



## **Expression of Interest (EOI)**

### **On imparting Skill Training for Empowering SC/ST in Kerala and Karnataka**

**from**

*AICTE approved institutions, professional bodies and  
competent training institutes*

**National Institute of Electronics and Information Technology  
(Calicut)**

**Under Ministry of Electronics and Information Technology,  
Govt. of India.**

P.B. No. 5, NIT Campus Post, Calicut 673601 Kerala

Phone: (0495) 2287266, Mob:9446011266

Web:<http://nielit.gov.in/calicut/>

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## EXPRESSION OF INTEREST

### 1.0 Introduction

NIELIT Calicut, is a Centre of NIELIT, an Autonomous Scientific Society of Ministry of Electronics and Information Technology (MeitY), Government of India is engaged in education, training and consultancy services in advanced areas of IECT and/or intended to extend quality education to masses through various schemes and programs.

NIELIT Calicut has been awarded the project “Skill Training for Empowering SC/ST in Kerala and Karnataka” by MeitY. NIELIT Calicut intends to partner with competent firms to impart training through their existing network of training centres/individual institutions in the state of Karnataka.

### 2.0 Scope

Scope of the project is to train, evaluate and provide placement support to trained candidates in 3 job oriented skill courses in the state of Karnataka over a period of 1 year.

Details of Courses included in the above project are as given below.

Sl. No	Course name	Duration	NSQF Level	Eligibility	No. of students to be trained
1	Certified Multimedia Developer	200 Hrs	3	12th pass and above <b>Or</b> 10th pass with pass in NSQF Level 3 IT/ITeS Course in IT/Multimedia discipline	92
2	Certified Data Entry and Office Assistant (Upskilling)	210 Hrs	3	10th Pass <b>Or</b> 8th Class Pass and pursuing continuous regular schooling	275
3	Certified Computer Application Accounting and Publishing Assistant	360 Hrs	3	8th Class Pass + 2 Years ITI in relevant field <b>Or</b> 8th Class Pass + 1 Year of Experience in relevant field <b>Or</b> NSQF Level 2 with 1 Year of Experience in relevant field	125
<b>Total numbers to be trained in Karnataka</b>					<b>492</b>

### 3.0 Objectives

The broad objectives/aims are:

- Provide free training, evaluation & certification in job oriented skill courses to 492 deserving candidates belonging to SC/ST category in the state of Karnataka, so as to increase their entrepreneurship potential as well as employability.
- To generate quality manpower in-line with the Digital India, Make India and Skill India Programs of Govt. of India
- Provide practical skill and knowledge in related areas and increase immediate employment opportunities

### 4.0 Invitation for EoI

4.1 NIELIT Calicut invites Expression of Interest (EoI) from AICTE approved institutions, professional bodies and training institutes with proven track record capable of conducting skill development courses in the area of Electronics and IT, in the state of Karnataka and provide facilities as per the requirements of NIELIT Calicut.

4.2 Interested applicants may download the format and other documents related to EoI from the website

<http://nielit.gov.in/sites/default/files/general/EoI.pdf>

4.3 Interested applicants at the time of submission of response to the EoI, should make online payment of **non- refundable fee of Rs. 1,000/- (Rupees one thousand only) as per the details given below.** Failure to do so will result in rejection of the EoI. **(Institutions run by the Government (State & Central) are exempted from the above fee)**

#### On line payment details

1.	Name of the payee as in bank account	Director, NIELIT, Calicut
2.	Name of the Bank	State Bank of India
3.	Bank Branch (Full address and Telephone Number)	Branch Code : 2207 – NIT Post Calicut, Kerala – Pincode:673601
4.	Bank Account Number	10401158037
5.	Account type	Savings Bank Account
6.	Mode of Electronic Transfer available in bank/Branch	RGTS, NEFT, ECS, CBS
7.	IFSC Code of the Bank (under	SBIN0002207

	RTGS)	
8.	MICR Code	673002012
9.	PAN No.	AAATD0315M
10.	TAN No.	CHNC01148A

4.4 The Expression of Interest must be delivered to the below address

**The Executive Director  
NIELIT Calicut  
Post Box No. 5  
NIT Campus P O  
Calicut 673601  
Kerala**

**Contact details:**

Email: [trng@calicut.nielit.in](mailto:trng@calicut.nielit.in)

Phone: 0495 2287266, 9446011266

**5.0 Scope of Work**

5.1 The applicant would be required to study the objectives of the proposed training programs and its deliverables. The broad areas of scope of work includes, identification of trainees, registration, imparting training and career guidance and placement support. The areas of training, duration, fee structure and related information are given in **ANNEXURE I**.

5.2 Provide / create required infrastructure and conduct the training program as per the course requirement & schedule decided.

5.3 Provide quality training and placement support adhering to the time schedule.

5.4 The selected / empaneled Training partners shall be considered for the conduct of the training initially for one year.

5.5 The training has to be conducted as per the modalities of the broad MoU given under **ANNEXURE II**. All identified Training Institutes/Partners are required to execute the MoU.

