

## NOTIFICATION

No.12(1)/2003/Nielit/Regn/2015

Dated: 3rd July, 2017

Competent authority has approved the following procedure and processing fees for Correction in Registration details and Final Certificate issued by NIELIT for O/A/B & C Level of courses:

1. Procedure Tabulated for change/ Correction/Updation in registration Details

1.1 Details which are not permanent in nature

The candidate is not required to pay any fee but would be required to apply for the same in the prescribed performa as per **Annexure- I** and submit the requisite documents for change in non-permanent nature registration details specified in Table -1 as under:

**TABLE -1**

Sl. No	Change in the details	Documents required to be submitted
1.	Handicapped (disability)	Self-attested copy of Handicapped certificate of the candidate.
2.	Marital status	Application along with self-attested copy of marriage Certificate of the candidate
3.	Caste	Self-attested copy of Caste certificate of the candidate.
4.	Mobile Number	Application or email through registered email address of the candidate.
5.	Email Address	Application or email along with self-attested copy of registration card of the candidate.
6.	Correspondence Address	Applications along with self-attested copy of registration card of the candidate along with any document containing the desired address.
7.	Educational Qualification details	Application along with self-attested copy of educational documents of the candidate.

### 1.2 Changes in the "Registration Type" as mentioned in TABLE-2

The candidates who desire to have change in "Registration Type" will have to apply for the same in the prescribed performa as per Annexure-ii and is required to follow the procedure specified in Table -2 as under

**TABLE-2**

Sl. No	Change in Registration Type	Procedure & Fee
1.	From 'Direct' to 'Institute'	<p>a. Payment of fee of Rs. 118/-(100 + 18(18%GST on fee of Rs. 100/-) Demand Draft in favour of NIELIT Payable at <b>New Delhi</b>.</p> <p>b. Change will be allowed if request forwarded by accredited institute to which candidate wants to join.</p>
2.	From 'Institute' to 'Direct'	<p>a. Candidate will be allowed this change if he/she meets the eligibility criteria for the respective course as a direct candidate.</p> <p>b. Candidate will obtain NOC in the prescribed format (<b>Annexure A</b>) from the Institute.</p> <p>c. Payment of fee of Rs. 118/-(100 + 18(18%GST on fee of Rs. 100/-) Demand Draft in favour of NIELIT Payable at <b>New Delhi</b>.</p>
3.	'Institute to Institute'	<p>a. Candidate request to the current institute for issuing NOC.</p> <p>a.1 If Current Institutes issues NOC then the candidate can submit request for change in "Registration type"</p> <p>a.2 If the current institute declines to issue the NOC then the candidate can either reapply to the current institute for issuing NOC or can send the request to NIELIT for change in "Registration Type" mentioning the reasons given by the Current Institute for not issuing the NOC.</p> <p>b. In both the cases, the candidate will make Payment of fee of Rs. 118/-(100 + 18(18%GST on fee of Rs. 100/-) Demand Draft in favour of NIELIT Payable at <b>New Delhi</b>.</p> <p>c. NIELIT decision in this regard will be final and binding.</p>
4.	Where the institute is closed/withdrawn	No fee will be charged from candidate for change of "Registration Type" in case such a change is necessitated by the closure/withdrawal of the Institute under which the candidate has registered.

**\* GST rate on these services shall be @18% of the value of service (as per latest notification)**

### **1.3 Changes in Registration Details such as Name, Father's Name, etc as mentioned in TABLE- 3**

The candidates shall be required to apply in the prescribed performa at Annexure III and deposit a fee of Rs. 354/- (Rs. 300+54 (18% GST\* on fee of Rs 300)) by Demand draft in favour of NIELIT payable at New Delhi for changes mentioned in **TABLE – 3** along with the requisite documents. This facility will be available till one week before the commencement date of the first examination of the Level for the Level for which the candidate has been registered.

**TABLE-3**

<b>Sl. No</b>	<b>Particulars of the Details</b>	<b>Document required</b>
1.	Photo	Self-attested copy of Aadhar card or any Govt. ID proof and soft copy of the candidate photo in Jpeg format through candidate registered email address.
2.	Thumb Impression	Self-attested copy of Aadhar card or any Govt. ID proof and soft copy of the candidate thumb impression in Jpeg format through candidate registered E-mail address.
3.	Signature	Self-attested copy of Aadhar card or any Govt. ID proof and soft copy of the candidate signature in Jpeg format through candidate registered E-mail address
4.	Name	Self-attested copy of highest qualification certificate of the candidate.
5.	Father's Name	Self-attested copy of the documents (10 <sup>th</sup> /HSC certificate or any other Govt. issued photo card of the candidate) where the Father's name is clearly mentioned.
6.	Mother's Name	Self-attested copy of the documents (10 <sup>th</sup> /HSC certificate or any other govt. issued photo card of the candidate) where the Mother's name is clearly mentioned or Self-attested copy of the Mother's Aadhar Card.
7.	Date of Birth	Self-attested copy of 10 <sup>th</sup> certificate of the candidate.
8.	Gender	Application or email along with self-attested copy of registration I-Card issued by NIELIT.
9.	Permanent Address	Application along with self-attested copy of registration I-Card issued by NIELIT along with any document containing the address.

**\*GST rate on these services shall be @18% of the value of service (as per latest notification)**

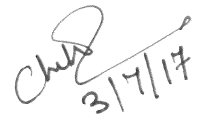
(1) **Changes in Final Certificate**

Any changes/ modifications sought in the final certificate once it is issued to the candidate; he/she has to apply for the same in the prescribed performa at **Annexure-iv** along with a fee of Rs. 590/- (Rs. 500+90 (18% GST\* on fee of Rs 500)) by Demand draft in favour of **NIELIT** payable at New Delhi and requisite documents depending on the change requested as per Table-4 below:

**TABLE -4**

Sl. No	Description	Document required
1	Name of candidate	I. Self-attested copies of education documents. II. Affidavit sworn in before first Class Magistrate, Executive Magistrate or Oath Commissioner by the candidate. III. Certificate issued by NIELIT in original
2	Father's Name	
3	Mother's Name	

This Notification comes into effect with immediate effect.

  
3/7/17

Joint Director (Technical)