

Permanent Campus at Ropar

Birla Farms, BadaPhull,
Ropar, Punjab
Phone: 8264098112

Facility at Chandigarh

Plot No. M925, IETE Building,
Sector 30-B, Chandigarh.
Phone: 0172-2650121

Admission Procedure

1. **Admission:** Candidate would fill the prescribed application form which would be available in the prospectus costing Rs.100/-.
2. **Documents Required:** Students who have been selected/being admitted for the respective course would report to the Institute on the prescribed day half an hour before start of batch.
 - I. Self-Attested 10th Class Certificate
 - II. Self-Attested Copies of Qualifications
 - III. One passport size photograph
 - IV. Self-Attested SC/ST Certificate
 - V. Self-Attested Aadhaar Card Copyat the following addresses

Permanent Campus Ropar	Facility at Chandigarh
NIELIT Chandigarh, Birla Farms, BadaPhull, Ropar – 140001	Plot No. M925, IETE Building, Sector 30B, Chandigarh Phone: 0172-2650121

3. **Attendance:** 80% attendance of the candidate is mandatory in the theory as well as practical's.
4. **Discontinuing the course:** No fees under any circumstances, shall be refunded in the event of a student discontinuing the course and no certificate shall be issued.
5. **Course Cancellation :** A course may be cancelled by the competent authority if the minimum batch size condition is not fulfilled for that course. The training fee, if given, would be refunded in this case without GST.

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6. Deposit of Course Fees :

A) Online

- a. The candidate has to fill his/her details online on the NIELIT's website nielit.gov.in/chandigarh along with the course(s) in which admission is required.
- b. The candidate has to submit the requisite course fee through online payment gateway after filling the online form.

B) Offline

- a. The candidate has to visit NIELIT at Ropar or Chandigarh for submission of application form and the requisite course fee in digital mode through POS machines kept at the reception of NIELIT at Ropar or at Chandigarh in Sector 30-B Chandigarh.
- Taxes as per Government rule from time to time shall be extra as applicable. Presently it is 18%.
 - SC/ST category participants have to pay no fees for the courses which are NSQF aligned.