

**Last Date: 27-06-2024**  
**Time: 15:00 Hrs**

**NATIONAL INSTITUTE OF ELECTRONICS AND  
INFORMATION TECHNOLOGY, CALICUT**

**P. O. NIT Campus,  
Calicut – 673601, Kerala  
Tel.: 0495-2287266  
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**EOI Enquiry for Conducting NIELIT Courses in Karnataka  
Under DGE Project**

**EOI DOCUMENT**

**EOI Enquiry no: NIELIT-CLT/2024/DGE**



<https://nielit.gov.in/calicut/index.php>

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## 1. About NIELIT & Calicut Centre

National Institute of Electronics & Information Technology (NIELIT), an Autonomous Scientific Society under the administrative control of Ministry of Electronics & Information Technology (MoE & IT), Government of India, was set up to carry out Human Resource Development and related activities in the area of Information, Electronics & Communications Technology (IECT). NIELIT is engaged both in Formal & Non-Formal Education in the area of IECT besides development of industry oriented quality education and training programmes in the state-of-the-art areas. NIELIT has endeavoured to establish standards to be the country's premier institution for Examination and Certification in the field of IECT. It is also one of the National Examination Body, which accredits institutes/organizations for conducting courses in IT in the non-formal sector.

As on date, NIELIT has forty seven (47) centers located at Agartala, Aizawl, Ajmer, Alawalpur, Aurangabad, Bhubaneswar, Calicut, Chandigarh, Chennai, Chuchuyimlang, Churachandpur, Delhi, Dibrugarh, Gangtok, Gorakhpur, Guwahati, Haridwar, Imphal, Itanagar, Jammu, Jorhat, Kohima, Kolkata, Kokrajhar, Kurukshetra, Lakhanpur, Leh, Lucknow, Lunglei, Majuli, Mandi, Pasighat, Patna, Pali, Ranchi, Senapati, Shillong, Shimla, Silchar, Srinagar, Tezpur, Tura and Tezu with its Headquarters at New Delhi. It is also well networked throughout India with the presence of about 700 + institutes.

Over the last two decades, NIELIT has acquired very good expertise in IT training, through its wide repertoire of courses, ranging from "O" Level (Foundation), "A" Level (Advance Diploma), "B" Level (MCA equivalent), "C" Level (M-Tech level), IT literacy courses such as CCC (Course on Computer Concept), BCC (Basic Computer Course) and other such long term and short term course in the non-formal sector like courses on Information Security, ITeS-BPO(Customer Care/Banking), Computer Hardware Maintenance (CHM- O/A level), Bio-Informatics (BI-O/A/B level), ESDM etc, besides, high end courses offered by NIELIT Centres at Postgraduate level (M.Tech) in Electronics Design & Technology, Embedded Systems etc. which are not normally offered by Universities/Institutions in the formal sector, in association with the respective state Universities.

The basket of activities of NIELIT is further augmented by the wide range of projects that it undertakes. NIELIT has demonstrated its capability and capacity to undertake R&D projects, consultancy services, turnkey projects in office automation, software development, website development etc. NIELIT is also the nodal implementing agency on behalf of DeitY for Data Digitization of the population of 15 assigned States and 2 Union Territories for the creation of National Population Register (NPR) project of Registrar General of India (RGI).

NIELIT is also successfully executing the Agriculture Census and Input Survey project under which tabulation of about 10 core data records have to be done. NIELIT has planned a roadmap for adopting appropriate pedagogy for metamorphosing NIELIT into an Institute of National Importance.

## **About NIELIT Calicut**

NIELIT Calicut was established as the Centre for Electronics Design and Technology (CEDT) in 1989. The primary focus of the centre is on imparting industry-relevant knowledge and skills through various formal and non-formal training programs targeting both fresh graduates and working professionals. The centre is also engaged in R & D as well as product development and industrial consultancy services in the electronics and information technology domains and is recognised as a Scientific and Industrial Research Organisation (SIROs), by the Ministry of Science and Technology, Government of India.

