NIELIT रा.इ.सू.प्रौ.सं

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

Candidates are advised to fill-up the Online Registration Application Form with authenticate information as per the eligibility criteria.

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 may be followed strictly.

Prerequisite:

Before filling the Online Registration Application Form (ORAF), the candidate has to update his profile. This is a onetime activity. For the same the candidate should be ready with the following:
1) Personal active Email ID of the candidate, not of the Institute - for validations and future correspondence.
2) Personal active Mobile Number of the candidate, 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 Application Type

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

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

2 Apply For Online Registration
2.1 For Fresh Application

1. Candidate can apply online registration for any course (O/A/B/C) level from NIELIT website www.nielit.gov.in Home Page through **Online Services** or http://student.nielit.gov.in through **Apply Online** option.

2. After filling Registration Form**,** he can submit and verify details and then final submit the application**.**

3. After the final submit of an application, the payment can be done through the payment options (CSC-SPV/Online) by the candidate himself / herself or by Accredited Institute.
   For Institutes candidates:
   After the final submission of an application, the Institute will verify the candidates by selecting one Level at a time using their Login id and

Passwords.
Pay Registration Fess through Online Payment Option for one or multiple candidates (if payment option selected is 'Accredited Institute')
Online Dispatch the registration application forms to NIELIT.

4. Candidate application is considered valid only if the application fee is paid and application is full in all respects regarding documents, registration fee, verification & online dispatch of registration form by accredited institute, otherwise application will be rejected or not consider for Registration.

5. During the filling of Online Registration Application Form, the AADHAAR details will be captured. In absence of AADHAAR, the candidate 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

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

2.2 For Registered Application

New User Registration Process for registered candidate is given below-

Process – 1: Create Your Account

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

Step 1: Candidate Details Verification

Current Course *	O LEVEL ▾	(Current Course in which you are Registered.)
Registration Number *		(Registration Number for the course selected above.)
Name of the Candidate *		(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 and if found to be correct with our records, you will be provided with the below given screen:

Step 2: Email ID & Mobile Number Verification

Candidate Name	XYZ
Enter Your Email Address *	_____ (Email for account activation and other communications will be sent to it)
Enter Your Mobile Number*	_____ (SMS for Validations and other communications will be sent to it.)

After filling the boxes with unique personal email & mobile number, press <u>next</u> button. You will be asked to enter a user-id and create a password. Also you will be prompted to select a security question and enter the security answer, which will be used to recover password, in case you forget it in future.

Step-3 Email Verification for Registered Candidates

Click on the <u>Please verify your Mobile Number</u> 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 *	_____ (Please enter your password here, use a strong one.)
Confirm New Password *	_____ (Please re-enter the password.)
Security Question *	--Select One-- ▼ (Will be used at the time of recovery of forgotten password.)
Security Answer *	_____ (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 may get the following Profile Notification depending upon the details pertaining to your candidate available in our records

Profile Notification

Your profile Photo/Signature/Left Thumb impression not updated yet Please upload your profile photo/signature/left thumb impression.

**Your Mobile Number not verified yet please verify your mobile number.
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 for 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*
Candidate'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 RHS 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

Candidate 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 candidate is shown and

the status of previous courses are also shown and accordingly, he can apply for the same level or any other level excluding the courses whose Registration Status is Completed.

When the candidate applies for new registration, a message is shown to him which explains the Current Registration status and what will be the status of candidate'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 candidate.

1) If the candidate 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 candidate 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 candidate 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 candidate 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 candidate has passed all modules/papers/practicals/projects in last exam attempted by him and he apply for registration in next or higher level, his 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 candidate has completed highest level, then he can not apply for new registration as there is no new level.

7) If the candidate 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.

3 Fee Payment

While filling the Examination Application Form, the candidate can opt to pay the applicable fees him/herself or opt that the Accredited Institute will pay the fee on his/her behalf. If the candidate has chosen to pay the fees him/herself, s/he 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 Candidate.

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 NIELT and CSC - SPV. CSCs will henceforth offer different NIELIT services by charging an amount as follows:

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

Candidate desired to pay the fees through CSC may locate the CSC nearby by using the CSC Locater. 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

Candidate 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 Applicable Taxes)
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, Taxes as applicable (currently 12.36%) will be levied on the transaction fee.

RE-REGISTRATION:- Candidates 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 left over papers 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.

ELIGIBILITY CRITERIA FOR VARIOUS LEVELS OF NIELIT COURSES

   A. <u>**Students from accredited institutes:-**</u>

   O level: 10+2 or any diploma (Govt. Recognized) of a minimum of 1 year duration after 10th Class / ITI Certificate (one year) after class 10, Followed in each case, by an accredited 'O' level course.

   A Level: "O" Level / Government recognized diploma of a minimum of 2 years duration after 10th Class, followed in each case, by an accredited 'A' level course (no Concurrency)

<div align="center">

OR

</div>

   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. Candidates 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 10th Class / ITI Certificate (one year) after class 10, followed in each case, by one year relevant experience.**

<div align="center">OR</div>

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

<div align="center">OR</div>

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 10th 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. Candidates 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).

<div align="center">OR</div>

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 candidate 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 candidate 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'