**6.0 Eligibility Criteria**

6.1 AICTE approved institutions, professional bodies and training institutes with proven track record in the electronics and IT domain in Karnataka and which are meeting the specified

infrastructure requirement to impart the said training programs are eligible to apply

## **7.0 Criteria for Empanelment**

- 7.1 Interested institutions should submit a letter of interest along with their infrastructure details for conducting the courses mentioned in session 2.0, in the specified format as given in **ANNEXURE III & IV**.
- 7.2 The information provided should be sufficient to verify that the infrastructure and other requirements are fulfilled as per the requirements to carry out the training.
- 7.3 The selection/empanelment will be in accordance with the criteria set by NIELIT Calicut and based on the evaluation by the committee constituted for the purpose.
- 7.4 The short-listed/empaneled institutions will be communicated and on agreeing the terms shall be invited to become a Training partner of NIELIT Calicut by signing the MoU.
- 7.5 Institutions having prior experience in implementing similar training programs will be given preference.
- 7.6 NIELIT Calicut will have the right to reject any or all EoIs, received in response to this invitation and its decision in this regard shall be final and binding.
- 7.7 NIELIT Calicut will have the right to finalize the districts where trainings are to be imparted and also the number of training centers per districts, as well as the number of students etc.

## **8.0 Procedure for submission**

- 8.1 Download the detailed information along with application format available in our website  
  
<http://nielit.gov.in/sites/default/files/general/EoI.pdf>
- 8.2 Covering letter along with information of contact person should be made strictly as per the format given in **ANNEXURE III**
- 8.3 Provide information on infrastructure and other relevant information only in the format provided as **ANNEXURE IV**.

Information submitted in other formats / incomplete applications will be rejected.

8.4 Attach documentary proof where ever required in support of your claim.

8.5 Add as attachment additional information, if any.

8.6 Attach transaction details of online payment made for Rs.1000/- as given in 4.3.

## **9.0 Guidelines for submission of EoI**

9.1 Agency must enclose a covering letter on Agency's Letter Head while sending the application- **ANNEXURE III**

9.2 The EoIs must be sent in sealed cover so as to reach NIELIT Calicut within the stipulated date and time. The EoIs will be evaluated strictly as per the laid down criteria. Therefore, before sending the EoI, the bidder agency must ensure that they fulfill all the eligibility criteria. The related proof of experience, details of office set-up etc., as asked for, must be enclosed/detailed out for evaluating the EoIs.

9.3 The details must be furnished as per formats enclosed in this document and strictly as per serial order. The information intended to be supplied should be furnished in such a manner that the same satisfies the need/requirement of EoI under various heads and is self-explanatory.

9.4 In case desired documents/proofs are not enclosed, the EoI shall be rejected and no clarification/enquiry will be sought/made.

9.5 The last date of receiving the EOIs shall be adhered strictly. EoIs received after the last date and time will not be considered and no further action will be taken on such EOIs. However, if the last date is declared as holiday, the next working day on which office is open will be treated as the last date of receiving the EOIs. The EOIs should be physically received in this office at NIELIT Calicut Center. It is also advised to forward a scanned copy of applications with all relevant documents and payment details through email in advance.

9.6 The envelopes should be super scribed with **“EoI from AICTE approved institutions /Profession bodies/ Training institutes to Impart Skill Training”**

## **10.0 Validity of EoI submitted**

The EoI submitted by the applicant shall remain valid for a period of 60 days after the closing date (deadline) for submission of EoI prescribed in this document. EoI valid for shorter period may be rejected as non-responsive. NIELIT Calicut may solicit the applicants' consent to an extension of EoI validity (but without the modification in their EoI).

## **11.0 Disclaimer**

11.1 The information submitted in response to this EoI may be subject to public release (as per RTI norms). Therefore, do not include proprietary or confidential business information in your response. Applicants responding to this invitation assume the risk of public disclosure if confidential information is included.

11.2 This invitation is for information purposes only and does not constitute a solicitation or Request for Proposal (RFP). This notice is not to be construed as a commitment by the NIELIT to contract for services. Please be advised that NIELIT Calicut will not pay for any information provided as a result of this invitation and will not recognize or reimburse any cost associated with any EoI submission.

11.3 This EoI does not entail any commitment on the part of NIELIT Calicut, either financial or otherwise.

11.4 NIELIT Calicut reserves the right to accept or reject any or all EoI without incurring any obligation to inform the affected applicant/s of the reasons.

11.5 NIELIT Calicut empanelment as Training Institute does not create any obligation on the part of NIELIT Calicut in terms of providing business or in any other area.

11.6 At any time prior to deadline for submission of EoIs, NIELIT Calicut may for any reason, modify the EoI document. The amendment document shall be notified through website and such amendments shall be binding on them.



## ANNEXURE I

### Details of Courses and Fee to be paid to Training Institutes

#### Fee Structure

- i. The approved institute shall be paid fee per student on successful completion of the training certification and placement as per the payment terms

Sl. No	Course name	Duration	NSQF Level	Min. No. of Students per Batch	Fee per Student to Institutes (GST extra)
1	Certified Multimedia Developer	200 Hrs (Theory & Practical only)	3	25	5,600/-
2	Certified Data Entry and Office Assistant (Upskilling)	210 Hrs (Theory & Practical – 150 OJT – 30 ES - 30)	3	25	5,040/-
3	Certified Computer Application Accounting and Publishing Assistant	360 Hrs (Theory & Practical – 300 OJT – 30 ES - 30)	3	25	9,240/-

#### Fee mentioned includes

- i. Mobilization of students as per eligibility and community criteria
- ii. Registration & Admission
- iii. Conduct of course
- iv. Registration of students in the NIELIT Calicut & NIELIT HQ
- v. Facility for conducting the exam (online theory and practical)
- vi. Placement assistance, career guidance, employability skill (ES) & on the job training (OJT)
- vii. Course material

