

## Guidelines for Admission of Course of “Data Entry and Office Automation”

- Admission for the Course of “Data Entry and Office Automation” will be Offline only.
- Admission will open on 28-05-2018 based on the number of seats of one batches until the seats are vacant.
- Batch Time:

Batch 1	8:00 to 11:00 AM	45
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- Tentative Batch Start Date : 04-06-2018
- Eligibility Criteria : 10+2 pass in any stream with min.50% marks  
OR  
ITI Certificate (One Year) after class 10<sup>th</sup> with min.50% marks in ITI

### Admission Procedure

- Admission in the course will be purely on the basis of first come first serve basis for eligible candidates depending upon the availability of seats.
- The percentage (of qualifying exam) should be self calculated by the applicant and applicant has to ensure the accuracy upto two decimal places. For the purpose of calculation of percentage, best five subjects must be considered.
- The admission is subject to production of certificates/documents and to the correctness of information furnished. The candidates will have to bring all certificates in original along with the photocopy of the certificates.
- The candidates on reaching the Institute are required to meet the Front Office Counselor (FOC). The FOC then directs the candidate to the Admission Coordinator. The candidate has to submit filled application form along with the self attested eligibility documents. The candidate gets the attested copies of all documents, certificates and application form verified by the Admission Coordinator and then she shall direct the candidates to the Accounts Section for payment of fees.
- Account section will provide the receipt of payment which needs to be submitted to Admission coordinator for taking admission particulars like batch code & Roll number. If payment is made through online mode, candidates are required to submit the proof of the payment to the Account section.
- Once the batch code assigns to the candidate, batch will be remained same throughout the duration of the course. No request of batch transfer will be entertained.

### Terms and Conditions:

- Making the payment for the course fee without verification of documents does not guarantee the admission in the course.
- Delhi Centre reserves the right to cancel/reschedule the course or to cancel the candidature of nay candidate without assigning any reason thereof.
- If any of the information provided by candidate is found false/incorrect, the candidature of the candidate will be cancelled immediately.

### Documents to be produced at the time of admission

1. A passport Size Photograph
2. Self Attested copy of Adhaar Card/Any other Govt. approved Photo I-Card
3. Self attested copy of 10th pass certificate
4. Self attested copy of 12th pass/ITI certificate and mark sheet.
5. Self attested copy of any other qualification
6. Self attested copy of Caste certificate in case of SC/ST candidates

**Course Fee: Rs. 7670/- (Rs. 6500/-+GST)**

SC/ST candidates admitted under SCSP/TSP Scheme are exempted from course fee Subject to production of valid Caste certificate.

**Application Form Fee:** Rs.250/- The same will not be refunded for the student who does not join the course.

**For General/ OBC candidate total Fee Amount = Rs. 7920/- only (including application form)**

**For SC/ST Candidate = Rs. 250 only (Course fee exempted)**

### **Payment of Course Fee:**

The Payment is to be paid in the form of Demand Draft in favour of **NIELIT New Delhi Centre** payable at New Delhi or through NEFT/RTGS/Net banking as per the following details\*

**(GST rate is 18% as per Govt. rule shall be charged extra. Any revision will be applicable at the time of payment.)**

### **\*Bank Particulars Details for Online Payment**

- **Account No: 0176002100250666**
- **Bank Name: Punjab National Bank, Shastri Nagar**
- **Bank Code: 139800**
- **IFSC No: PUNB0139800**
- **MICR Code: 110024034**

Details for online payment (snapshot/ Transaction ID must be retained). After making the payment a mail should be sent to [ao.bo.delhi@gmail.com](mailto:ao.bo.delhi@gmail.com) with the following details:

- Name of the Depositor
- Name of the Student and the course
- Date of Payment
- Amount Deposited
- Name of Bank/branch through which amount deposited
- Purpose – Course Fee/ Reg. Fee/Installment Fee / etc.
- UTR Number/RTGS No./NEFT SD No.

### **Discontinuing the course:**

No Course fee and Registration fee under any circumstances shall be refunded in the event of a student discontinuing the course.

### **Location and how to Reach:**

2<sup>nd</sup> Floor, Parsvnath Metro Mall,  
Inderlok Metro Station, Inderlok,  
Delhi-110052

NIELIT, Delhi Centre is located at “Inderlok Metro Station” and is housed in a centrally air conditioned spacious Parsavnath Metro Mall with parking facility which is at the junction of Green and Red line Delhi Metro. It is well connected with New Delhi Railway Stations (which is just 7 Kms.), & Old Delhi Railway Station (just 6 Kms) and Inter State Bus Terminal Kashmere Gate (just 7Kms) which is hardly 10 minutes Metro Run from Kashmere Gate Metro Station (Red Line). It is easily approachable from all corners of Delhi through Delhi Metro.

**Course Enquiries:** Students can enquire about the various courses either on telephone or by personal visit between 9.00 A.M. to 5.30 P.M. (Lunch time 1.00 pm to 1.30 pm) Monday to Friday.