No. F 8(270)/DoIT/Gen/16/I/6708/2017   Jaipur, Dated: 10/04/2017

Guidelines

Subject: Guidelines for State Government employees for appearing in IT based Computer Courses Rajasthan Knowledge Corporation Limited's (RKCL's) course – Rajasthan State Certificate in Information Technology (RS-CIT) and National Institute of Electronics and Information Technology (NIELIT) course - Course on Computer Concept (CCC) –

Government of Rajasthan hereby permits all Government Employees to undertake RKCL's, RS-CIT course and NIELIT,s **CCC** course. Details of Courses are as follows:

S N	Course	Duration	Eligibility	Total Fee in Rs.	Cash incentive on completion of the course in first attempt	Exclusions
1	RS-CIT	12 Weeks (132 hours) (approx. 3 months)	Open to all	2700/- (including exam fee)	25% of total fees paid	Candidate has not undertaken any similar course such as NIELIT course
2	Course on Computer Concept (CCC)	80 hours	Open to all	2850/- (including Tuition fee + Registration/Exam Fee + Service Tax (as applicable)	25% of total fees paid	Candidate has not undertaken any similar course such as RS-CIT course

Application form for RS-CIT Course : Application form for the course of RS-CIT is to be collected from any Gyan Kendra (list available at www.rkcl.in) and to be submitted at the same and classes to be attended at the same centre.

Application form for CCC Course: Application form for the course of CCC is to be collected from any Centre of NIELIT (list available at http://www.nielit.gov.in) and to be submitted at the same and classes to be attended at the same centre.

Participants for the RS-CIT and CCC courses **should not be above the age of 55 years** as on 1st January of the year of admission.

Fee Reimbursement for RS-CIT / NIELIT Course: All claims pertaining with reimbursement will be submitted to concerning examination agency (RKCL / NIELIT). After due verification the concerning agency (RKCL/NIELIT) will reimburse the fee to individual applicant.

Consolidated statement of reimbursement as per agreed terms & conditions would be submitted by the examination agency to DoIT&C with following details: -

A) RS-CIT Course - RKCL or any IT Gyan Kendra (list available at www.rkcl.in)
B) CCC Course – NIELIT or at the respective NIELIT Centre (list available at http://www.nielit.gov.in)

All submitted documents should be attested / self attested

The candidate has to submit following documents with the claim :-

1. Forwarding letter from the concerning department/office
2. The fee receipt in two copies

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3. Attested copies of the Mark Sheet, Certificate, Degree as proof of completion of the course.
4. Pre-receipt in the format as per Annexure "A", duly signed by the candidate.
5. Copy of repeal bank cheque
6. Contact No., PAN No., Aadhar No., Bank Account No., IFSC Code No., Bank Branch Name
7. Date of Birth Certificate. (Self attested)
8. Copy of applying online application
9. Forwarding letter from Head-of-Office for proofing that candidate had not done any type of computer course.
10. After completion of RS-CIT / CCC course it should be entered in the service book.
11. Employee ID, State Insurance No., GPF No.

Concerning agency will ensure that no duplicate reimbursement is made.

Re-examination fee will not be reimbursed.

The candidate who has already done the computer course from any authorized centres, they need not required to done RS-CIT / NIELIT course.

Fee revision by concerning agency will be applicable only after due approval from DoIT&C

This order is being issued in pursuance to vide FD approval ID No. 171601004 dated 10.10.16.

This order supersedes the Department's earlier order number F8(135)/DoIT/Gen/09/3890 dated 16-07-2012.

This bears the approval of Principal Secretary & Commissioner, IT&C

(A.M.Deshpande)
Technical Director & Jt. Secretary