**Payment terms:** 60% on successful completion of training, 20% on certification and balance 20% on successful placement or as per the criteria of funding agency

## ANNEXURE II

### MEMORANDUM OF UNDERSTANDING (MoU) (Draft and Indicative)

#### 1.0 The MoU

This agreement entered into on this \_\_\_\_\_ **Two Thousand and Twenty (xx/xx/2023)** between **National Institute of Electronics and Information Technology (NIELIT), Calicut** (A Centre of NIELIT, New Delhi, which is an Autonomous body of Ministry of Electronics and Information technology (MeitY), Government of India), P.B No.5, NIT Campus Post, Calicut 673 601 (hereinafter referred to as “**NIELIT Calicut**” which term and expression shall mean and include its successors and assignees) represented by its **Executive Director** on the **ONE PART:**

AND

XXX, address (herein after referred to as “**Second Party**” which term and expression shall mean and include its successors and assignees) represented by AUTHORISED SIGNATORY \_\_\_\_\_ on the **OTHER PART:**

WHEREAS **NIELIT Calicut** invited EoI to impart training and provide placement to 492 SC/ST candidates in three job oriented courses in the selected districts of the states of Karnataka, over a period of 1 year.

WHEREAS the **Second Party** of the second part has responded to the EoI floated by the party of first part and expressed readiness to impart the said training programs to SC/ST Students.

AND WHEREAS **NIELIT Calicut** awarded the contract for the said training to **Second Party** AND WHEREAS **Second Party** will provide a security deposit for the due fulfillment of his obligation under this deed – Deposit an amount equal to 50% of the total fee of the one batch of allotted students in the form of Bank Guarantee. The original Bank Guarantee shall be submitted by the **Second Party** (to be submitted by the Bank directly) and the submitted Bank Guarantee shall be attached to and forming inseparable part of this Agreement

WHEREAS the **Second Party** has agreed to party of first part on such terms and conditions mutually agreed and together arrived into an Understanding as follows

## 2.0 SCOPE OF MOU

2.1 This MOU broadly defines the mode and methodology of conducting training programme in the following skill courses

Sl. No	Course name	Duration	NSQF Level	Eligibility	Desired Minimum No. of Students per Batch
1	Certified Multimedia Developer	200 Hrs (Theory & Practical only)	3	12th pass and above <b>Or</b> 10th pass with pass in NSQF Level 3 IT/ITeS Course in IT/Multimedia discipline	25
2	Certified Data Entry and Office Assistant (Upskilling)	210 Hrs (Theory & Practical – 150 OJT – 30 ES - 30)	3	10th Pass <b>Or</b> 8th Class Pass and pursuing continuous regular schooling <b>Or</b> 8th Class Pass + 2 Years ITI in relevant field <b>Or</b>	25
3	Certified Computer Application Accounting and Publishing Assistant	360 Hrs (Theory & Practical – 300 OJT – 30 ES - 30)	3	8th Class Pass + 1 Year of Experience in relevant field <b>Or</b> NSQF Level 2 with 1 Year of Experience in relevant field	25

### *Course syllabus as per ANNEXURE V of EoI*

2.2 **Second Party** through its respective coordinators will ensure the availability of necessary infrastructure and qualified and trained faculty suitable for conducting the respective training programs at the respective training centre

## 3.0 RESPONSIBILITIES OF PARTIES

### 3.1 Responsibilities of NIELIT CALICUT.

3.1.1 Shall co-ordinate with Central Government Departments/agencies involved in the project regarding funding of the Course.

3.1.2 Provide the **Second Party** with the detailed curriculum of the courses.

3.1.3 Provide the centres with suggested training calendar for the conduct of the courses.

3.1.4 Assure the quality of training of the courses offered by **Second**

**Party** by conducting inspection of the training procedure & facilities and interaction with staff and students at training centres of **Second Party** as and when felt necessary.

- 3.1.5 Provide Master Training to the technical members of the **Second Party** on the need basis at NIELIT, Calicut on a chargeable basis. The cost of faculty training program will be worked based on the prevailing man hour rates and infrastructure charges.
- 3.1.6 Conduct exams (online theory and practical) and issue certificate as per NSQF norms.
- 3.1.7 Make payment to **Second Party** as per details given in Section 4.0

### **3.2 Responsibilities of Second Party.**

- 3.2.1 Shall appoint a Coordinator for this activity.
- 3.2.2. Shall mobilise students and select the students for the courses as per the eligibility criteria for respective courses and batch size and complete the admission procedure as per the instructions provided by funding agency and **NIELIT Calicut**.
- 3.2.3. Shall strictly follow the NSQF qualification file, curriculum, syllabus, training / examination calendar to conduct the courses.
- 3.2.3 Shall furnish an undertaking that it fulfils all the necessary requirements in terms of infrastructure, hardware, software, faculty and library if applicable, etc for the conduct of the training programs and shall allow **NIELIT Calicut** personnel or its representatives for inspections of the training centres if they so desire.
- 3.2.4 **Second Party** or its district offices shall monitor and coordinate the training programs conducted through its training centres and ensure that the training programs are conducted as per the syllabus maintaining the requisite quality.
- 3.2.5 The **Second Party** shall ensure that the persons employed for training possess the minimum essential qualification(s) and maintain a trainee: PC ratio of 1:1 to ensure quality of the program.
- 3.2.6 **Second Party** will ensure the quality of the training programme by implementing a Two-Tier Evaluation Scheme: (1) Continuous evaluation by means of Assignments & Class Tests and (2) Final Examination as per the scheme given in **ANNEXURE B** of the MoU.

