



Expression of Interest (EOI)

On imparting

**Skill Development of youths in Aspirational Districts in
area of IECT leading to enhancement in Employability**

From

*AICTE approved institutions, professional bodies and competent
training institutes*

**National Institute of Electronics and Information Technology (Calicut)
Under Ministry of Electronics and Information Technology,
Govt. of India.**

P.B. No. 5, NIT Campus Post, Calicut 673601 Kerala
Phone: (0495) 2287266, Mob:9446011266
Web:<http://nielit.gov.in/calicut/>

Contents

Sl. No	Title	Page No.
1	Introduction	3
2	Scope	3
3	Objectives	4
4	Invitation for EoI	4
5	Scope of Work	5
6	Eligibility Criteria	5
7	Criteria for Empanelment	5
8	Procedure for Submission	6
9	Guidelines for Submission of EoI	7
10	Validity of EoI Submitted	7
11	Disclaimer	7
ANNEXURE I	Course and Fee details	9
ANNEXURE II	MoU Covering modalities of conducting the training	10
ANNEXURE II A	List of Documents & Declaration to be collected from candidates	15
ANNEXURE II B	Course Details	16
ANNEXURE II C	NSQF Examination and Certification	17
ANNEXURE II D	Payment Terms	18
ANNEXURE III	Covering Letter Format	19
ANNEXURE IV	Application Form	21
ANNEXURE V	Course Syllabus	24
ANNEXURE VI	Hardware and Software requirements for the courses	27
ANNEXURE VII	Faculty qualification requirement	29
ANNEXURE VIII	Reference Books	30

EXPRESSION OF INTEREST

1.0 Introduction

NIELIT Calicut, is a Centre of NIELIT, an Autonomous Scientific Society of Ministry of Electronics and Information Technology (MeitY), Government of India is engaged in education, training and consultancy services in advanced areas of IECT and/or intended to extend quality education to masses through various schemes and programs.

NIELIT has been awarded the project “**Skill Development of youths in Aspirational Districts in area of IECT leading to enhancement in Employability**” by MeitY. NIELIT Calicut intends to partner with competent firms to impart training through their existing network of training centres/individual institutions in the district of Wayanad.

2.0 Scope

Scope of the project is to train and certify candidates in 3 job oriented skill courses in the district of Wayanad, Kerala

Details of Courses included in the above project are as given below.

Sl. No	Course name	Duration	NSQF Level	Eligibility	No. of Candidates to be trained
1	Certified Data Entry and Office Assistant (Upskilling)	210 Hrs (Theory - 60 Practical - 90 OJT – 30 ES - 30)	3	10th Pass Or 8th Class Pass and pursuing continuous regular schooling Or 8th Class Pass + 2 Years ITI in relevant field Or	30 (SC-11 ST-12 EWS(Women) - 7)
2	Certified Computer Application Accounting and Publishing Assistant	360 Hrs (Theory - 120 Practical - 180 OJT – 30 ES - 30)	3	8th Class Pass + 1 Year of Experience in relevant field Or NSQF Level 2 with 1 Year of Experience in relevant field	30 (SC-12 ST-11 EWS(Women) - 7)
3	Solar-LED Lighting Product (Design and Manufacturing)	350 hrs (Theory & Practical - 350)	4	10 th / ITI /12 th	30 (SC-12 ST-12 EWS(Women) - 6)

OJT – On the job Training

ES – Employability Skills

3.0 Objectives

The broad objectives/aims are:

- Provide training & certification in job oriented skill courses candidates belonging to SC/ST/EWS(Women) category in the district of Wayanad, Kerala so as to increase their entrepreneurship potential as well as employability.
- To generate quality manpower in-line with the Digital India, Make India and Skill India Programs of Govt. of India
- Provide practical skill and knowledge in related areas and increase immediate employment opportunities

4.0 Invitation for EoI

4.1 NIELIT Calicut invites Expression of Interest (EoI) from AICTE approved institutions, professional bodies and training institutes with proven track record capable of conducting skill development courses in the area of Electronics and IT, district of Wayanad, Kerala and provide facilities as per the requirements of NIELIT Calicut.

4.2 Interested applicants may download the format and other documents related to EoI from the website

<https://nielit.gov.in/calicut/content/eoi-0>

4.3 Interested applicants at the time of submission of response to the EoI, should make online payment of **non- refundable fee of Rs. 1,000/- (Rupees one thousand only) as per the details given below.** Failure to do so will result in rejection of the EoI. **(Institutions run by the Government (State & Central) are exempted from the above fee)**

On line payment details

1.	Name of the payee as in bank account	Director, NIELIT, Calicut
2.	Name of the Bank	State Bank of India
3.	Bank Branch (Full address and Telephone Number)	Branch Code : 2207 – NIT Post Calicut, Kerala – Pincode:673601
4.	Bank Account Number	10401158037
5.	Account type	Savings Bank Account
6.	Mode of Electronic Transfer available in bank/Branch	RGTS, NEFT, ECS, CBS
7.	IFSC Code of the Bank (under RTGS)	SBIN0002207
8.	MICR Code	673002012
9.	PAN No.	AAATD0315M
10.	TAN No.	CHNC01148A