Apart from the M Tech in Embedded systems and MTech in Electronics System Design as the formal programs, NIELIT Calicut offers advanced technology training in AI, Cloud computing, information security, Embedded systems, IoT, Industrial Automation, VLSI design and 3D printing & Additive Manufacturing in online, blended and classroom modes delivered with the help of modern ICT tools. NIELIT Calicut is associating with the prestigious C2S- SMDP project, DRONE and allied technologies, ISEA (Information Security Education and Awareness) and Future Skills PRIME capacity building projects (3D Printing and Additive Manufacturing, AI, IoT - technology streams) of Ministry of Electronics and Information Technology (MeitY), Government of India. NIELIT Calicut also has successfully taped out an array signal processor ASIC and fabricated the chip at the SCL facility. The centre has also established the Virtual Prototyping Lab (SMART Lab) funded by the MeitY which can cater to the hardware prototyping needs of up to 200 concurrent users (students, researchers, faculty, startups or innovators) from anywhere and at any time. Located in the picturesque lush green campus near Kozhikode City, the centre handles the activities of the NIELIT in Kerala, Karnataka, and the Lakshadweep Islands.

## **2. Invitation for EOI**

2.1 NIELIT Calicut invites Expression of Interest (EOI) from democratic, secular and independent service organization/society registered under the Societies Registration Act, and imparting education and development works for SC/ST job seekers in Bengaluru, Karnataka / Colleges (conducting regular Computer science or Electronics Degree/ Diploma approved by UGC/AICTE/DoTE) located within the state of Karnataka to provide infrastructure and mobilize candidates for conducting NIELIT NSQF Courses (1Year Part time) for SC/ST jobseekers with stipend support. This scheme is sponsored by Directorate General of Employment (DGE), New Delhi. The detailed infrastructure requirement is given in Annexure-V.

**Training is to be conducted for the following two NIELIT NSQF Courses in the state of Karnataka @ Bengaluru.**

| Sl no. | Name of the Course                                     | NSQF Level | Eligibility   | Duration (in Hrs) |
|--------|--|------------|---|-------------------|
| 1      | Office Automation, Accounting and Publishing Assistant | 3          | 10th Class Pass or<br>8th Class Pass with 2 years of NTC/ NAC after class 8 <sup>th</sup> or<br>8th Pass and pursuing continuous schooling in regular school with vocational subject or<br>8th Grade pass with 2 years of experience in the IT-ITeS Sector  | 690               |
| 2      | Cyber Secured Web Development Associate                | 4          | 12th Grade Pass<br>Or<br>Completed 2nd year of 3-year diploma (after 10th) and pursuing a regular diploma in relevant<br>Or<br>10th grade pass plus 2-year NTC<br>Or<br>10th grade pass plus 1-year NTC and 1-year NAC<br>Or 10th grade pass and pursuing continuous schooling<br>Or<br>10th Grade Pass with 2 years relevant experience<br>Or<br>Previous NSQF Level 3 in relevant sector with minimum education as 8th Grade pass with 3 years relevant experience<br>Or<br>Previous NSQF Level 3.5 in relevant field with 1.5-year relevant experience | 990               |

2.2 Interested applicants are advised to study the EOI document carefully. Submission of EOI shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications.

2.3 Interested applicants may download the format and other documents related to EOI from the website [www.nielit.gov.in/calicut/index.php](http://www.nielit.gov.in/calicut/index.php)

2.4 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. (Institution run by the Government (State & Central) are exempted from the above fee)

### Online 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   |

2.5 The EOI document must be delivered to the below address by **15:00hrs on 27th June 2024**. Bids received after the specified date and time shall not be considered.

The Director  
NIELIT Calicut  
NIT Campus P O  
Calicut 673601  
Kerala

### 3. Scope of Work and Objectives

3.1 The applicant would be required to study the objectives of the proposed training program and its deliverables. The broad areas of scope of work includes, mobilization of trainees as per the guideline of NIELIT and SREO, CGC, registration, imparting training & placement. The areas of training, curriculum, duration and related information are given in **Annexure-I**

3.2 Provide required infrastructure and conduct the training program as per the course requirement & schedule decided.

3.3 Training provider shall be responsible for implementing the program allotted to the institute by NIELIT Calicut Centre.

3.4 Training provider shall be responsible for placement of at least 50% of the candidates allotted to the institute by NIELIT Calicut Centre, or as per the requirement of the funding agency.

3.5 The selected / empaneled organization shall be considered for conducting the training initially for one year which may be extended depending on performance/requirement for the second and subsequent batch of training.