- 3.2.7 Shall submit list of admitted students along the list of documents given in **ANNEXURE A** to **NIELIT Calicut** immediately after the completion of admission process of each batch.
- 3.2.8 Submit the complete course time table for the batch to **NIELIT Calicut** at the beginning of each batch
- 3.2.9 Provide hard copy/ softcopy of the course material to all admitted students
- 3.2.10 Register the admitted students in **NIELIT** portal.
- 3.2.11 Mark the attendance on daily basis by making the students to sign in a register / through biometric attendance system
- 3.2.12 Proper attention shall be given to each student with regard to their attendance and academics
- 3.2.13 Provide active career guidance and placement support to the students
- 3.2.14 Shall set up and provide computerised on-line class rooms with webcam, internet, power backup and support staff for the conduct of final on-line theory exam for the candidates.
- 3.2.15 Shall provide labs with all required setup as per the syllabus and support staff for the conduct of final practical exam.
- 3.2.16 Shall cooperate and provide support for the third party Impact Evaluation.
- 3.2.17 Shall provide any other reports or information required by **FIRST PARTY** in connection with this training program.
- 3.2.18 Shall not sub-contract the whole or part of the contract or assign the contract or any part thereof to any other Party.
- 3.2.19 If the training is not carried out to the satisfaction of **NIELIT Calicut**/end user and if the behaviour or character or conduct of the personnel engaged by the **Second Party** are found to be unsatisfactory at any time during the period of operation of the contract, **NIELIT Calicut** reserves the right to terminate the contract with one month's notice and if the contract is so terminated the **Second Party** shall not have any claim whatsoever for compensation for the remaining period of contract. In such an event, **NIELIT Calicut** will have the right to claim from the

second party damages in respect of losses already sustained by him for the unexpired period of the agreement on account of such termination. The security deposit of the **Second Party** shall be forfeited in such cases. The **Second Party** shall promote the course among target audience locally and shall tie-up with the local industries/ institutions for providing placement assistance for the candidates.

#### 4.0 FINANCIAL ASPECTS

4.1 Payment terms: 60% on successful completion of training, 20% on certification and balance 20% on successful placement or as per the criteria of funding agency. Total fee payable to training centres is as given below

Sl. No	Course name	Duration	NSQF Level	Minimum No. of Students per Batch	Fee per Student to Institutes (GST extra)
1	Certified Multimedia Developer	200 Hrs (Theory & Practical only)	3	25	5,600/-
2	Certified Data Entry and Office Assistant (Upskilling)	210 Hrs (Theory & Practical – 150 OJT – 30 ES - 30)	3	25	5,040/-
3	Certified Computer Application Accounting and Publishing Assistant	360 Hrs (Theory & Practical – 300 OJT – 30 ES - 30)	3	25	9,240/-

Fee mentioned includes charges for

- i. Mobilization of students as per eligibility and community criteria
- ii. Registration & Admission
- iii. Conduct of course
- iv. Registration of students in the NIELIT Calicut & NIELIT HQ
- v. Facility for conducting the exam (online theory and practical)
- vi. Placement assistance, career guidance, employability skill (ES) & on the job training (OJT)
- vii. Course material

For each payment Second Party shall submit separate invoices in time.

4.1.1 Successful completion implies, completion of course as per the syllabus and modalities given by **NIELIT Calicut** and preparing students for the on-line theory exam and practical exam and submitting the following to **NIELIT Calicut**.

- (i) All forms related to admission as given in **ANNEXURE A through registering in NIELIT Calicut portal**
- (ii) Copy of day wise attendance sheet / print of biometric attendance data every month
- (iii) Marks of internal assessments
- (iv) Registering students for examination in NIELIT HQ portal as per the schedule followed by NIELIT.

All students attending exams shall register in NIELIT exam portal.

Payment shall be made only for students who have successfully completed the course and registered for the exam.

4.1.2 Certification implies the result publication by Exam wing of NIELIT HQ. 20% payment shall be paid only for certified (those who have cleared the exam) candidates.

4.1.3 Placement implies the submission of offer letter by the employer in the name of student. / or as stipulated by the funding agency.

4.2 The payments shall be made based on the GST invoices submitted by **Second Party** addressed to 'Executive Director, NIELIT Calicut'. Bank details of **Second Party** shall be furnished in the prescribed format along with the invoice. All payments shall be made online only

## **5.0 COMMUNICATION**

5.1 Any communication or notice or intimation shall be addressed to the Coordinator of the respective parties through email or speed post.

## **6.0 CONFIDENTIALITY and NON-DISCLOSURE**

6.1 Any software/hardware material, product specifications, designs, financials, information, documents shall be deemed to be in private domain and it shall not be made public or shared with any other party without the prior written consent of the party which owns it.

6.2 The material and data shall be treated as confidential/retained for a minimum period of three years after this MOU comes to an end or as mutually agreed from time to time.

## **7.0 INFRASTRUCTURE AND OTHER FACILITIES**

7.1 The norms and guidelines for providing infrastructure and other facilities stipulated by **NIELIT CALICUT**, related to the courses from time to time shall be binding on **Second Party**.