4.4 The Expression of Interest must be delivered to the below address

**The Director
NIELIT Calicut
Post Box No. 5
NIT Campus P O
Calicut 673601
Kerala**

Contact details:

Email: trng@calicut.nielit.in

Phone: 0495 2287266, 9446011266

5.0 Scope of Work

- 5.1** The applicant would be required to study the objectives of the proposed training programs and its deliverables. The broad areas of scope of work includes, identification of trainees, registration, imparting training and career guidance and placement support. The areas of training, duration, fee structure and related information are given in **ANNEXURE I**.
- 5.2** Provide / create required infrastructure and conduct the training program as per the course requirement & schedule decided.
- 5.3** Provide quality training and placement support adhering to the time schedule.
- 5.4** The selected / empaneled Training partners shall be considered for the conduct of the training for about 5 months (Upto Feb. 2024).
- 5.5** The training has to be conducted as per the modalities of the broad MoU given under **ANNEXURE II**. All identified Training Institutes/Partners are required to execute the MoU.

6.0 Eligibility Criteria

- 6.1** AICTE approved institutions, professional bodies and training institutes with proven track record in the electronics and IT domain in district of Wayanad, Kerala and which are meeting the specified infrastructure requirement to impart the said training programs are eligible to apply

7.0 Criteria for Empanelment

- 7.1** Interested institutions should submit a letter of interest along with their infrastructure details for conducting the courses mentioned in session 2.0, in the specified format as given in **ANNEXURE III & IV**.

7.2 The information provided should be sufficient to verify that the infrastructure and other requirements are fulfilled as per the requirements to carry out the training.

7.3 The selection/empanelment will be in accordance with the criteria set by NIELIT Calicut and based on the evaluation by the committee constituted for the purpose.

Sr. No.	Criteria
1	No. of students admitted in any NIELIT NSQF course in last 2 years
2	Distance from Municipal body (Nagar Palika/Parishad etc.)
3	Date of Operations Education field (particularly in IT & Electronics courses)
4	Tie-up with industry and previous placement records
5	Training Facility availability

7.4 The short-listed/empaneled institutions will be communicated and on agreeing the terms shall be invited to become a Training partner of NIELIT Calicut by signing the MoU.

7.5 NIELIT Calicut will have the right to reject any or all EoIs, received in response to this invitation and its decision in this regard shall be final and binding.

8.0 Procedure for submission

8.1 Download the detailed information along with application format available in our website

<https://nielit.gov.in/calicut/content/eoi-0>

8.2 Covering letter along with information of contact person should be made strictly as per the format given in **ANNEXURE III**

8.3 Provide information on infrastructure and other relevant information only in the format provided as **ANNEXURE IV**. Information submitted in other formats / incomplete applications will be rejected.

8.4 Attach documentary proof where ever required in support of your claim.

8.5 Add as attachment additional information, if any.

8.6 Attach transaction details of online payment made for Rs.1000/- as given in 4.3.

9.0 Guidelines for submission of EoI

- 9.1** Agency must enclose a covering letter on Agency's Letter Head while sending the application- **ANNEXURE III**
- 9.2** The EoIs must be sent in sealed cover so as to reach NIELIT Calicut within the stipulated date and time. The EoIs will be evaluated strictly as per the laid down criteria. Therefore, before sending the EoI, the bidder agency must ensure that they fulfill all the eligibility criteria. The related proof of experience, details of office set-up etc., as asked for, must be enclosed/detailed out for evaluating the EoIs.
- 9.3** The details must be furnished as per formats enclosed in this document and strictly as per serial order. The information intended to be supplied should be furnished in such a manner that the same satisfies the need/requirement of EoI under various heads and is self-explanatory.
- 9.4** In case desired documents/proofs are not enclosed, the EoI shall be rejected and no clarification/enquiry will be sought/made.
- 9.5** The last date of receiving the EOIs shall be adhered strictly. EOIs received after the last date and time will not be considered and no further action will be taken on such EOIs. However, if the last date is declared as holiday, the next working day on which office is open will be treated as the last date of receiving the EOIs. The EOIs should be physically received in this office at NIELIT Calicut Center. It is also advised to forward a scanned copy of applications with all relevant documents and payment details through email in advance.
- 9.6** The envelopes should be super scribed with **“EoI to Impart Skill Training in Wayanad”**

10.0 Validity of EoI submitted

The EoI submitted by the applicant shall remain valid for a period of 15 days after the closing date (deadline) for submission of EoI prescribed in this document. EoI valid for shorter period may be rejected as non-responsive. NIELIT Calicut may solicit the applicants' consent to an extension of EoI validity (but without the modification in their EoI).

11.0 Disclaimer

- 11.1** The information submitted in response to this EoI may be subject to public release (as per RTI norms). Therefore, do not include proprietary or confidential business information in your response. Applicants responding to this invitation assume the risk of public disclosure if confidential information is included.

