB)

Upload Left Hand Thumb (JPG, JPEG, GIF, PNG image with size up to 50 KB)

Impression\*

Click on the [preview](#). Make sure that your details are displaying correctly and properly. Please keep it in mind that once you update the details, **it is not modifiable**. If sure, click on [Update](#). Click on [Go back to Dashboard](#).

### ***Step 2: Update Your Mobile Number***

Click on the [Please verify your Mobile Number](#) link. An OTP (One Time Password) will be sent to the mobile number provided by you. Enter the OTP number just received by you in your mobile in the given box.

OTP (One Time Password) has been sent to your registered mobile number: XXXXXX0354 on 18-Mar-2013 02:07 PM

Please enter OTP in textbox given below and click on [Validate](#) button to complete the verification process.

If you didn't receive the OTP; please click on [Resend](#) button to get it.

Enter OTP  (OTP Reference Number: 020701)

[Validate](#) [Resend](#) [Cancel](#)

The OTP number must correspond to the OTP reference number, usually the latest SMS is the valid one. Click on [Validate](#) after putting the OTP number in the box. If you did not receive any SMS within a reasonable time, you may click on the [Resend](#) button. Go to [My Dashboard](#). Click on the link for updating your [Correspondence Address Details](#).

### ***Step 3: Update Your Correspondence Address Details.***

Address Line1\*

Address Line2\*

City\*

District\*

State\*

Pin Code\*

Are you sure you want to change your correspondence Address details? If you wish to continue. Please click on [Continue](#) to update else on [Cancel](#) to go back to profile.

It will display you the current details of your Correspondence Address in our records. You need to provide Address Line-1, City, District, State & PIN Code details to get it update. Once you successfully update the Correspondence Address, go back to [My Dashboard](#).

### ***Step 4: Update Your Personal Details***

Father's Name\*

Mother's Name\*

Guardian's Name\*

Applicant's Sex\*

Here it will display your personal details as available in our records. Either Parents or Guardian details has to be entered. You need to update all mandatory columns before go back to My Dashboard.

### **Step 5: Lock Your Profile**

If you find no pending Profile Notification, you are ready to lock your profile. Lock your profile ONLY after ensuring that the details you have entered in your profile is correct and most current. Note that once you lock the profile, you cannot modify it any more. Further, unless you lock your profile, you can not apply for any NIELIT Examination Online. You may now lock your profile by clicking on this link [lock your profile](#).

It will display you a full screen view of your profile. To the top Right Hand Side you will get a "Lock Profile" button. Another page with a warning will be displayed, at the bottom of which you have to click the Confirm Lock button; to confirm that the details entered are correct and ready for locking. Still another message will ask you for confirmation.

### **2.3 Login Information for Registered Applicant**

Applicant have to first login into the system through the login ID and Password given to him and then he can apply for any course (O/A/B/C) level through the

Apply For New Registration option within the Courses: - My Courses menu.

In the courses menu, the current course status of a applicant is shown and the status of previous courses are also shown and accordingly, he/she can apply for the same level or any other level excluding the courses whose Registration Status is Completed.

When the applicant applies for new registration, a message is shown to him which explains the Current Registration status and what will be the status of applicant's Current Registration after applying for the new registration and all conditions are given. Accordingly, he can apply for new registration.

### **2.4 Conditions Applied For New Registration/Same Registration for already registered applicant.**

- 1) If the applicant has not yet completed his/her current level and validity period of

- registration is not yet expired and he/she apply for registration in same or other level, his/her current level registration would be cancelled and a fresh registration would be allotted and the credits obtained by him against the current cancelled registration will lapse for the purpose of completing the examination at the new level.
- 2) If the applicant has completed his/her current level and he/she apply for registration in next/higher level, his/her current level registration would be transferred to next/higher level and same registration number would be allotted and the credits obtained by him against the current passed registration will be given to him for the purpose completing the examination at the new level.
  - 3) If the validity period of current level registration has expired and the applicant is in grace period of re-registration (within one year after expiry of Registration No.) then he/she will be eligible for re-registration in same level with same registration number.
  - 4) If the applicant has not passed all modules/papers/practicals/projects in given validity period and his/her re-registration grace period is over and he/she apply for registration in same level, his current registration no. would be cancelled and a fresh registration would be allotted and the credits obtained by him against the current cancelled registration due to grace period of re-registration is over, will lapse for the purpose of completing the examination at the new level.
  - 5) If the applicant has passed all modules/papers/practicals/projects in last exam attempted by him and he/she apply for registration in next or higher level, his/her current level registration would be transferred to next higher level and same registration number would be allotted and the credits obtained by him against the current passed registration will be given to you for the purpose of completing the examination at the new level.
  - 6) If the applicant has completed highest level, then he/she can not apply for new registration as there is no new level.
  - 7) If the applicant has not passed all modules/papers/practicals/projects in current level and apply for next/another level, his/her current registration no. would be cancelled and a fresh registration would be allotted and the credits obtained by you against the current cancelled registration will lapse for the purpose of completing the examination at the new/next level.
  - 8) Second time Re-registration is not permitted.

**RE-REGISTRATION:-** Applicants who couldn't clear the level within the stipulated time can Re-Register for once at the same level for another full term (i.e. 5 years for O/A level and 6 years for B/C levels) to clear the remaining modules (theory/practical/project etc.) by applying Online Re-Registration application Form and fee for Re-Registration (Rs.750) within one year after the expiry of the validity period of existing Registration.