

Expression of Interest  
for  
Training of DGE&T sponsored  
NIELIT IT 'O' Level course for SC/ST Job  
Seekers in Ranchi

Under

NIELIT, Ranchi  
RIADA Bhawan, 2<sup>nd</sup> Floor,  
Main Road,  
Ranchi – 834 001  
Ph.no.– 0651-233-2554

## Introduction:

National Institute of Electronics and Information Technology (NIELIT) is an organization under The Department of Electronics and Information Technology, Ministry of Communications & Information Technology, Govt. of India. The organization has been entrusted the job to train 100 SC/ST candidates in Ranchi sponsored by DGE&T. NIELIT, Ranchi has been identified as the Coordinating Centre for conducting this Training Program.

## Modus Operandi:

NIELIT O level accredited institute will be identified to conduct the Training Program under its supervision. NIELIT Ranchi will

- Monitor the Progress of each Institute and will make further allotment.
- Periodic inspection of each Institute.
- Will reimburse the Course Fees to the participating institute after successful completion and fulfilment of all the formalities on monthly basis as per Work Order given to selected institute.

Applicable clause and binding parameters for the Project but not limited to this are given in Annexure - I. This may be amended in future during up gradation through addition / deletion / modification of terms & conditions.

## Course Details:

NIELIT O Level

## Expression of Interest Proforma (EOI):

The Expression of Interest (EOI) is attached in Annexure – II. This format has to be filled and to be returned along with Annexure I as a token of Acceptance. A photocopy of the documents may be retained by the Applying Institutes before submission for future correspondence. All documents should be submitted in a sealed envelope superscribing “**Expression of Interest for Education & Training Project in Ranchi**”. All correspondence should be addressed to the **Director-in-Charge, NIELIT Ranchi, RIADA Bhawan, 2nd Floor, Main Road, Ranchi – 834001**.

## Project Execution Process:

The Entire Project would be implemented by following Procedures as mentioned below:

1. Identification of NIELIT O level accredited Institutes in Ranchi. Institutes would be identified based on the Technical & Financial Capabilities and the Inspection Report.
2. Execution of Training Program would start by giving participants provided by Coaching – cum-Guidance centre (CGC) for Ranchi to each Institute. The Performance of each Institute would be monitored during execution and from the Pass record. Performers would be encouraged by giving more responsibilities while low performers would be intimated to improve their performance. Successive low performance may disqualify an Institute from further participation. The low performance consideration will be applicable to an Institute if the coordination with NIELIT Ranchi and CGC Centre is not satisfactory.
3. Same student cannot be admitted in more than one NIELIT O level Course. A declaration in this respect has to be taken from the student during admission. The declaration will be taken through the prescribed admission format.
4. The bill shall be raised after completion of training on monthly basis along with attendance records. A bill completed in all respect would be cleared within 21 days by NIELIT, Ranchi. The bill should be addressed to the **Director-in-Charge, NIELIT, Ranchi, RIADA Bhawan, 2nd Floor, Main Road, Ranchi – 834001**.
5. All billing related queries may be addressed to the Director-in-Charge, NIELIT, Ranchi Centre, RIADA Bhawan, 2nd Floor, Main Road, Ranchi – 834001.
6. Full filling requisite criteria may not entitle an Institute to be selected as Participating Institute. Similarly selection of an Institute as Participating Institute does not guarantee that the same Institute would be continued for ever in spite of its bad / low performance.
7. Shortage of Infrastructure from the required one on a continuous basis would disqualify an Institute as a participating Institute and the Inspection report on several occasions would be considered final for this purpose.