3.6 The institute has to provide tax invoice during settlement. In view of this, proper registration with GST / income tax, etc. is required. The applicant institution is requested to refer Annexure – I C for the estimated fee per candidate which include the services required, Infrastructure, manpower requirement etc.

3.7 Selected training partner should be having valid NIELIT accreditation for the courses they are willing to offer or apply for accreditation within one month from the award of work order, if they are not already accredited.

3.9 The broad objectives/aims are:

- Provide free training, evaluation & certification in job-oriented skill courses to deserving candidates belonging to SC/ST category, in the state of Karnataka, 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. Criteria for Empanelment.**

4.1 Interested institutes should submit EOI document along with their infrastructure details in the specified format as given in **Annexure II and III.**

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

4.3 The Institute must have sufficient manpower and infrastructure for training the quoted number of candidates.

4.4 The Institute that agrees to the professional charges, given against respective courses in Annexure I and fulfills all other requirements will be selected to provide training to candidates.

4.5 In case of Tie, preference would be given to institutions which have well connected & easy access to public transport, flexible working hours, and adequate infrastructure including competent faculty in their rolls or associated with experience in similar activities.

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

4.7 The short-listed/ empanelled institution will be communicated and on agreeing the terms shall be invited to enter into an agreement with NIELIT Calicut Centre, as given in Annexure IV. The training organization shall claim the agreed training fee on successful completion of

training and other services as per EOI, on submission of attendance sheet on monthly basis. However Payment shall be made only for the months in which training is imparted.

4.8 NIELIT Calicut Centre will have the right to reject any or all EOIs, received in response to this invitation without assigning any reason thereof, and its decision in this regard shall be final and binding.

4.9 Previous experience of carrying out similar work involving Government/Non-Government programme would be given due weightage.

## **5. Procedure for Submission of EOI**

5.1 Download the detailed information along with EOI document available in our site [www.nielit.gov.in/calicut/index.php](http://www.nielit.gov.in/calicut/index.php).

5.2 Covering letter along with information on contact person should be made strictly as per the format given in **Annexure –II**.

5.3 Provide information on infrastructure and other relevant information only in the format provided as **Annexure- III**. Information submitted in other formats/ in complete applications will be rejected.

5.4 Attach documentary proof wherever required in support of your claim.

5.5 Add as attachment for additional information, if any.

## **6. GUIDELINES FOR SENDING EOI**

6.1 Agency must enclose a covering letter on Agency's Letter Head while sending the application- **Annexure-II**

6.2 The EOI must be sent in sealed cover within the stipulated time. The EOI will be evaluated strictly as per laid down criteria. Therefore, before sending the EOI, the bidder agency must satisfy 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 EOI.

6.3 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. In case desired documents/proof is not enclosed/not in proper order, the EOI shall be rejected and no clarification/enquiry will be sought/made.

6.4 The last date of receiving the EOIs shall be adhered strictly. EOIs received after the last date 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 the office is opened will be treated as the last date of receiving the EOIs. The EOIs should be physically received in the office at NIELIT Calicut Centre.

7. The envelopes should be super scribed with *“EOI for Empanelment of Training*



***Institutes for NIELIT NSQF Courses under DGE – Bengaluru, Karnataka ”***

7.1 The applicant submitting their EOI would be responsible for all of its expenses, costs and risks incurred towards preparation and submission of their EOI, NIELIT shall, in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the process.

**8. Validity of EOI Submitted**

The EOI submitted by the applicant shall remain valid for a period of 60 days after the closing date (deadline) for submission of EOI. EOI valid for shorter period may be rejected as non-responsive. NIELIT may solicit the applicants’ consent to an extension of EOI validity (without any modification in the EOI).

**9. Disclaimer**

9.1 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.

9.2 This EOI enquiry is not to be construed as a commitment by the NIELIT to contract for services and does not entail any commitment on the part of NIELIT, either financial or otherwise. Please be advised that NIELIT 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.

9.3 NIELIT reserves the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant(s) of the reasons. Also reserves the right to cancel the EOI without assigning any reason thereof.

At any time prior to the deadline for submission of EOIs, NIELIT 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**  
About the Project

**A. Project Objective**

The objective of this program is to conduct multiple training programs for the SC/ST Job seekers.