- 11.2** This invitation is for information purposes only and does not constitute a solicitation or Request for Proposal (RFP). This notice is not to be construed as a commitment by the NIELIT to contract for services. Please be advised that NIELIT Calicut will not pay for any information provided as a result of this invitation and will not recognize or reimburse any cost associated with any EoI submission.
- 11.3** This EoI does not entail any commitment on the part of NIELIT Calicut, either financial or otherwise.
- 11.4** NIELIT Calicut reserves the right to accept or reject any or all EoI without incurring any obligation to inform the affected applicant/s of the reasons.
- 11.5** NIELIT Calicut empanelment as Training Institute does not create any obligation on the part of NIELIT Calicut in terms of providing business or in any other area.
- 11.6** At any time prior to deadline for submission of EoIs, NIELIT Calicut may for any reason, modify the EoI document. The amendment document shall be notified through website and such amendments shall be binding on them.

ANNEXURE I

Details of Fee to be paid to Training Institutes

Fee Structure

The approved institute shall be paid fee per student on successful completion of the training & certification as per the payment terms given below

Sl. No	Course name	* Typical Tuition Fee per Student to Institutes (Rs.) (GST extra)	* Typical Exam Fee per Student (Rs.) (GST extra)
1	Certified Data Entry and Office Assistant (Upskilling)	5,400/-	800/-
2	Certified Computer Application Accounting and Publishing Assistant	9,900/-	1300/-
3	Solar-LED Lighting Product (Design and Manufacturing)	10,500/-	1300/-

* Subject to change as per the criteria of funding agency

Fee mentioned includes

- i. Mobilization of students and Admission as per eligibility and community criteria
- ii. Registration of students in the NIELIT Calicut & NIELIT HQ
- iii. Payment of Examination fee as per NIELIT norms
- iv. Facility for conducting the exam (online theory and practical)
- v. Placement assistance, career guidance, employability skill (ES) & on the job training (OJT)
- vi. Course material

Payment terms: 100% only on successful completion of training & certification as per the criteria of funding agency. Training Institute should submit GST invoice based on the number of candidates certified.

ANNEXURE II

MEMORANDUM OF UNDERSTANDING (MoU)

(on Rs. 100/- stamp paper)

This agreement entered into on this.....day of between **NIELIT CENTRE name** (a unit of **NIELIT Society**, which is an autonomous scientific society of Ministry of Electronics & Information Technology, Government of India), P.B No.5, NIT Campus Post, Calicut 673 601 (hereinafter referred to as **First Party** which term and expression shall mean and include its successors and assignees) represented by its Head/Director on the **ONE PART**:

AND

The <.....Training Partner.....> (hereinafter referred to as **SECOND PARTY** which expression shall include its successors and assignees) and represented by authorized signatory Mr XXX, Head /Director on the **OTHER PART**:

WHEREAS First Party invited applications for providing training for “Skill Development of youths in Aspirational Districts in area of IECT leading to enhancement in Employability” with assistance of MeitY, Govt. of India and whereas the **SECOND PARTY** tendered to provide the same.

AND WHEREAS **FIRST PARTY** awarded the contract for the said training to

SECOND PARTY, after due process of Shortlisting the training partner.

AND WHEREAS **SECOND PARTY** has a security deposit in favor of **FIRST PARTY** for the due fulfillment of his obligation under this deed – Deposit amount of `XXXX/- being 5 percent of the training fee for batch of 30 candidates for the course <Course Name> (in the form of DD or Bank Guarantee No. dated)

WHEREAS **FIRST PARTY** and **SECOND PARTY** desire to mutually associate with each other to commence the **training program in “Skill Development of youths in Aspirational Districts in area of IECT leading to enhancement in Employability”** through its training centres in the said district of said state.

Now it is hereby agreed by and between the two parties hereto as follows:

1. SCOPE: **SECOND PARTY** will conduct training program in “**Skill Development of youths in Aspirational Districts in area of IECT leading to enhancement in Employability**” through its centre in Wayand District of the state of Kerala for the course <Course Name>.

1.1. Training program: “Skill Development of youths in Aspirational Districts in area of IECT leading to enhancement in Employability” as per details strictly as per NIELIT NSQF norms, Qualification file of the course and project guidelines.

1.2. SECOND PARTY through its district coordinator will ensure the availability of necessary infrastructure and qualified and trained faculty suitable for conducting the respective training programs at the respective training centre.

1.3. The maximum number of candidates to be trained in the Wayand district of the state of Kerala for the course <Course Name> is 30 per batch.

2. OBLIGATION OF SECONDPARTY:

2.1. “Skill Development of youths in Aspirational Districts in area of IECT leading to enhancement in Employability” for the Wayand district of the state of Kerala for the course <Course name>,

2.1.1. SECONDPARTY shall coordinate the selection of the candidates based on the applications received and shall register the candidates in NIELIT Calicut portal.

2.1.2. SECONDPARTY proposing to conduct the training program shall furnish an undertaking that it fulfills all the necessary requirements in terms of infrastructure, hardware, software, faculty and library if applicable, etc for conducting the training programs and shall allow the **FIRST PARTY** personnel or its representatives for inspections of the training centre if they so desire.