## Annexure – I

### Applicable and Binding Clause for Participating Institutes

| Clause No.  | Issues  | Clarifications   |
|-------------|---|--|
| Clause - 1. | Selection of Participating Institute                      | <ul style="list-style-type: none"> <li>NIELIT O level Accredited Institutes with a valid Accreditation No .</li> </ul>   |
| Clause - 2. | Selection of the Institute                                | <ul style="list-style-type: none"> <li>The Institute must be in existence for last 2 years</li> <li>The Institute should have trained at least 100 students per year for the past two years</li> <li>Institute should have a turnover of Rs. 1 lac per year for the past two years.</li> <li>Institutes having prior experience to execute Govt. orders for Training would be preferred.</li> <li>The Institutes would be invited to send their Proposal indicating their interest. They would be informed by following any one or all of these ways -               <ol style="list-style-type: none"> <li>Publication of Newspaper Advertisement,</li> <li>Web Advertisement</li> <li>Sending Enquiry and from the list of Accredited Institute( for NIELIT O Level Course)</li> </ol> </li> </ul>   |
| Clause - 3. | Minimum availability of Infrastructure in the Institute   | Space –1000 Sq.ft or higher for every 100 live students. Four Gents Toilet and Four Ladies Toilet are minimum requirement. Sufficient drinking water, Fan, Ventilation, Proper Electrical Wiring, Fire Fighting System, Telephone etc. are required for conducting the Course. Presence of Air-conditioning would be as per requirement. Institutes having alternate arrangement of Power Supply would be preferred.   |
| Clause - 4. | Minimum availability of Computer and Other Infrastructure | <p style="text-align: center;"><b><u>IT Skill</u></b></p> <ul style="list-style-type: none"> <li>Minimum of 25 Computers of Pentium IV or higher, Minimum of 512 MB RAM, 10 GB Free hard disk space, Windows 7 or higher, Office 2007 or higher and the relevant software packages.</li> <li>For Computer Hardware &amp; Networking Course, sufficient arrangement of Infrastructure and accessories has to be there.</li> <li>Student : Computer –1:1 for conducting a lab</li> <li>Proper Class room with ample ventilation and acoustic should be there</li> <li>Internet connection ( preferably Broadband of 512 Kbps or higher with unlimited download plan)</li> <li>Web Cam , Speaker etc</li> <li>UPS Power supply</li> </ul>   |
| Clause – 5. | Qualification of Faculties                                | Graduate with A Level cleared / BCA / B Level / MCA / B.E/ B.Tech / M.Sc in Computer Science / M.Sc with Diploma on Computer Courses   |
| Clause – 6. | Batch Attendance  | <ul style="list-style-type: none"> <li>Attendance register must be signed by the candidate and is mandatory to submit a copy with the bill.</li> <li>Drop out cases to be handled and reported.</li> </ul>   |
| Clause – 7. | Examination   | <ul style="list-style-type: none"> <li>The Examination will be conducted by NIELIT HQ.</li> </ul>  |
| Clause – 8. | Reimbursement of Course Fees to the Institute             | <ul style="list-style-type: none"> <li>The Course Fees for each student would be reimbursed by NIELIT, Ranchi</li> <li>After successful completion of the training on monthly basis the Course fees would be reimbursed to the Institute on actual.</li> <li>The Institute has to raise a bill along with supporting documents against which the Payment would be released after verification.</li> <li>NIELIT would try it's best to release the payment within a month of raising the bill.</li> <li>In case a student cannot pass the examination in the first go then he may appear again at his/her own cost. Fees for the Registration Rs 500/- , Examination would be Rs.500/- per paper (total Rs 2000) + Rs 200/- online Exam form processing charge and Rs 300/- Practical fee subject to revision will be reimbursed separately on separate bill submission. This fee reimbursement would be applicable for 1st appearance only.</li> <li>The amount of Course fees to be reimbursed to the Institute is <b>Rs 1237/- per candidate per month for 11 months</b> (on actual per month) training exempting the examination months.</li> <li>The above Course fees include Service Tax and other statutory taxes. No further money can be claimed in any other form whatsoever.</li> </ul> |