**B. Faculty Qualification & Experience Requirement:**

As per the individual course requirements (refer QF for details)

| <i>Competent Faculty</i>   |                           | <i>Supporting Faculty</i>          |                                      | <i>Ratio of Full Time to Part Time Faculty</i> | <i>Ratio of Full Time + Part Time Faculty to Students</i> |
|--|---------------------------|------------------------------------|--------------------------------------|--|---|
| <i>Qualification</i>   | <i>Experience</i>         | <i>Qualification</i>               | <i>Experience</i>                    |  |   |
| At least a B.E/B.TECH (Computer Science) or MCA or M.SC (Computer Science), NIELIT 'B' Level | Minimum 2 year experience | Graduate with Diploma in Computers | Minimum one-year relevant experience | Shall be better than 3 : 1                     | Shall be better than 1 : 25                               |

Note:

- a) Centre must have at least three permanent incumbents and have been with the institution for not less than six months.
- b) Support faculty to assist in Electronics/Computer/Laboratory work, use of application packages and demonstrations.
- c) Faculty with higher than the minimum qualification specified for each level with one year experience shall also be considered as an eligible competent faculty.

### C. Scheduling of Training

| Sl No | Course Name  | Duration | No of candidates* | Professional charges* (In Rs., excluding GST) |
|-------|--|----------|-------------------|---|
|       |  |          | Karnataka         |   |
| 1     | Office Automation, Accounting and Publishing Assistant | 690 hrs  | 30                | 1449  |
| 2     | Cyber Secured Web Development Associate                | 990 hrs  | 30                | 2079  |

\* The number of candidates and professional charges are indicative and likely to change. The target no of candidates may be split and awarded among the multiple NIELIT Accredited Institute under the sole discretion of The Director, NIELIT Calicut.

**Additional Information ( in addition to the training fee to the training partner , each of the candidates will get a monthly stipend subject to meeting attendance requirements)**

| Particulars                     | Details                                     |
|---------------------------------|---|
| Monthly stipend to the students | Rs1000                                      |
| Start Date of First Semester    | July 2024                                   |
| Start Date of Second Semester   | Jan 2025                                    |
| Schedule of Training            | Daily 2-3 hrs./as per mutually agreed terms |

### D. Course material / mode of training

NIELIT Calicut Centre will provide course material for both the programs.

### E. Course Syllabus

| Sl. No | Course | Subjects/Modules |
|--------|--------|------------------|
|--------|--------|------------------|

|   |  |   |
|---|--|---|
| 1 | Office Automation, Accounting and Publishing Assistant | <ol style="list-style-type: none"> <li>1. Familiarizing with Basic functional operations of a computer and working with Basic Office.</li> <li>2. Basic Knowledge of Networking and Services of the Internet</li> <li>3. Basics of Computer Graphics and Desktop Publishing</li> <li>4. Handling of data using basic Database application software</li> <li>5. Fundamentals skills of Financial Accounting</li> <li>6. Preparing Account books using Tally</li> <li>7. Employability Skills</li> <li>8. Project work</li> </ol> |
| 2 | Cyber secured web development associate - Phase I      | <ol style="list-style-type: none"> <li>1. Computer Fundamentals and Operating System</li> <li>2. Fundamentals of Internet and Computer Network</li> <li>3. Web Application Development</li> <li>4. Cyber Security &amp; Web App Penetration Testing</li> <li>5. Employability Skills</li> <li>6. Implementation of Cyber Secured Web Development Associate in virtual environment/</li> <li>7. OJT</li> <li>8. Project work</li> </ol>  |

Detailed curriculum/ syllabus may be downloaded from our website: [www.nielit.gov.in/content/nsqf](http://www.nielit.gov.in/content/nsqf)

Internal assessment tests shall be conducted periodically on a monthly basis. The final examination shall be conducted by NIELIT.

#### **F. Infrastructure**

Requirements for the Courses

The infrastructure requirements are as per the details given at Annexure V.

**Annexure -II**

Format for covering letter (*To be submitted on the Letter head of the applicant institution*)  
Ref: EOI Notification –

CA035/43/2024/NC

To  
The Director  
NIELIT Calicut,  
NIT Campus Post  
Calicut – 673 601.