2.1.3. If the training is not carried out to the satisfaction of **FIRST PARTY**/end user and if the behavior or character or conduct of the personnel engaged by the **SECONDPARTY** are found to be unsatisfactory at any time during the period of operation of the contract, **FIRST PARTY** reserves the right to terminate the contract with one month’s notice and if the contract is so terminated the **SECONDPARTY** shall not have any claim whatsoever for compensation for the remaining period of contract. The security deposit of the **SECONDPARTY** shall be forfeited in such cases.

2.1.4. SECONDPARTY or its district office shall monitor and coordinate the training programs conducted through its training centre and ensure that the training programs are conducted as per the criteria mentioned in Qualification File (QF) of the courses available at National Qualification Register <https://nqr.gov.in/>, NIELIT NSQF norms, and project implementation SoP/norms.

2.1.5. SECONDPARTY shall ensure that the persons employed for training possess the minimum essential qualification(s) and maintain a trainee: PC/lab practical training instruments ratio of 2:1 to ensure quality of the program

2.1.6. SECONDPARTYs Training charges for the Courses (includes GST) as per NSQF training fee rates per candidate, covers cost of publicity & study material also.

2.1.7. SECONDPARTY shall maintain a Student Registration Register, a Student Record Register and Student Attendance Register as given below.

(a) Student Registration Register: Student Registration Register shall contain details like Serial No.; Student Name & Address; Student ID Number; Date of Admission; Course Name, Course Code & Duration; Batch Code, Start Date & End Date, Gender, date of birth, caste, community details and income certificate.

(b) Student Record Register: Student Record Register shall contain details like Serial No.; Student Name; Student ID; Course Name; Period of Study; Assignment/Test paper/Model Exam Nos. & marks/Grades awarded.

(c) Attendance Register: with signatures of the candidates for each of the day’s attendance

SECOND PARTY will be responsible for the verification and maintaining record of all relevant documents of the beneficiary like educational qualification, caste certificate etc.

2.1.8. SECOND PARTY shall print and distribute the necessary Course material/handouts for the program as per the syllabus/course material mentioned in QF.

2.1.9. SECOND PARTY will ensure the quality of the training programme by implementing a Two-Tier Evaluation Project: (1) Continuous evaluation by means of Assignments & Class Tests and (2) Final Evaluation by NIELIT as per Examination for NIELIT NSQF aligned courses.

2.1.10. SECOND PARTY shall tie-up with the local industries for providing placement assistance for the candidates.

2.1.11. SECOND PARTY shall provide any other reports or information required by **FIRST PARTY** in connection with this training program.

2.1.12. SECOND PARTY shall nominate a **Co-ordinator/authorized contact person** for this project.

2.1.13. SECOND PARTY shall not sub-contract the whole or part of the contract or assign the contract or any part thereof to any other third Party

3. OBLIGATION OF FIRST PARTY:

FIRST PARTY shall counter verify the documents of the candidates uploaded in the Calicut portal and shall coordinate the registration of candidates in NIELIT HQ portal for course registration and Exam registration.

Payment terms: Payment shall be made on completion of the courses and further certification of candidates based on the actual number of candidates certified on receipt of invoice along with relevant documents as applicable online through portal, to **SECOND PARTY**.

4. Tenure /Renewal of the Agreement

This agreement shall come into force when duly signed by the representatives of both the parties and shall be valid for a period of **One Year** from the date of such signing. On the expiry of One year, parties hereto shall be entitled to renew by mutual consent on such terms as may be then be agreed upon. If not renewed, **SECOND PARTY** shall be entitled to stop conducting the training program for the candidates in this project. Before such action, both the parties shall ensure that the Courses already started are fully completed, examination conducted and certificates issued. This agreement shall not be terminated until successful completion of any pending Course.

5. Breach of Terms of this Agreement

If either party commits breach of any of the terms of this agreement, the other party may bring the fact of breach to the notice of the former and the former shall immediately take steps to rectify the breach and in case he fails to do so and the breach continues for a period of 1 Month, the aggrieved party may treat this agreement as repudiated by the other party and forthwith serve a notice of termination and the aggrieved party will have the right to claim from the other party the damages in respect of losses already sustained by him for the unexpired period of the agreement on account of such termination of the

agreement. The agreement will automatically be terminated within 1 month after the receipt of such notice, subject to the liability and arbitration clause. In the event of breach of any of the terms and conditions of the agreement signed by the **SECOND PARTY**, the security deposit will also be forfeited.

In case of any such termination of this agreement, in the middle of a Course, which has already been started, both the parties should take sufficient steps so as to complete the Course, already started. Termination of the agreement should be implemented in such a way that the future of the students/trainees is not affected by the termination. In case of such termination of the agreement, both the parties shall ensure that the Courses already started are fully completed, examination conducted and certificates issued.

6. Termination of contract

The contract is liable to be terminated by either side on one month's notice. Abrupt termination or breach of the contract by the **SECOND PARTY** for reasons attributable to the **SECOND PARTY** will entail forfeiture of the Security Deposit of the **SECOND PARTY**.

