

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 :

The fees may be deposited in the following modes:

- a) **Online Mode:** Candidate may submit the course fees through online payment as per the bank details given below. After making the payment, the Snapshot/Transaction ID must be retained and a mail should be sent to training.chd@nielit.gov.in mentioning the Name of the Candidate, Name of the Course, Fees deposited, Transaction Id with date, Proof if any.

ACCOUNT NAME	:	NIELIT, Chandigarh
ACCOUNT NO.	:	7854005900000019
BANK NAME	:	Punjab National Bank
ACCOUNT TYPE	:	CURRENT
BRANCH	:	Sector 71, Mohali
IFSC CODE	:	PUNB0785400

- b) **Offline Mode:** Candidate may submit the course fees in cashless mode at Reception counter, NIELIT Chandigarh, in Ropar Campus or in Chandigarh Campus.

Note: The fees, due to any reason, if not deposited before the commencement of the course, may be deposited on the start date of the course.

- 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.