**Subject: EOI for Empanelment of Training Institutes for IT courses training under DGET in the state of Karnataka @ Bengaluru.**

Dear Sir,

1. Having examined the EOI document, we, the undersigned, herewith submit our response to your EOI for Empanelment of Training Institutes under DGE, Govt. India funded Project being implemented by NIELIT Centre Calicut in full conformity with the said EOI document.
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 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 understood that NIELIT Calicut Centre is not bound to short-list / accept any proposal received in response to this EOI.
6. We understood that Empanelment with NIELIT Calicut Centre does not guarantee that every /any of the applicants shall be invited to bid for, or be awarded a project/assignment.

Our correspondence details / authorised 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 , FAX number  |  |
| 4. | Mobile number of the Contact Person, email.   |  |
| 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.

Sincerely,

Signature:

[Authorised person]

Name & Title with seal

Encl: Duly filled Application form.

**Annexure III**  
**NIELIT Calicut**  
NIT Campus Post, Calicut – 673601

**APPLICATION PROFORMA FOR CONDUCTION OF NIELIT COURSES**

| <i>Sr. No</i> | <i>Details Required</i>   | <i>Details</i> |
|---------------|---|----------------|
| 1.            | NAME OF THE INSTITUTE<br>[where the training will be imparted ]   |                |
| 2.            | FULL ADDRESS WITH<br>PHONE/FAX/E-MAIL [Training<br>Location address]  |                |
| 3.            | ACCREDITATION NUMBER AND<br>VALIDITY DETAILS<br>[copy of accreditation letter should<br>be enclosed] (if available) |                |
| 4.            | TOTAL NUMBER OF<br>CANDIDATES TRAINED IN<br>NIELIT COURSES FROM THE<br>INCEPTION OF YOUR INSTITUTE                  |                |
| 5.            | OVERALL PASS PERCENTAGE OF<br>THE INSTITUTE IN NIELIT COURSES   |                |
| 6.            | NATURE OF ACTIVITY  |                |
| 7.            | COURSES OFFERED AT<br>PRESENT   |                |
| 8.            | INFRASTRUCTURE DETAILS  |                |
| 9.            | PROXIMITY/NEARBY<br>TOWNS, TALUK HQ,<br>DISTRICT HQ   |                |
| 10.           | NO OF COMPUTER<br>LABORATORIES,<br>COMPUTERS & DETAILS OF<br>INTERNET CONNECTIVITY                                  |                |
| 11.           | DETAILS OF SIMILAR<br>PROGRAMS CONDUCTED &<br>GOVT. SCHEMES IF ANY  |                |



|     |  |  |
|-----|--|--|
| 12. | AVAILABILITY OF BIO-METRIC ATTENDANCE SYSTEM<br>(Compulsory requirement)   |  |
| 13. | DETAILS OF FACULTY IN THE AREA OF IT AND MAY BE SPARED FOR THIS PROGRAM  |  |
| 14. | CONTACT PERSON WITH DESIGNATION  |  |
| 15. | DATE FROM WHICH THE PROGRAM CAN BE LAUNCHED  |  |
| 16. | IS IT POSSIBLE TO CONDUCT THE TRAINING ON HOLIDAYS & EVENINGS?   |  |
| 17. | CURRENTLY SCHEDULED TRAININGS, PROPOSED NIELIT COURSE TRAINING AND MAPPING OF YOUR RESOURCES LIKE COMPUTER AND FACULTY |  |

**Attach documentary proof wherever necessary.**

**18. Willingness and intake for the courses may be indicated in the below table**

| Sl. No. | Course Name  | No of intake | Willingness (Yes/No) |
|---------|--|--------------|----------------------|
| 1       | Office Automation, Accounting and Publishing Assistant |              |                      |
| 2       | Cyber Secured Web Development Associate                |              |                      |

**19. Details of processing (Fee paid)**

| Amount  | Payment Transaction Details | Payment Date |
|---------|-----------------------------|--------------|
| Rs.1000 |                             |              |

**20. Specimen signature of the authorized signatory with Name:**

|  |
|--|
|  |
|  |

|  |
|--|
|  |
|  |

**21. DECLARATION:**

(i) I, \_\_\_\_\_ son of \_\_\_\_\_ have read and understood the RULES / GUIDELINES for NIELIT NSQF Course(s) (**Office Automation, Accounting and Publishing Assistant / Cyber Secured Web Development Associate**) (tick for course applying) for SC/ST job Seekers and agree to abide by the same.