7.2 **NIELIT CALICUT** shall have the exclusive rights to inspect the laboratory facilities, records maintained, class schedules etc., of the institute at any point during the working hours of the institute and make suggestions to improve the facilities.

## **8.0 EVALUATION, EXAMINATION AND CERTIFICATION SYSTEM**

8.1 Evaluation and issue of certificates will be by the Exam wing of NIELIT HQ at New Delhi. Theory is conducted as on line. Both theory and practical exams will be conducted at the training institute for the minimum batch size with the support of institutes' staff. The scheme of exam is as given in **ANNEXURE B**.

Exam will be conducted on the coming even month after completion of each course at all training centres.

8.2 The exams shall be conducted by or under the supervision of NIELIT Calicut officials or officials deputed by NIELIT Calicut.

8.3 The exam fee for appearing for the first attempt will be borne by NIELIT Calicut. However, if the student fails, the fee for the second attempt as per norms given in **ANNEXURE B**, shall payable by student/training institute.

## **9.0 INTELLECTUAL PROPERTY**

9.1 It is expressly stated by **NIELIT CALICUT**, and agreed by the party of the second Part, that all the intellectual property rights, to and in the course content, course name, syllabus, methodology etc. are the exclusive intellectual property of NIELIT CALICUT, and that **Second Party** shall without permission not: -

9.1.1. Reproduce in any form other than for distributing to candidates under the project, make any modifications, alterations therein or deletions thereto.

9.1.2 Permit to publish or cause to be published the said as its own

## **10.0 VALIDITY OF THE AGREEMENT**

This agreement shall be valid for a period of one years from the date of formal signature by both parties. This agreement may be renewed / extended as may be mutually agreed upon by both the parties, if required based on the project period.



### **11.0 FORCE MAJEURE**

Neither party shall be held responsible for non-fulfilment of their respective obligations under this agreement due to the exigency of one or more of the events such as but not limited to acts of God, war, flood earthquakes, strike, lockouts epidemics, riots, civil commotion, etc. provided on the occurrence and cessation of any such events, the party affected thereby shall give a notice in writing to the other party within one month of such occurrence or cessation. If the force-majeure conditions continue beyond six months, the parties shall then mutually decide about the future course of action.

**12.0** During the operation of this MOU in force and two years after expiry of the MOU, **Second Party** on its own will not start any new such programs having same title and structure, without the consent of **NIELIT Calicut**.

### **13.0 JURISDICTION**

This Agreement shall be governed by the Laws of Indian Union in force. Both the parties here in agree that all disputes between them shall be subject to the jurisdiction of courts in Kozhikode district of Kerala state

### **14.0 ARBITRATION & MEDIATION**

Any dispute arising between the parties if not resolved between them shall be referred after mutual consent of both the parties to an arbitrator or mediator. The selection of the arbitrator shall be decided by the above parties mutually.

### **15.0 TERMINATION OF MOU / CONTRACT**

The contract is liable to be terminated by either side on **one month's** notice. Abrupt termination or breach of the contract by the **Second Party** for reasons attributable to the **Second Party** will entail forfeiture of the Security Deposit of the **Second Party**.

If the **Second Party**(a) abandons the contract or has failed to proceed with the work or does not adhere to the committed schedules or technological requirements due to negligence or the progress on any particular item or items is slow (b) has failed to execute the work in accordance with the terms and conditions of the contract, persistently or frequently neglecting to carry out their obligation under the contract, then **NIELIT Calicut** shall be competent to terminate the contract unilaterally at its discretion at any time without notice and without paying any compensation or any other amounts and to proceed with the balance of the work through any other agencies and the **Second Party** is

liable to compensate **NIELIT Calicut** for losses incurred by it in such cases. In such termination of the contract, the Security Deposit made by the **Second party** shall also be forfeited.

In case of any such termination of this agreement, in the middle of a Course, which has already been started, both the parties should take sufficient steps so as to complete the Course, already started. Termination of the agreement should be implemented in such a way that the future of the students/trainees is not affected by the termination. In case of such termination of the agreement, both the parties shall ensure that the Courses already started are fully completed, examination conducted and certificates issued.

## 16.0 MODIFICATIONS

Any modifications in the Agreement can be done with the mutual consent of both the parties

This MoU has been executed in two originals one of these has been retained by **NIELIT Calicut** and the other by **Second Party**. The tender documents also form part and parcel of this agreement

*In witness whereof, the parties hereto have signed this MoU on the day, month and year mentioned herein before.*

Parties:

For and on behalf of **Second Party**

For and on behalf of  
**NIELIT CALICUT**

Signature

Signature

Name

Designation

Address

\_\_\_\_\_  
Executive Director  
NIT Campus P O,  
Calicut,  
Kerala - 673601  
India

Witness (Name & Address)

Witnesses (Name &  
Address)

## Annexure A of MoU

List of documents to be collected from the candidates and to be verified against originals as applicable, at the time of admission.

1. Duly filled application form
2. Caste certificate in original as per central government format (*only SC/ST candidates are eligible*)
3. Educational qualification certificate
4. Aadhar Card
5. Passport size photograph – 1 no. (in application form)
6. Self-declaration in the format given below

Any other certificate as demanded by the funding agency.

