

GUIDELINES AND INSTRUCTIONS FOR SUBMISSION

<u>OF</u>

ONLINE EXAMINATION APPLICATION FORM (OEAF) AND EXAMINATION FEE

<u>FOR</u>

BCC AND CCC EXAMINATIONS

Consequent upon the implementation of Online Examination Application form (OEAF) with effect from November 2013 examinations (for which the examination form submission date commences from September 01, 2013), the following guidelines are required to be followed by the applicants applying as a Direct Candidates and from Approved Institutes holding valid E-provisional number for submission of Examination Application Form for BCC and CCC Examinations. The OEAF is required to be submitted by the candidate who is applying for the examination and not by anyone else on his/her behalf.

Schedule for submission of examination forms for BCC and CCC Examination through Online Facility with effect from September 05, 2013

Examination	Date of commencement of	Last date for submission of	Date of commencement of
Month	submission of online exam form	Online exam form and fee by	examination
	and fee by candidates at NIELIT	candidates at NIELIT	
January	November 01	November 30	1 st Saturday of January
February	December 01	December 31	1 st Saturday of February
March	January 01	January 31	1 st Saturday of March
April	February 01	February 28/29	1 st Saturday of April
May	March 01	March 31	1 st Saturday of May
June	April 01	April 30	1 st Saturday of June
July	May 01	May 31	1 st Saturday of July
August	June 01	June 30	1 st Saturday of August
September	July 01	July 31	1 st Saturday of September
October	August 01	August 31	1 st Saturday of October
November	September 01	September 30	1 st Saturday of November
December	October 01	October 31	1 st Saturday of December



PREREQUISITE:

Before proceeding for filling the Online Examination Application Form (OEAF), the applicant is required to have the following:

1) Personal Email ID of the applicant, not of the Institute. This is required for validations and future correspondence. In case you provide wrong/incorrect email ID you will not be able to receive the updates.

2) Personal Mobile Number of the applicant, not of the Institute - for validations and future correspondence. In case you provide wrong/incorrect mobile phone number you will not be able to receive the updates.

3) Clearly scanned latest Passport size Photograph (3.5cms x 4.5cms), Signature & LTI (Left Thumb Impression); all in .jpeg format, size limited to 50 KB each.

<u>Please note that, no request for correction in Name, Mother's Name, Father's</u> <u>Name, Photograph, Signature and LTI will be entertained at NIELIT, once the</u> <u>candidate has successfully submitted OEAF and fee.</u>

The candidate is responsible for the particulars submitted by him in his/her OEAF. The certificates to the successful candidates would be issued with these particulars ONLY.

<u>The candidate is not required to submit the hard copy of the OEAF and</u> <u>supporting document(s) at the NIELIT Regional Centre.</u>

4) Appropriate instrument for online payment of examination fee. The examination fee for CCC is Rs.360/- and for BCC is Rs.200/- plus Service Tax (as applicable on the date of submission of exam form).

Once the applicant is ready with the above, s/he may visit **student.nielit.gov.iin** for filling up of the OEAF. The processes along with screen shots of major steps are given below. Please note that, the field with a red asterisk/ star mark is mandatory (User cannot proceed for submission of form without entering valid data in it).

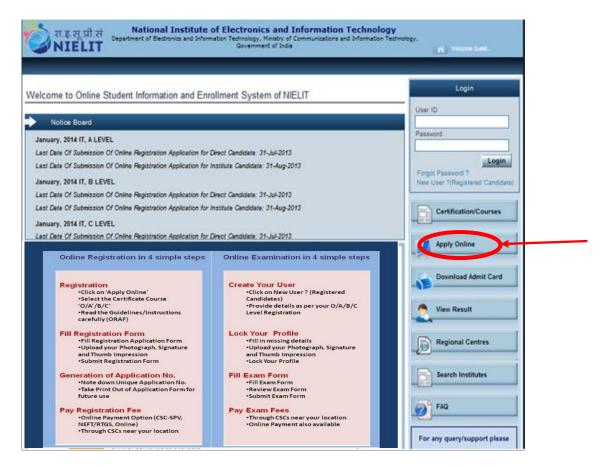


FILL THE OEAF

(Please note that the field marked with '*' is mandatory.)