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.

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

(iii) I agree to abide by the decisions of the NIELIT Calicut or its designated agencies in respect of my application for permission to conduct NIELIT NSQF courses for SC/ST jobseekers under the above scheme.

Signature: Name: Designation:

Seal of the Organisation

**LIST OF ENCLOSURE:**

| SR NO | ANNEXURE NO | CONTENT |
|-------|-------------|---------|
|       |             |         |
|       |             |         |
|       |             |         |
|       |             |         |

**Annexure- IV**

**MEMORANDUM OF UNDERSTANDING/AGREEMENT [DRAFT]**

This memorandum of Understanding is made at Calicut, (Kerala) on this xx<sup>th</sup> day of xxx month of 2024.

**BETWEEN**

**National Institute of Electronics & Information Technology (NIELIT), Calicut Centre, NIT Campus Post, Calicut – 673601, A Centre of NIELIT, New Delhi -** *An autonomous scientific society under the administrative control of Ministry of Electronics & Information Technology(MeitY), Government of India, New Delhi, registered under the Societies registration Act, 1860 and having its registered office at “Plot No.3, PSP Pocket, Sector-8, Dwaraka, New Delhi” here-in-after referred to as the party of **FIRST PART** (which expression shall, unless it be contrary to the context there of include, its successors, administrators or legal representatives, etc.) represented by its Director.*

And

XXXXXXXXXX (Institution Name) at YYYYYYYYYYYY (Address) represented by: XXXXXXXXXXXX (Contact person details, Institution Registration details) and YYYYYYYYYYYY (Address) here-in-after referred to as the party of the **SECOND PART** (which expression shall, unless it be contrary to the context there of include, its successors, administrators or legal representatives, etc.) represented by its Director.

WHEREAS the party of the FIRST PART is engaged in the training of Computer Hardware/Software (Tick the appropriate) and conduction and/or imparting and/or promoting the use of Computer education or providing technical services relating to Computers and for providing training through implementation of the Scheme for imparting NIELIT computer training courses XXXXX(Course name(s) )to SC/ST Job Seekers through NIELIT Regional Centers.

WHEREAS Joint Director (Sys),NIELIT HQ, New Delhi has submitted concurrence for conduct of above training program at 22 locations in the country to the Director General of Employment vide letter **No.:I-34013(13)/5/2024-Academics, dated 10.06.2024.**

WHEREAS the party of the FIRST PART has agreed to the party of the SECOND PART to conduct the training on behalf of the party of the FIRST PART on such terms and conditions as mutually agreed between the parties. The parties of SECOND PART has agreed to strictly follow the rules and regulations, procedure, terms and conditions and guidelines of DGE and NIELIT from time to time organizing and implementing NIELIT computer training courses XXXXX(Course name(s)).

**NOW IT IS HERE BY AGREED UPON BETWEEN THE PARTIES AS FOLLOWS:**

1. The party of the SECOND PART shall conduct NIELIT computer training courses XXXXX (Course name(s)) for SC/ST jobseeker candidate as per the guidelines provided under the party of FIRST PART's exclusive supervision.
2. The location for conducting these exclusive training batches shall be known as  
M/s. XXXXXXXX  
Address  
(Name of the Training Centre of the party of the SECOND PART)
3. The party of the SECOND PART shall bear all the expenditure relating to establishment of required infrastructure to conduct this training program
4. The training shall be imparted strictly as per the schedule and module prescribed by party of FIRST PART. However the party of the SECOND PART may suggest schedule changes, which may be considered and accepted by the party of the FIRST PART, is incorporated.
5. The party of the SECOND PART shall provide the required training infrastructure including equipment, furniture, library, toilet, air-condition, UPS, Diesel Generator set, drinking water, projector, and other teaching aids etc. in accordance with standards, norms and suggestion of NIELIT. Infrastructure of the party of SECOND PART will be open to inspection and screening initially and periodically by the party of the FIRST PART and DGE as and when required.
6. The party of the SECOND PART shall provide furnished class rooms of sufficient size and computers in 1:1 ratio of candidates to computer for each batch of allocated candidates.
7. The party of the SECOND PART shall provide sufficient computer/ practical time and make available reference books and other reading materials to the candidates.
8. The party of the SECOND PART shall regularly, strictly on last day of each month communicate the complete information regarding the performance of the candidates of FIRST PART to enable them ask to evaluate quality norms.
9. The party of the SECOND PART has agreed to submit monthly claims for reimbursement of training charges with Attendance Report, Lesson Planning and Progress Report of the candidates, latest by 1st day of every month. Also the scanned copy of the attendance report needs to be mailed 01st day of every month.
10. The party of the FIRST PART be entitled to the evaluate the Centre performance and standard facilities by the party of the SECOND PART from time to time and shall also have the right to demand correction/ up gradation, if any degradation of standard of norms, prescribed are noticed during such evaluation. This evaluation may be carried by DGE/ NIELIT or NCSC for SC/STs or representative.
11. The party of the SECOND PART shall ensure/ facilitate the timely submission of