The above documents shall be maintained at the training centre

### Self-Declaration

I, \_\_\_\_\_, S/o/D/o  
\_\_\_\_\_, resident of  
\_\_\_\_\_  
\_\_\_\_\_ hereby solemnly affirm that

I understand that I will not discontinue the coaching in between. In case I do, I will be liable to refund the amount spent on coaching to the Government as per rules.

All the information provided by me along with the application are true to the best of my knowledge and if any of them are found to be false or incorrect I shall be liable to such action as the Institute may deem proper

Signature of the Candidate

## Annexure B of MoU

### NSQF Examination and Certification

The following pattern will be followed for Examination and Certification by NIELIT

Sl No	Course	Examination Components				5th	Total Marks
		1 <sup>st</sup> – Theory Exam	2 <sup>nd</sup> - Practical Exam	3 <sup>rd</sup> - Internal Assessment	4 <sup>th</sup>		
1	Certified Multimedia Developer	No. of Papers -1  Duration-90 min.	No. of Exams -1 Duration-120 min. <b>Marks - 60</b>	<b>Marks - 20</b>	Project <b>Marks - 20</b>	Nil	<b>200</b>
2	Certified Data Entry and Office Assistant (Upskilling)	No. of Questions - 100 <b>Marks - 100</b>			and <b>Typing test (English) *</b>	Employability Skills <b>Marks – 50</b>  and <b>** OJT/ Project</b>	<b>250</b>
3	Certified Computer Application and Publishing Assistant	No. of Papers -2  Duration-90 min. each  No. of Questions - 100 each <b>Marks - 200</b>			Assignment <b>Marks – 20</b>		

\* Typing with criteria of a minimum typing speed 35 wpm on computer or 10500 key depressions per hour.

\*\* On the Job Training / Project for 30 Hrs

- Pass percentage would be 50% marks in each component, with aggregate pass percentage of 50% and above.
- No negative marks for theory MCQ examinations
- Fee for each theory exam – Rs.500+GST & Practical – Rs.300+GST (not applicable for first attempt)

**Grading will be as given below**

Grade	S	A	B	C	D
Marks Range in %	≥85%	≥75% - <85%	≥65% - <75%	≥55% - <65%	≥50% - <55%

### **ANNEXURE III - Covering Letter Format**

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

Ref: \_\_\_\_\_

Date: \_\_\_\_\_

To

The Executive Director  
NIELIT Calicut  
P B No. 5, NIT Campus P O  
Calicut 673 601 Kerala

Dear Sir,

Subject: EoI for conduct of Skill Training for Empowering SC/ST in Karnataka

1. Having examined the EoI document, we, the undersigned herewith submit our response to your EoI for Imparting Skill Training for Empowering SC/ST in the state of Karnataka
2. We have read the provisions of the EoI document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our EoI shall not be given effect to.
3. We would like to declare that we are not involved in any litigation with any State/Central Government in India and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
4. We hereby declare that all the information and statements made in this EoI are true and accept that any misrepresentation contained in it may lead to our disqualification.
5. We understand that NIELIT Calicut is not bound to short-list / accept any proposal received in response to this EoI.
6. We understand that Empanelment with NIELIT Calicut does not guarantee that every /any of the applicants be awarded a project /assignment.

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

	<b>Information</b>	<b>Details</b>
1	Name of the Contact Person	
2	Designation and contact address of the person to whom all references shall be made regarding this EoI	
3	Telephone, Mob: number	
4	Mobile number & emailid of the Contact Person	
5	Corporate website URL	

We hereby declare that our proposal submitted in response to this EoI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

Signature:

[Authorized person)

Name, title with seal

Encl: Duly filled Application form.

## ANNEXURE IV

<b>Application Performa for Expression of Interest for Empanelment of Training Institutes for the conduct of Skill Training for Empowering SC/ST (Separate application to be submitted for each Training Centre)</b>		
1	NAME OF THE INSTITUTE	
2	FULL ADDRESS WITH PHONE//E.MAIL	
3	EOI SUBMITTED FOR (state)	
4	EOI SUBMITTED FOR (list of courses)	1. 2. 3.
5	DATE / YEAR OF ESTABLISHMENT	
6	LEGAL STATUS / REGISTERED UNDER	
7	AFFILIATION (AICTE/UGC/NSDC/Any other Govt. bodies)	
8	NATURE OF ACTIVITY	
9	COURSES OFFERED AT PRESENT	
10	INFRASTRUCTURE DETAILS (HARDWARE-IT)	
11	INFRASTRUCTURE DETAILS (SOFTWARE)	
12	NO. OF COMPUTER LABORATORIES & DETAILS OF INTERNET CONNECTIVITY	
13	PROXIMITY / NEAR BY TOWNS, HQ, DISTRICT HQ	
14	DETAILS OF ELECTRONICS EQUIPMENT & LABORATORIES	
15	DETAILS OF POWER BACKUP	

16	DETAILS OF SIMILAR PROGRAMS CONDUCTED& GOVT. SCHEMES IF ANY	
17	DETAILS OF FACULTIES IN THE AREA OF ELECTRONICS & IT WHO CAN BE SPARED FOR THIS PROGRAM	
18	NUMBER OF CLASS ROOMS AVAILABLE	
19	DETAILS OF LIBRARY AND BOOKS AVAILABLE IN THE RELEVANT FIELDS	
20	CONTACT PERSON	
21	DATE FROM WHICH THE PROGRAMS CAN BE LAUNCHED.	
22	IS IT POSSIBLE TO CONDUCT THE TRAINING ON HOLIDAYS & EVENINGS.	
<b>Attach additional sheet, if the space is not sufficient and mark as ANNEXURE --- (with Sr. No)</b>		
<b>Attach documentary proof wherever necessary</b>		

**19. Details of registration fee paid**

Amount*	Online Transaction Details	Date of Payment
Rs 1000/-		

\*Only Rs 1000/- is to be paid by the Training institute even if applying for multiple training centers

**20. Signature of Authorized person with Name & Date**

\_\_\_\_\_



## 21. Declaration

(i) I, \_\_\_\_\_ son of \_\_\_\_\_ have read and understood the RULES / GUIDELINES for Empanelment of Training Institutes for the implementation of Skill Development Programs.