Step I.

Click on Apply Online available on the right hand side panel as shown below.



The following interface will open on screen as shown below.



ANNEXURE 'B'

	titute of Electronics and Information Te and Information Technology, Ministry of Communications and In Government of India	
Courses		
Courses		
Please select the certification/course for which you	want to apply	
Information Technology • OLEVEL(Q) • ALEVEL(A) • BLEVEL(B) • CLEVEL(C)	Essic Computer Course (BCC) Course on Computer Concepts (CCC)	
	Designed & Developed By E-Connect Solutions Pvt. Ltd	1

Select the desired course viz. Basic Computer Course (BCC) OR Course on Computer Concepts (CCC).

Step 2. Select the Check Box given on the "Declaration" form to proceed for filling up of the OEAF, as shown below, and Click on the button "I Agree & Proceed". Please note that you will not be able to proceed further before completing this step.

रा.इ.सू.प्री.सं NIELIT	National Institute of Electronics and Information Technology Department of Electronics and Information Technology, Ministry of Communications and Information Technology, Government of India	Welcome Guest
	Online Examination Application Form For:-Basic Computer Co	ourse
Step By Step Instruct	tions For Filling BCC ExaminationForm	CownloadBrochure
Declaration / घोषणा		
statements made above being	pree to abide by the rules and regulations of NELIT and also to the decision of the Examination authority, regarding my ad has the right to withhold my result ever after my appearing in the Examination in addition to any other action as may b pound incorrect.(में एलद्वारा घोषणा करला,करली हूँ कि मुझे नाइसिंट के नियम एवं विनियम तथा मेरे परीक्षा में प्रवेश के संबंध में परीक्ष रे परीक्षा में उपस्थित होने के बाद कभी भी मेरा परिणाम रोकने के अतिरिक्त उपरोक्त निदिष्ट कथन गलत पाये जाने पर किसी भी प्रकार की का	be deemed fit in the event of any of the ता प्राधिकारी का निर्णय भी मान्य है। मैंने नोट
	I Agree & Proceed Back	
	Designed & Developed By E-Connect Solutions Pvt. Ltd	
4		Version1.4 (2014)



Step 3. The examination form will appear on the screen and you are ready for filling up of the OEAF. Please fill the details as per the format, wherever it is mentioned. The fields which are marked as * are mandatory. The form MUST be filled with utmost care and accuracy.

Part 1 of the OEAF: Submit the desired option with respect to your previous candidature for the examination.

Part 2 of the OEAF: Submit the Personal Details, viz.

- a. Name of the candidate
- b. Father's name of the candidate
- c. Mother's name of the candidate
- d. Guardian name of the candidate
- e. Gender
- f. Date of Birth
- g. Category
- h. Occupation

Part 3 of the OEAF: Submit contact details, viz.

- a. Telephone number
- b. Mobile number
- c. Email ID

Part 4 of the OEAF: Submit the address details, viz.

- a. Address
- b. City
- c. State
- d. District
- e. Pin code

Part 5 of the OEAF: Submit the Education details.

Part 6 of the OEAF: Submit the details of the examination cycle applying for, viz.

- a. Type of applicant (Direct / approved Institute)
- b. Examination cycle
- c. Examination Centre choices

Part 7 of the OEAF: Submit the identification details, viz.

a. Photograph



- b. Signature
- c. Left Hand Thumb Impression
- d. Code (as depicted in the box)

Part 8 of the OEAF: The Check Box is already checked by default. The applicant is not required to submit the documents along with the printout of the OEAF at the NIELIT Regional Centre.

Part 9 of the OEAF: Once all the parts of the OEAF are filled, click the Check Box of the Declaration (Part 8 of the OEAF) and submit the form by clicking on the "SUBMIT" button.

On submitting the OEAF, you will get the preview of the examination form filled by you, which contains your application no. date and time of submission of examination form etc. for final submission of the OEAF.