|              |                              |  |
|--------------|------------------------------|--|
| Clause – 9.  | Study material               | <ul style="list-style-type: none"> <li>• The study material provided by DGE&amp;T will be distributed to the students through the Centre.</li> <li>• The list of study material distributed duly signed by the candidate must be submitted to NIELIT Ranchi and remaining material to be returned to CGC centre.</li> </ul>  |
| Clause – 10. | Selection of Students        | <ul style="list-style-type: none"> <li>• The students would be selected by CGC centre and will be forwarded to the selected institute for admission and Registration</li> </ul>  |
| Clause – 11. | Registration and Examination | <ul style="list-style-type: none"> <li>• Registration formalities for the 100 participants provided by the Sub Regional Employment Officer (SREO) DGET are required to be completed within June 2017</li> <li>• Examination Form filling and related issues for 100 participants to be done within the last date specified</li> <li>• Training has to be started by 1<sup>st</sup> July 2017</li> <li>• Rules and Regulations regarding Registration to be completed in time to enable the participants to appear in the January 2018 Examination (first semester) and July 2018 (second semester).</li> <li>• Providing Faculty support &amp; Infrastructure support for the training</li> <li>• Record keeping and Mock-test to be taken to facilitate the training</li> </ul> |
| Clause – 12. | Payment                      | <ul style="list-style-type: none"> <li>• Payment will be made to selected institute by NIELIT Ranchi on monthly basis per participant (on actual attendance sent basis) per month for eleven months excluding Examination Fees, Registration Fees and Course material will be paid by NIELIT Ranchi.</li> <li>• Monthly Bills are to be raised within last date of every month along with a copy of Attendance of participants</li> <li>• Bills for Examination Fees, Registration Fees and Course material are to be raised separately to NIELIT Ranchi.</li> <li>• No other extra charge will be paid other than already stated</li> </ul>   |
| Clause – 13. | Responsibility               | <ul style="list-style-type: none"> <li>• The Selected Training Centre shall work out monthly syllabus for theory and practical and provide a copy to the concerned CGCs so that monitoring of the course may be carried out effectively.</li> <li>• If at any point of time, it is found that the training is not being provided appropriately, then the trainees sponsored for training shall be withdrawn from that institution on the recommendation of CGC / DGET Hqrs and would be allocated to new institution on the advice of NIELIT / its Regional Office.</li> <li>• Selected Training Centre will also conduct coaching session on soft skill as per the Syllabus of CHM O Level. However there will be no exam / evaluation for the same.</li> </ul>                 |

## Annexure – II

National Institute of Electronics and Information Technology

(An Autonomous Scientific Society of Department of Electronics & Information Technology,  
Ministry of Communications & Information Technology, Government of India)  
RIADA Bhawan, 2nd Floor, Main Road, Ranchi – 834001, Ph : +91-0651-2332554

## APPLICATION PROFORMA FOR EXPRESSION OF INTEREST

**A. Project Name: DGE&T sponsored NIELIT O Level for SC/ST Job Seekers in Ranchi**

**PART A**

**1. NAME OF THE INSTITUTION**

[illegible]

2. ADDRESS OF THE INSTITUTION

**ADDRESS:**

[illegible]

### 3. CONTACT NUMBERS

**PHONE:**

MOBILE1

**FAX**

e-mail ID

[illegible]

**4. STATUS OF THE ACCREDITATION OF THE INSTITUTE (PROVIDE VALID UPTO):**

5. DETAILS: ACCR NO ..... DATED.....

**6. DETAILS OF CONTACT PERSON (IN CAPITAL LETTER):**

NAME:

**PHONE:**

e-mail ID

[illegible]

7. DETAILS OF THE DIRECTOR/HEAD OF THE INSTITUTION

NAME:

**ADDRESS:**

CITY:

**STATE:**

**PHONE:**

e-mail ID

[illegible]