If the **SECOND PARTY** (a) abandons the contract or has failed to proceed with the work or does not adhere to the committed schedules or technological requirements due to negligence or the progress on any particular item or items is slow (b) has failed to execute the work in accordance with the terms and conditions of the contract, (c) is persistently or frequently neglecting to carry out their obligation under the contract, then **FIRST PARTY** shall be competent to terminate the contract unilaterally at its discretion at any time without notice and without paying any compensation or any other amounts and to proceed with the balance of the work through any other agencies and the **SECOND PARTY** is liable to compensate **FIRST PARTY** for losses incurred by it in such cases. In such termination of the contract, the Security Deposit made by the **SECOND PARTY** shall also be forfeited

7. Jurisdiction

This Agreement shall be governed by the Laws of Indian Union in force. Both the parties here in agree that all disputes between them shall be subject to the jurisdiction of courts in the Calicut district of Kerala state.

8. Arbitration or Mediation

Any dispute arising between the parties if not resolved between them shall be referred after mutual consent of both the parties to an arbitrator or mediator. The selection of the arbitrator shall be decided by the above parties mutually.

In case of termination of this agreement, in the middle of a Course, which has already been started, both the parties should take sufficient steps so as to complete the Course, already started. Termination of the agreement should be implemented in such a way that the future of the students/trainees is not affected by the termination. In case of such termination of the agreement, both the parties shall ensure that the Courses already started are fully completed, examination conducted and certificates issued.

9. Modifications

The modifications in the Agreement can be done with the mutual consent of both the parties but strictly in line with the project guidelines.

10. The application, submitted documents by **FIRST PARTY to SECOND PARTY**, all the annexures and the record of the negotiation meeting held between **FIRST PARTY** and **SECOND PARTY** also form part and parcel of this agreement.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed in duplicate on the day and the year first above written

AGREED:

For (**FIRST PARTY**)

For (**SECOND PARTY**)

(Institute Head signature & stamp)

(Institute Head signature & stamp)

(Name in Block Letters)

(Name in Block Letters)

Name of FIRST PARTY	Name of SECOND PARTY
Address	Address
Contact Details	Contact Details
E-mail ID	E-mail ID
Web	Web

Witness 1:

Witness 2:

Signature.....

Signature.....

Name
(in Block Capital Letters)

Name
(in Block Capital letters)

Address

Address

.....
.....

Contact No.

Contact No.

Annexure II A

List of documents to be collected from the candidates and to be verified against originals as applicable, at the time of admission.

1. Duly filled application form
2. Caste certificate in original as per central government format (*only SC/ST /EWS(Women) candidates are eligible*)
3. Income certificate of EWS candidates
4. Educational qualification certificate
5. Aadhar Card
6. Passport size photograph – 1 no. (in application form)
7. Self-declaration in the format given below

Any other certificate as demanded by the funding agency.

The above documents shall be maintained at the training centre and also uploaded in NIELIT Calicut portal.

Self-Declaration

I, _____, S/o/D/o
_____, resident of

_____ hereby solemnly affirm that

I understand that I will not discontinue the coaching in between. In case I do, I will be liable to refund the amount spent on coaching to the Government as per rules.

All the information provided by me along with the application are true to the best of my knowledge and if any of them are found to be false or incorrect I shall be liable to such action as the Institute may deem proper

Signature of the Candidate

Annexure II B

Course Details

Sl. No	Course name	Duration	NSQF Level	Eligibility
1	Certified Data Entry and Office Assistant (Upskilling)	210 Hrs (Theory - 60 Practical - 90 OJT – 30 ES - 30)	3	10th Pass Or 8th Class Pass and pursuing continuous regular schooling Or 8th Class Pass + 2 Years ITI in relevant field Or
2	Certified Computer Application Accounting and Publishing Assistant	360 Hrs (Theory - 120 Practical - 180 OJT – 30 ES - 30)	3	8th Class Pass + 1 Year of Experience in relevant field Or NSQF Level 2 with 1 Year of Experience in relevant field
3	Solar-LED Lighting Product (Design and Manufacturing)	350 hrs (Theory & Practical)	4	10 th / ITI / 12 th

OJT – On the job Training

ES – Employability Skills

Annexure II C

NSQF Examination and Certification

Examination would be conducted by NIELIT HQ in line with the syllabus prescribed in Qualification file of the course.

- **Examination:** Theory Examination would be conducted through online mode by Examination Section NIELIT HQ, at the end of the course for assessing the overall knowledge of the participants along with NSQF Course Exams. Practical examinations will be conducted by NIELIT Calicut.
- **Certification:** All the successful participants would be issued Digital Certificate as in case of NIELIT NSQF scheme

The following pattern will be followed for Examination and Certification by NIELIT

