



## **FEE REFUND POLICY**

### **Examinations of Digital Literacy Courses (DLC) (BCC, CCC, CCC+ and ECC)**

Fee Refund Policy for rejected Online Examination Application Forms (OEAF) of DLC examinations due to inappropriate photograph submitted by the candidate is notified as below and shall come into effect from February 2019 examinations of DLC:

1. Candidates whose OEAF of DLC examinations are rejected by NIELIT prior to publishing of admit card due to inappropriate photograph submitted by candidate during submission of their OEAF at the online portal of NIELIT may apply for refund of examination fee within a month's time from the date of publishing of Admit Cards at the online portal for a particular examination cycle.
2. The refund amount shall be calculated on the examination fee received from the candidate, excluding the processing fee of Rs. 100/- and shall not include the GST paid by the candidate along with the examination fee.
3. Candidates, who submit their OEAF through approved institute of NIELIT and their OEAF are rejected due to inappropriate photograph, shall be required to submit an NoC from their institute (as per the format at Annexure "A") along with their Examination Fee Refund request.
4. Only those requests which are received at NIELIT Hq before the due date (as mentioned in para 1 above) shall be considered for refund of examination fee.

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## NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT)

<b>Examination Fee Refund Form – Digital Literacy Courses (BCC, CCC, CCC+, ECC)</b>	
<b>A. Details of Transaction Amount / Examination Fee submitted to NIELIT</b>	
Application No. of OEAF	
Name of the Candidate	
Name of the Course	
Examination Cycle	
Type of Candidate (Direct / Through an institute permitted by NIELIT*)	
In case of Institute Candidate, indicate Facilitation No. / Accreditation No. of the institute	
Transaction Amount	
UTR No. / Transaction Number	
Date of Payment /Transaction Date	
Sender / A/c Holder's Name	
Sender IFSC Code	
Demand Note Number	
<b>B. Details of Recipient for Refund of Examination Fee</b>	
Name of the Candidate/ Beneficiary	
Account Number	
Account Holder Name	
IFSC Code	
MICR Code	
Account Type (Saving/Current/...)	
Name of the Bank	
Branch Address	
Bank Passbook (Attached copy of the first page)	
Cancelled Cheque (Attach)	
Contact No.	
Email ID.	

**\* Attach NoC from the institute on their Letter Head (Annexure "A")**

Date: \_\_\_\_\_ Signature of Claimant \_\_\_\_\_  
 Place: \_\_\_\_\_ Name of the Claimant \_\_\_\_\_

### **For office use only:**

The OEAF of candidate has been rejected due to inappropriate photograph submitted the candidate in his/her OEAF No. \_\_\_\_\_.

Verified by: \_\_\_\_\_  
 (Examination Wing, NIELIT Hq)

Date: \_\_\_\_\_

(To be submitted on the letter head of the institute)

Date:\_\_\_\_\_

### **No Objection Certificate**

This is to certify that Mr./Ms.\_\_\_\_\_ has submitted Online Examination Application Form (OEAF) for \_\_\_\_\_ Course vide OEAF Application no. \_\_\_\_\_ from this institute at online portal of NIELIT for appearing in online examination to be/ conducted by NIELIT in the month of \_\_\_\_\_ and is/was a bonafide student of this institute.

This institute has no objection on the request being submitted by the above said candidate for refund of examination fee due to rejection of his/her OEAF on account of inappropriate photograph submitted the candidate in his/her OEAF.

**Signature :**\_\_\_\_\_

**Name :** \_\_\_\_\_ **(Head of Institute/ Authorised Signatory)**

**Name of the institute:**\_\_\_\_\_

**Seal with date**