If you want to reset/cancel the entries filled in OEAF, Click on "BACK" button.

On clicking on "FINAL SUBMIT" you will receive SMS/email on the mobile no. and email ID submitted by you in your OEAF.

Step 4. Fee Payment

If you are applying as a Direct Candidate, you can select any of the following services for submission of examination fee for BCC / CCC examinations:

- 1. CSC SPV
- 2. NEFT/RTGS
- 3. ONLINE

In case you are an approved institute's candidate, the institute shall deposit the examination fee on your behalf. Please note that, the service charges are not included in the examination fee, it will be collected by the service provider separately from the Candidate/Approved institute, as applicable.

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 (applicable only for O/A	/B/C level examination)
Cost for Online Form submission and Fee	55
Collection	
Cost for Registration Fee Collection only	20
Examination Form Submission	

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ANNEXURE 'B'

Cost of Examination Form Submission, Fee	30
Collection and Printing of Exam Admit Card	
Cost for Examination Fee Collection only	20
Result Declaration	
Cost of Result Declaration and Printing of	15
Grade Card	

Choice-2 and 3: Through Online Payment Service: Candidate can also 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.

Step 5: Appearing for the Examination

After successfully applying for the examination and acceptance of the examination form at NIELIT, candidate can view/download his/her admit card and results by clicking on the "DOWNLOAD ADMIT CARD" and "VIEW RESULT" buttons as shown below:

come to Online Student Information and Enrollment System of NIELIT	Login
	User Name
News & Events	
Admit card for January 2013 - DOEAUU O, A, B & C Level Examination.	Password
IIELIT Delhi invites applications for different courses.	
Result of 39th CCC October 2012.	Every Password ?
ee Charter for CCC and BCC.	New User ?(Registered Candidate
ee Charter for O,A,B & C Level.	
ee Charter for Accreditation of O,A,B,C Level to Institutes.	Certification/Courses
Nutice regarding revision in examination pattern for the Dasic Computer Course(DCC) well December 2012 DCC	
xamination	Apply Online
Notice Board	
2G Diploma in VLSI & Embedded Hardware Design 24 Week(s),Feb-20-2013	Download Admit Card
G Diploma in Industrial Automation System Design 24 Week(s),Mar-12-2013	
dmit Card for BCC Examination January 2013 is now available	View Result
xamination for O Level is Scheduled on Jan 27 2013.	
esult of B Level Jan 2012 will be declared on Mar 20 2013.	
DMISSION OPEN for DOEACC 'CCC' & 'BCC' for FEBRUARY 2013 Examination	Regional Centres
dmission Notice FREE TRAINING OF SC CANDIDATES DOEACC 'O' Level (Software) Course	
	Search Institutes
	Visitor Number: 123456





The candidate is required to bring any of his/her photo identity card* at the examination centre apart from the Admit Card issued by NIELIT for appearing in the examination. The particulars of the candidates would be verified by the Exam Supdt at the examination centre with the photo identity card brought by the candidate vis-à-vis Admit Card issued by NIELIT for BCC/CCC examination. In case of any mis-match, the candidate would not be allowed to appear for the examination and his/her candidature would be cancelled. The Exam Supdt would record the same on the attendance sheet against the respective candidate and also on Annexure "A" meant for reporting of such cases.

* The list of valid photo ID proof is given below:

- a) Voter ID card,
- b) Passport,
- c) PAN card,
- d) Permanent laminated driving licence,
- e) Aadhar card,
- f) Student identity card with photograph issued by recognised School/College/ITI/Polytechnic,
- g) Photo identity card having serial number issued by Central/State Government,
- h) Photo identity card issued by PSU/Autonomous bodies,
- i) Nationalised bank passbook with photograph with attested customer photograph and signature by bank official/manager,
- j) Credit cards issued by banks with laminated photograph,
- k) Certificate of Identity having photo issued by Gazetted Officer or Tehsildar on letterhead.

QUERIES

For any queries regarding submission of OEAF for BCC and CCC examinations, please send an email to <u>ccc@nielit.gov.iin</u> with subject line as "OEAF (BCC/CCC)".