## PART – B

8. INDICATE THE SPACE IN SQUARE FEET THAT YOU MAY SPARE, FOR THE CONDUCT OF THE COURSE WITH IN YOUR PREMISES:

9. BASIC INFRASTRUCTURE (ATTACH SEPARATE SHEET IF REQUIRED)

| S.No | Classroom Type (Teaching/Lab) | Size in Sq feet | Total No of Fans | Total No of Ventilation | No of Air Conditioners | Duration of alternate Power Backup | Fire Fighting System | Type of Electrical Wiring | Total No of PCs | Projector (Y/N) |
|------|-------------------------------|-----------------|------------------|-------------------------|------------------------|------------------------------------|----------------------|---------------------------|-----------------|-----------------|
|      |                               |                 |                  |                         |                        |                                    |                      |                           |                 |                 |
|      |                               |                 |                  |                         |                        |                                    |                      |                           |                 |                 |
|      |                               |                 |                  |                         |                        |                                    |                      |                           |                 |                 |
|      |                               |                 |                  |                         |                        |                                    |                      |                           |                 |                 |
|      |                               |                 |                  |                         |                        |                                    |                      |                           |                 |                 |
|      |                               |                 |                  |                         |                        |                                    |                      |                           |                 |                 |

10. HARDWARE SPECIFICATION FOR PENTIUM IV OR HIGHER:

| Total Number of PCs | RAM | Hard disk | Web cam(Y/N) | Speakers(Y/N) | UPS capacity | Others |
|---------------------|-----|-----------|--------------|---------------|--------------|--------|
|                     |     |           |              |               |              |        |
|                     |     |           |              |               |              |        |
|                     |     |           |              |               |              |        |

11. SOFTWARE SPECIFICATION:

| Name | Specification/Version | Purpose | Remarks if any |
|------|-----------------------|---------|----------------|
|      |                       |         |                |
|      |                       |         |                |
|      |                       |         |                |

12. **FACULTY DETAILS: NO. OF FACULTY DEPLOYED: \_\_\_\_\_**  
**PLEASE FURNISH DETAILS AS PER FOLLOWING STATEMENT. (KINDLY ATTACH SEPARATE SHEET IF THE SPACE PROVIDED IN THE TABLE IS FOUND INADEQUATE)**

| Name of the Faculty | Academic Qualification(s)            |  | Professional Qualification(s)        |  |                                    |
|---------------------|--------------------------------------|--|--------------------------------------|--|------------------------------------|
|                     | Examination Passed & year of passing | Name of the Board / University / Institution | Examination Passed & year of passing | Name of the Board / University / Institution | Duration of the Course (in months) |
|                     |                                      |  |                                      |  |                                    |
|                     |                                      |  |                                      |  |                                    |

**13. INDICATE THE DETAILS OF INTERNET CONNECTIVITY AVAILABLE WITH YOUR INSTITUTION:**

13.1 Name of ISP:

### 13.2 Bandwidth:

### 13.3 Type of Connectivity:

(leased line, RF Link, VSat, ADSL etc.)

### 13.4 Whether static or dynamic IP:

#### 14. Tax Details :

14.1 Pan No:

[illegible]

#### 14.2 Service Tax NO -

[illegible]

14.3 VAT No:

[illegible]

**NOTE: Attach attested copy of relevant documents.**

1. Accreditation documents
2. Copy of PAN card

**15. DECLARATION:**

- (i) I,.....son/daughter/wife  
of.....have read and understood the GUIDELINES / INSTRUCTIONS FOR CONDUCTING  
THE COURSE and agree to abide by the same.
- (ii) I certify that I am the competent authority, by virtue of the administrative and financial powers vested in me by  
..... to furnish the above information and to undertake the above stated commitment on behalf of  
the organization referred to in col.1 above.
- (iii) I am aware that in case any information given by me is found false or misleading, my organization would be debarred  
from the conduction of the course besides being subjected to any other action that may be deemed fit by NIELIT,  
Ranchi.
- (iv) The details furnished with regard to faculty and infrastructure is correct to the best of my knowledge and belief and  
we will ensure availability of these facilities on a continued basis till we continue to offer candidates the courses  
applied for.
- (v) I agree to abide by the decisions of the NIELIT, Ranchi or its designated agencies in respect of my application for  
permission to offer training for DGE&T sponsored NIELIT O Level for SC/ST Job seekers.

Signature of the Witness:

Name:

Designation:

Date:

Address:

Seal of the organization

Signature of the  
Authorized Signatory:

Name:

Designation:

Date:

Address:

Seal of the organization