(ii) I certify that, I am the competent authority, by virtue of the administrative and financial powers vested in me by \_\_\_\_\_ to furnish the above information and to undertake the above stated commitment on behalf of my /our institution.

(iii) I am aware that in case any information given by me is false or misleading, the Institute would be debarred from the conduct of training programs and / or debarred besides being subjected to any other action that may be deemed fit by NIELIT Calicut.

(iv) I agree to abide by the decisions of the NIELIT Calicut in respect of my application for permission to empanel our Institute for the implementation of Skill Development Programs.

Signature:

Name:

Designation:

Seal of the organization

## ANNEXURE V- Course Syllabus

### 1. Certified Multimedia Developer

**Duration:** 200 hrs.

**NSQF Level :** 3

**Eligibility:** 12<sup>th</sup> pass Or 10<sup>th</sup> pass with pass in NSQF Level 3 IT/ITeS Course in IT/Multimedia discipline

**Job roles:** Multimedia Developer, Graphics Designer, 2D Animator, Audio and Video Editor, Web Developer

#### Course Structure

Title of Unit	Estimated Learning Hours
Multimedia Fundamentals	10
Image Editing & Graphics Designing	25
Audio Editing	20
2D Animation	30
Video Editing & Special Effects	25
3D Animation	30
Introduction to Webpage Development	20
Project Work	40
<b>Total Duration (Hours)</b>	<b>200</b>

For more details and detailed curriculum [Qualification File Details | National Qualification Register \(nqr.gov.in\)](#)

### 2. Certified Data Entry and Office Assistant (Upskilling)

**Duration:** 210 hrs.

**NSQF Level :** 3

**Eligibility:** 10th Pass Or 8th Class Pass and pursuing continuous regular schooling Or 8th Class Pass + 2 Years ITI in relevant field Or 8th Class Pass + 1 Year of Experience in relevant field Or NSQF Level 2 with 1 Year of Experience in relevant field

**Job roles:** Data Entry Operator, Technical Assistant, Computer Operator

#### Course Structure

Title of Unit	Estimated Learning Hours
Introduction to Computer	5
Introduction to GUI Based Operating System	5
Elements of Word Processing	20
Spreadsheets	20

Introduction to Internet, WWW and web browsers	20
Communication and Collaboration	5
Application of presentations	20
Application of Digital Financial Services	5
Data Entry / Typing Test (in English)	50
OJT/Project	30
Employability Skills	30
<b>Total Duration (Hours)</b>	<b>210</b>

For more details and detailed curriculum [Qualification File Details | National Qualification Register \(nqr.gov.in\)](#)

### 3. Certified Computer Application Accounting and Publishing Assistant

**Duration:** 360 hrs.

**NSQF Level :** 3

**Eligibility:** 10th Pass **Or** 8th Class Pass and pursuing continuous regular schooling **Or** 8th Class Pass + 2 Years ITI in relevant field **Or** 8th Class Pass + 1 Year of Experience in relevant field **Or** NSQF Level 2 with 1 Year of Experience in relevant field

**Job roles:** Office Assistant, Desktop Publisher, Account Assistant, Technical Assistant. Can start their own Small Scale business and can be self-employed.

#### Course Structure

Title of Unit	Estimated Learning Hours
Computer Fundamental and Office Automation Software	60
Introduction to Financial Accounting	60
Preparation of Accounting Books using Accounting Packages	90
Concepts of Desktop Publishing Software	90
OJT/Project	30
Employability Skills	30
<b>Total Duration (Hours)</b>	<b>360</b>

For more details and detailed curriculum [Qualification File Details | National Qualification Register \(nqr.gov.in\)](#)

#### 4. Employability Skills (module common for courses 2 & 3)

##### Module Structure

<b>Title of Unit</b>	<b>Estimated Learning Hours</b>
Introduction to Employability Skills	1
Constitutional values - Citizenship	1
Becoming a Professional in the 21st Century	1
Basic English Skills	2
Communication Skills	4
Diversity & Inclusion	1
Financial and Legal Literacy	4
Essential Digital Skills	3
Entrepreneurship	7
Customer Service	4
Getting ready for apprenticeship & Jobs	2
<b>Total Duration (Hours)</b>	<b>30</b>

For detailed curriculum refer

[https://www.nielit.gov.in/sites/default/files/general/Employability Skills.pdf](https://www.nielit.gov.in/sites/default/files/general/Employability_Skills.pdf)