Sl No	Course	Examination Components					Total Marks
		1 st – Theory Exam	2 nd - Practical Exam	3 rd - ES / Internal Assessment	4 th - OJT/ Assignment / Project	5 th	
1	Certified Data Entry and Office Assistant (Upskilling)	No. of Papers -1 Duration-90 min. No. of Questions - 100 Marks - 100	No. of Paper -1 Duration-120 min. Marks - 60	Employability Skills (ES) Marks - 20	On the Job Training (OJT) Marks - 20	Typing Speed (min. 35wpm) No Marks	200
2	Certified Computer Application Accounting and Publishing Assistant	No. of Papers -2 Duration-90 min. each No. of Questions - 100 each Marks - 200	No. of Paper -1 Duration-180 min. Marks - 90	Employability Skills (ES) Marks - 30	On the Job Training (OJT) Marks - 30	Nil	350
4	Solar-LED Lighting Product (Design and Manufacturing)	No. of Questions - 100 each Marks - 200	Marks - 90	Internal Assessment Marks - 30	Project Marks - 30	Nil	350

- Pass percentage would be 50% marks in each component, with aggregate pass percentage of 50% and above.
- No negative marks for theory MCQ examinations
- Fee for each theory exam – Rs.500+GST & Practical – Rs.300+GST (has to be paid by the institute/student and will be reimbursed to successful candidates along with tuition fee.)

Grading will be as given below

Grade	S	A	B	C	D
Marks Range in %	≥85%	≥75% - <85%	≥65% - <75%	≥55% - <65%	≥50% - <55%

Annexure II D

Payment Terms

Fee Structure

The approved institute shall be paid fee per student on successful completion of the training & certification as per the payment terms given below

Sl. No	Course name	* Typical Tuition Fee per Student to Institutes (Rs.) (GST extra)	* Typical Exam Fee per Student (Rs.) (GST extra)
1	Certified Data Entry and Office Assistant (Upskilling)	5,400/-	800/-
2	Certified Computer Application Accounting and Publishing Assistant	9,900/-	1300/-
3	Solar-LED Lighting Product (Design and Manufacturing)	10,500/-	1300/-

* Subject to change as per the criteria of funding agency

Fee mentioned includes

- vii. Mobilization of students and Admission as per eligibility and community criteria
- viii. Registration of students in the NIELIT Calicut & NIELIT HQ
- ix. Payment of Examination fee as per NIELIT norms
- x. Facility for conducting the exam (online theory and practical)
- xi. Placement assistance, career guidance, employability skill (ES) & on the job training (OJT)
- xii. Course material

Payment terms: 100% only on successful completion of training & certification as per the criteria of funding agency. Training Institute should submit GST invoice based on the number of candidates certified.

ANNEXURE III - Covering Letter Format

Format for covering letter (To be submitted on the Letter head of the applicant institution)

Ref: _____

Date. _____

To

The Director
NIELIT Calicut
P B No. 5, NIT Campus P O
Calicut 673 601, Kerala

Dear Sir,

Subject: EoI for conduct of SC/ST/EWS(Women) in the Wayanad district of Kerala.

1. Having examined the EoI document, we, the undersigned herewith submit our response to your EoI for Imparting Skill Training for SC/ST/EWS(Women) in the Wayanad district of Kerala.
2. We have read the provisions of the EoI document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our EoI shall not be given effect to.
3. We would like to declare that we are not involved in any litigation with any State/Central Government in India and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
4. We hereby declare that all the information and statements made in this EoI are true and accept that any misrepresentation contained in it may lead to our disqualification.
5. We understand that NIELIT Calicut is not bound to short-list / accept any proposal received in response to this EoI.
6. We understand that Empanelment with NIELIT Calicut does not guarantee that every /any of the applicants be awarded a project /assignment.

Our correspondence details / authorized person to deal with regard to this EoI is:

	Information	Details
1	Name of the Contact Person	
2	Designation and contact address of the person to whom all references shall be made regarding this EoI	
3	Telephone, Mob: number	
4	Mobile number & email id of the Contact Person	
5	Corporate website URL	

We hereby declare that our proposal submitted in response to this EoI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Yours sincerely,

Signature:

[Authorized person)

Name, title with seal

Encl: Duly filled Application form.

ANNEXURE IV

Application Performa for Expression of Interest for Empanelment of Training Institutes for the conduct of Skill Training for SC/ST/EWS(Women) in the Wayanad district of Kerala <i>(Separate application to be submitted for each Training Centre)</i>		
1	NAME OF THE INSTITUTE	
2	FULL ADDRESS WITH PHONE//E.MAIL	
3	EOI SUBMITTED FOR (state)	
4	EOI SUBMITTED FOR (list of courses)	1. 2. 3.
5	DATE / YEAR OF ESTABLISHMENT	
6	LEGAL STATUS / REGISTERED UNDER	
7	AFFILIATION (AICTE/UGC/NSDC/Any other Govt. bodies)	
8	NATURE OF ACTIVITY	
9	COURSES OFFERED AT PRESENT	
10	INFRASTRUCTURE DETAILS (HARDWARE-IT)	
11	INFRASTRUCTURE DETAILS (SOFTWARE)	
12	NO. OF COMPUTER LABORATORIES & DETAILS OF INTERNET CONNECTIVITY	
13	PROXIMITY / NEAR BY TOWNS, HQ, DISTRICT HQ	
14	DETAILS OF ELECTRONICS EQUIPMENT & LABORATORIES	
15	DETAILS OF POWER BACKUP	

