

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
(An ISO 9001 : 2008 Certified Organisation)

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग, संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Department of Electronics and Information Technology (DeitY)
Ministry of Communications and Information Technology, Government of India

F. No. 16(4)99/I-59/NIELIT/(1154)/1

Dated: 29th May 2016

OFFICE ORDER

With the objective to ensure homogenous approach & timely issue of certificates to the successful candidates of BCC and CCC examinations and to keep pace with the current market demand, the competent authority has agreed for the technology shift and approved the complete transition of process of issue of certificate of BCC & CCC from paper mode (pre-printed certificate stationery) to digitally signed e-Certificate mode.

The issue of online digitally signed e-Certificates was initially introduced for BCC from July 2014 BCC examination & onwards and for CCC from November 2014 CCC examinations & onwards. Under the centralised system, the digitally signed e-Certificates are available for download by the candidates at the website of NIELIT (nielit.gov.in). The e-Certificates are verified in online mode. However, the issue of e-Certificates was not applicable to examinations conducted prior to these examinations, re-issuance cases, hold certificates etc.

Now, NIELIT is making a complete shift from hybrid mode to homogenous approach for issue of certificates to the successful candidates of BCC & CCC examinations and digitally signed e-Certificate will be issued for all categories of certificates viz. fresh, re-issuance cases (as laid out in the guidelines for re-issuance of certificates), hold certificates, etc..

The Controller of Examinations, NIELIT HQ would be the issuing authority for issue of online digitally signed e-Certificates of BCC and CCC. The above model would be implemented with effect from May 23, 2016. Hence, with the implementation of above model, no paper certificate on pre-printed certificate stationery of BCC and CCC shall be issued by any of the NIELIT Regional Centres.

The proforma for the submission of data by NIELIT Regional Centres to HQ for issue of digitally signed e-Certificates in respect of re-issuance cases, hold certificates etc. is enclosed at Annexure "A".

This bears the approval of Director General.


(Janak Raj)
Registrar

To:

1. The Executive Directors/ Directors/Directors-in-Charge of NIELIT Centres
2. Chief Finance Officer, NIELIT
3. Additional Director (Technical), NIELIT HQ
4. Controller Examinations, NIELIT
5. Website of NIELIT

Copy for kind information to:

1. TSO to Director General, NIELIT

Recommended List of candidates for issuance of CCC / BCC digitally signed e-Certificates (in case of hold certificates)**Name of the RC:****Name of the examination:****Examination Month and Year:**

Srl no.	Roll number	Particulars of the candidate filled up by the candidate in the exam form					Amendment Recommended	Particulars of the candidate for issue of Certificate					Reasons
		Name of the candidate	Mother's Name	Father's Name	CCC number	Name of the institute		Name of the candidate	Mother's Name	Father's Name	CCC number	Name of the institute	

This is to certify that necessary verification has been carried out with respect to the amendment submitted by the candidate and that the candidate(s) may be issued the certificate with the particulars as stated under the column "Particulars of the candidate for issue of Certificate".

Officer-In-Charge (BCC/CCC), NIELIT Regional Centre
(Signature with date)

Centre Director, NIELIT Regional Centre
(Signature with date)

Recommended List of candidates for re-issuance of CCC / BCC digitally signed e-Certificates (in case of corrections)**Name of the RC:**

Srl no.	Roll number	Grade	Particulars of the candidate printed on the certificate issued to the candidate					Certificate Srl No.	Date of Issue	Changes recommended	Rectified particulars of the candidate					Reasons for corrections
			Name of the candidate	Mother's Name	Father's Name	CCC number	Name of the institute				Name of the candidate	Mother's Name	Father's Name	CCC number	Name of the institute	

This is to certify that the above candidate(s) has submitted the original certificate and processing fee; and necessary verification has been carried out with respect to the correction request submitted by the candidate in accordance to the provisions stated in SOP and that the candidate(s) may be issued the rectified certificate with the rectified particulars as stated under the column "Rectified particulars of the candidate".

Officer-In-Charge (BCC/CCC), NIELIT Regional Centre
(Signature with date)

Centre Director, NIELIT Regional Centre
(Signature with date)

Recommended List of candidates for re-issuance of CCC / BCC digitally signed e-Certificates (in case of loss of certificate/mutilated certificate)**Name of the RC:**

Srl no.	Roll number	Grade	Particulars of the candidate printed on the certificate issued to the candidate					Certificate Srl No.	Date of Issue	Reasons for issuance
			Name of the candidate	Mother's Name	Father's Name	CCC number	Name of the institute			

This is to certify that the above candidate(s) has submitted the documents as stated in the SOP and processing fee and that the candidate(s) may be issued with the duplicate certificate as per the particulars above/database.

Officer-In-Charge (BCC/CCC), NIELIT Regional Centre
(Signature with date)

Centre Director, NIELIT Regional Centre
(Signature with date)

**UPDATION REPORT IN RESPECT OF UPDATION OF MOTHER'S NAME AND FATHER'S NAME AT THE STUDENT ONLINE PORTAL AND RECOMMENDATION FOR
ISSUANCE OF DIGITALLY SIGNED E-CERTIFICATES TO THE CANDIDATES**

Name of the RC: _____

Exam Month and Year : _____

Name of the examination: _____

Srl no.	Roll number	Application number	Name of the candidate	Particulars updated by RC at the student online portal			
				Mother's Name	Father's Name	Guardian Name (Applicable, if Mother's name and Father's name are not to be printed on the certificate)	
						Affidavit Srl No.	Affidavit Date

This is to certify that necessary verification & updation has been carried out at the Student Online Portal with respect to the data submitted by the candidate(s) at the RC and that the candidate(s) may be issued the e-Certificate. This is further certified that the above said candidate(s) are not issued paper certificate on pre-printed certificate stationery by RC.

Officer-In-Charge (BCC/CCC), NIELIT Regional Centre
(Signature with date)

Centre Director, NIELIT Regional Centre
(Signature with date)