## ANNEXURE VI

### Hardware and Software requirements for the Courses

#### Hardware Requirements

Sl. No	Course	Hardware Requirement
1	Certified Multimedia Developer	Computer installed with Multimedia Software Minimum 16 GB RAM or Higher
2	Certified Data Entry and Office Assistant	x86/64 CPU architecture, 6th gen or higher, Intel or AMD CPU, 4 GB RAM or higher, 20 GB of available disk space
3	Certified Computer Application Accounting and Publishing Assistant	<ul style="list-style-type: none"> <li>➤ Processor: Core-2 or Above</li> <li>➤ Memory: Min. 2 GB RAM</li> <li>➤ Disk space: Min. 160 GB</li> <li>➤ UPS &amp; Printer</li> </ul>

#### Software Requirements

Sl. No	Course	* Software Requirement
1	Certified Multimedia Developer	<ul style="list-style-type: none"> <li>➤ Operating System (Windows/Linux)</li> <li>➤ Web Browser</li> <li>➤ Antivirus latest &amp; Internet Connectivity</li> <li>➤ Microsoft Office / Libre Office</li> <li>➤ Adobe - Photoshop, Premiere Pro, Animate, After Effects, Illustrator, Dreamweaver</li> <li>➤ 3D Max, Corel Draw, Sonic Soundforge</li> </ul>
2	Certified Data Entry and Office Assistant	<ul style="list-style-type: none"> <li>➤ Operating System (Windows/Linux)</li> <li>➤ Web Browser</li> <li>➤ Antivirus latest &amp; Internet Connectivity</li> <li>➤ Microsoft Office / Libre Office</li> <li>➤ Typing Master</li> </ul>
3	Certified Computer Application Accounting and Publishing Assistant	<ul style="list-style-type: none"> <li>➤ Microsoft-Office or Libre Office, Tally .ERP 9</li> <li>➤ Concepts of Image Editing &amp; Advertising- Adobe In Design, Adobe Photoshop or Free open source alternate Software</li> <li>➤ Graphics Designing - Corel Draw, Adobe Flash or Free open source alternate Software</li> <li>➤ Windows 7/Latest or Free open source alternate Operating System</li> <li>➤ Antivirus latest &amp; Internet Connectivity</li> </ul>

Original licenses need to be obtained wherever necessary. Open-source software are allowed.

## ANNEXURE VII

### Faculty Qualification Requirement

Sl No	Course	Faculty 1	Support Staff
1	Certified Multimedia Developer	Engineer/ Diploma in Computer Science/IT/Multimedia with Minimum 5 years hands on experience in a reputed Multimedia training institute or organization as a trainer	
2	Certified Data Entry and Office Assistant	MCA/DOEACC B Level/ B.E./B.Tech (Computer Science or Computer Engg. Or Information Technology)/M.Sc (CS/IT) or Equivalent* or higher from a recognized University with min 1 + years of Experience Or BCA/DOEACC IT-A Level /PGDCA or Equivalent* or higher from a recognized University/Institute with min 2 + years of Experience Or M.Tech/M.E. in (Computer Science or IT) or equivalent* from a recognized University/Institute	
3	Certified Computer Application Accounting and Publishing Assistant	At least a Diploma/B.E./B. Tech with minimum 2 year's relevant experience for B.E./B. Tech or Minimum 2 years teaching experience plus 2 years relevant experience for Diploma.	At least Diploma with Minimum two-year relevant experience

Notes:

- a) Experience whatever is mentioned in the relevant field only
- b) Candidate with higher or equivalent qualification is also eligible
- c) A faculty for teaching Employability Skills may also be required as the same is also desired in NSQF courses.

#### Common for all courses

Technical Skills	<ul style="list-style-type: none"> <li>• Good knowledge of relevant Application software</li> </ul>
Other Skills	<ul style="list-style-type: none"> <li>• Should be able to communicate well in English</li> <li>• Good command on regional language</li> <li>• Knowledge of Working on Computers</li> <li>• Should be able to prepare lesson plan, deliver the courses through the specified media as per schedule</li> <li>• Should be able to inspire the trainees &amp; evaluate and assess the trainees</li> <li>• Should be able to monitor progress and give feedback to trainees</li> <li>• Should be able to maintain MIS related to training</li> </ul>

## ANNEXURE VIII

### Reference Books

Sl. No	Course	Text Books / Reference Books
1	Certified Multimedia Developer	<ol style="list-style-type: none"><li>1. Principles of Multimedia by Ranjan Parekh</li><li>2. Introduction to Multimedia by Satish Jain/Shashank Jain</li><li>3. Getting Started in 3D using 3D Max</li><li>4. Adobe Flash Professional CS6 Bible by Robert Reinhardt</li><li>5. Photoshop CC in Simple Steps by DT Editorial Services</li><li>6. Adobe Premiere Pro Classroom Book by Maxim Jago</li><li>7. Corel Draw Training Guide by Satish Jain</li><li>8. Adobe Dreamweaver Classroom in a Book by Jim Maivald</li></ol>
2	Certified Data Entry and Office Assistant	-
3	Certified Computer Application Accounting and Publishing Assistant	<ol style="list-style-type: none"><li>1. Computer Fundamentals - Latest Edition By Pradeep K. Sinha, Priti Sinha</li><li>2. BPB's Office 2010 Course Complete Book For Learning Better And Faster By Prof. Satish Jain, Kratika, M.Geetha</li><li>3. GST Accounting Using Tally .ERP 9</li><li>4. DTP (Desktop Publishing) Training Guide By Prof. Satish jain</li></ol>