16	DETAILS OF SIMILAR PROGRAMS CONDUCTED& GOVT. SCHEMES IF ANY	
17	DETAILS OF FACULTIES IN THE AREA OF ELECTRONICS & IT WHO CAN BE SPARED FOR THIS PROGRAM	
18	NUMBER OF CLASS ROOMS AVAILABLE	
19	DETAILS OF LIBRARY AND BOOKS AVAILABLE IN THE RELEVANT FIELDS	
20	CONTACT PERSON	
21	DATE FROM WHICH THE PROGRAMS CAN BE LAUNCHED.	
22	IS IT POSSIBLE TO CONDUCT THE TRAINING ON HOLIDAYS & EVENINGS.	
<i>Attach additional sheet, if the space is not sufficient and mark as ANNEXURE --- (with Sr. No)</i>		
Attach documentary proof wherever necessary		

19. Details of registration fee paid

Amount*	Online Transaction Details	Date of Payment
Rs 1000/-		

*Only Rs 1000/- is to be paid by the Training institute even if applying for multiple training centers

20. Signature of Authorized person with Name & Date

21. Declaration

(i) I, _____ son of _____ have read and understood the RULES / GUIDELINES for Empanelment of Training Institutes for the implementation of Skill Development Programs.

(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 my /our institution.

(iii) I am aware that in case any information given by me is false or misleading, the Institute would be debarred from the conduct of training programs and / or debarred besides being subjected to any other action that may be deemed fit by NIELIT Calicut.

(iv) I agree to abide by the decisions of the NIELIT Calicut in respect of my application for permission to empanel our Institute for the implementation of Skill Development Programs.

Signature:

Name:

Designation:

Seal of the organization

ANNEXURE V- Course Syllabus

1. Certified Data Entry and Office Assistant (Upskilling)

Duration: 210 hrs.

NSQF Level : 3

Eligibility: 10th Pass **Or** 8th Class Pass and pursuing continuous regular schooling **Or** 8th Class Pass + 2 Years ITI in relevant field **Or** 8th Class Pass + 1 Year of Experience in relevant field **Or** NSQF Level 2 with 1 Year of Experience in relevant field

Job roles: Data Entry Operator, Technical Assistant, Computer Operator

Course Structure

Title of Unit	Estimated Learning Hours
Introduction to Computer	5
Introduction to GUI Based Operating System	5
Elements of Word Processing	20
Spreadsheets	20
Introduction to Internet, WWW and web browsers	20
Communication and Collaboration	5
Application of presentations	20
Application of Digital Financial Services	5
Data Entry / Typing Test (in English)	50
OJT/Project	30
Employability Skills	30
Total Duration (Hours)	210

For more details and detailed curriculum

<https://nqr.gov.in/qualifications/3407>

<https://nqr.gov.in/sites/default/files/Annexure%201%20Model%20Curriculum.pdf>

2. Certified Computer Application Accounting and Publishing Assistant

Duration: 360 hrs.

NSQF Level : 3

Eligibility: 10th Pass **Or** 8th Class Pass and pursuing continuous regular schooling **Or** 8th Class Pass + 2 Years ITI in relevant field **Or** 8th Class Pass + 1 Year of Experience in relevant field **Or** NSQF Level 2 with 1 Year of Experience in relevant field

Job roles: Office Assistant, Desktop Publisher, Account Assistant, Technical Assistant. Can start their own Small Scale business and can be self-employed.

Course Structure

Title of Unit	Estimated Learning Hours
Computer Fundamental and Office Automation Software	60
Introduction to Financial Accounting	60
Preparation of Accounting Books using Accounting Packages	90
Concepts of Desktop Publishing Software	90
OJT/Project	30
Employability Skills	30
Total Duration (Hours)	360

For more details and detailed curriculum

<https://nqr.gov.in/qualifications/3406>

<https://nqr.gov.in/sites/default/files/Annexure-1Model%20Curriculum.pdf>

3. Solar-LED Lighting Product (Design and Manufacturing)

Duration: 350 hrs.

NSQF Level : 4

Eligibility: 10th / ITI / 12th

Job roles: Technician or Service Engineer. The participant undergoing training will be able to design and develop small LED based products along with installation and maintenance of small SPV system.

Course Structure

Title of Unit	Estimated Learning Hours
Introduction of light sources and their characteristics	70
Study of led and light sources	70
Design of led based products	70
Introduction of solar photo voltaic cells	70
Installation and maintenance of solar panel	70
Total Duration (Hours)	350

For more details and detailed curriculum

<https://nqr.gov.in/qualifications/176>

https://nqr.gov.in/sites/default/files/Annexure%20I_8.pdf

4. **Employability Skills (Module common for courses 1 & 2)**

Module Structure

Title of Unit	Estimated Learning Hours
Introduction to Employability Skills	1
Constitutional values - Citizenship	1
Becoming a Professional in the 21st Century	1
Basic English Skills	2
Communication Skills	4
Diversity & Inclusion	1
Financial and Legal Literacy	4
Essential Digital Skills	3
Entrepreneurship	7
Customer Service	4
Getting ready for apprenticeship & Jobs	2
Total Duration (Hours)	30

For more details

https://www.nqr.gov.in/sites/default/files/30%20hours%20MC%20-Employability%20Skills_v4-DGT_0.pdf

ANNEXURE VI

Hardware and Software requirements for the Courses

Hardware Requirements

Sl. No	Course	Hardware Requirement
1	Certified Data Entry and Office Assistant (Upskilling)	Desktops/Laptop: x86/64 CPU architecture, 6th gen or higher, Intel or AMD CPU, 4 GB RAM or higher, 20 GB of available disk space
2	Certified Computer Application Accounting and Publishing Assistant	Processor: Core-2 or Above Memory: Min. 2 GB RAM Disk space: Min. 160 GB UPS, Printer
3	Solar-LED Lighting Product (Design and Manufacturing)	Resistance of different value & Wattage ratings, Capacitor of different types Transistors – BC 546, BC 547, SL 100, 2N3055, Rectifier Diodes, Step down Transformers of different ratings Zener Diode of different values, LED of different colors and wattages for lighting purposes, Electronics & Electrical Tool Kit (5 nos) 3 Pin Voltage Regulators(7805,7905,7812,7912), Connecting wires , Logic GATE ICs PWM IC's (TL 494, LD7575PS,DAP008) OPAMP/Comparator(LM 324,LM 339) Digital Multimeter, CRO, Function Generator DC Regulated Power Supply (0-15V, 10 A) Linear & Digital IC Tester), Clamp meter (AC/DC) Soldering Iron, Solder Wire(80/20) Soldering Flux(liquid/paste) Microwatt Soldering Iron, Desoldering Station, Desoldering Pump Power Inverter sets, Stabilizer/CVT Battery Charger, Solar panels of different wattages & types, Bread board, Lux meter Hot air gun, Flux Remover etc

Software Requirements

Sl. No	Course	* Software Requirement
1	Certified Data Entry and Office Assistant (Upskilling)	<ul style="list-style-type: none"> ➤ Operating System (Windows/Linux) ➤ Web Browser ➤ Antivirus latest & Internet Connectivity ➤ Microsoft Office / Libre Office ➤ Typing Master
2	Certified Computer Application Accounting	<ul style="list-style-type: none"> ➤ Microsoft-Office or Libre Office, Tally .ERP 9 ➤ Concepts of Image Editing & Advertising-

	and Publishing Assistant	Adobe In Design, Adobe Photoshop or Free open source alternate Software ➤ Graphics Designing - Corel Draw, Adobe Flash or Free open source alternate Software ➤ Windows 7/Latest or Free open source alternate Operating System ➤ Antivirus latest & Internet Connectivity
3	Solar-LED Lighting Product (Design and Manufacturing)	Nil

Original licenses need to be obtained wherever necessary. Open-source software are allowed.

ANNEXURE VII

Faculty Qualification Requirement

Sl No	Course	Faculty	Support Staff
1	Certified Data Entry and Office Assistant (Upskilling)	<u>At least a Diploma/B.E./B. Tech with minimum 2 year's relevant experience for B.E./B. Tech or Minimum 2 years teaching experience plus 2 years relevant experience for Diploma.</u>	<u>At least Diploma with Minimum two-year relevant experience.</u>
2	Certified Computer Application Accounting and Publishing Assistant	At least a Diploma/B.E./B. Tech with minimum 2 year's relevant experience for B.E./B. Tech or Minimum 2 years teaching experience plus 2 years relevant experience for Diploma.	At least Diploma with Minimum two-year relevant experience
3	Solar-LED Lighting Product (Design and Manufacturing)	BE/B.Tech (Electrical, Electronics & ECE) or MSc (Electronics) with 6 month relevant experience	3 yr. Diploma (Electrical, Electronics or ECE) or B. Sc (Electronics)

Notes:

- a) Experience whatever is mentioned in the relevant field only
- b) Candidate with higher or equivalent qualification is also eligible
- c) A faculty for teaching Employability Skills may also be required as the same is also desired in NSQF courses.

Common for all courses

Technical Skills	<ul style="list-style-type: none"> • Good knowledge of relevant Application software
Other Skills	<ul style="list-style-type: none"> • Should be able to communicate well in English • Good command on regional language • Knowledge of Working on Computers • Should be able to prepare lesson plan, deliver the courses through the specified media as per schedule • Should be able to inspire the trainees & evaluate and assess the trainees • Should be able to monitor progress and give feedback to trainees • Should be able to maintain MIS related to training

ANNEXURE VIII

Reference Books

Sl. No	Course	Text Books / Reference Books
1	Certified Data Entry and Office Assistant (Upskilling)	-
2	Certified Computer Application Accounting and Publishing Assistant	<ol style="list-style-type: none">1. Computer Fundamentals - Latest Edition By Pradeep K. Sinha, Priti Sinha2. BPB's Office 2010 Course Complete Book For Learning Better And Faster By Prof. Satish Jain, Kratika, M.Geetha3. GST Accounting Using Tally .ERP 94. DTP (Desktop Publishing) Training Guide By Prof. Satish jain
3	Solar-LED Lighting Product (Design and Manufacturing)	-