the registration and examination forms as per the schedule of NIELIT Society.

a) It is specifically agreed by the party of the SECOND PART that it shall not accept the registration and examination forms through online if submitted after the due date fixed by the party of the FIRST PART in any manner.

b) The conduct of examination, practical & all exam related activities shall be strictly as per the guidelines mentioned by DGE and NIELIT Scheme.

12. It is agreed by the party of SECOND PART that it shall submit the list of candidates/students of subject course along with the residential addresses mobile/telephone number of the said candidates/students to the party of FIRST PART within 8 days after completion of registration process.

13. NIELIT shall award the certificate to all candidates, who successfully complete the course, submission of project and qualify the examination as per the respective NIELIT course requirements, after confirmation that the registration and examination related fees is paid in full by the particular candidate/ student of the subject course to the party, of FIRST PART, if applicable.

14. The party of the SECOND PART shall appoint authorized staff to co-ordinate with party of the FIRST PART, and shall act as a nodal coordinator of the SECOND PART. The party of the FIRST PART also appoints a coordinator for interacting with the party of the SECOND PART.

15. The faculty Charges and all other operational expenses shall be borne by the party of the SECOND PART.

16. The party of the SECOND PART has agreed to ensure that admission of students to the program is done by the concerned Sub Regional Employment Officer of National Career Service Centre for SC/ST as Instructed by DGE including following parameters.

a) Qualification: As per the individual course eligibility. Details included in Annexure I

b) Age Limit: Between 18 to 30 Years.

17. If the party of SECOND PART fails to obey/ follow/ implement the instructions/ orders of the party of FIRST PART NIELIT, National Career Service Centre for SC/ST of DGE, from time to time, regarding the conduction and maintaining the quality of this SC/ST jobseekers program on NIELIT CHM-T O-Level the party of the FIRST PART have all the rights to forfeit the professional charges payable to party of SECOND PART and work order of the party of SECOND PART shall be cancelled.

18. Candidate Attendance should be in register and Biometric systems.

19. The Institute shall be provide at least 75% placement in coordination with local Employer / entrepreneurs. The local Employer / entrepreneurs must be registered in NCS portal.

20. Institute shall carry out career guidance and motivational class for the students every month.

21. The stipendiary support of Rs.1000/- per month per trainee is to be paid to all the trainees undergoing the training subject to the condition of 80% attendance to motivate them for completing the course and disbursed through DBT payment

method.

22. The party of SECOND PART shall regularly submit the claims for reimbursement of infrastructure charges to NIELIT Calicut. The GOI, DGE will in no way have liability of any kind in case any dispute arises between the party of the FIRST PART and the SECOND PART

23. The party of the FIRST PART shall bear one time registration, examination fee and cost of exam form to all candidates. In case the candidates failed to clear the modules in first appearance, the party of the FIRST PART and the SECOND PART shall provide guidance for the subsequent appearances. The examination fee for such appearance or any other financial burden, which will be borne by the candidate him/herself.

24. The party of the SECOND PART agrees that no fee / fees in any form will be collected from the candidates.

25. The party of the FIRST PART reserves its rights to claim damages and cancel authorization of the party of the SECOND PART, if the party of the SECOND PART fails to follow the terms and conditions or guidelines.

26. The party of the SECOND PART shall not represent or hold itself as an agent of NIELIT/NIELIT Calicut.

27. The party of the SECOND PART shall be fully responsible for any liability whatsoever, arising out of its own failure to provide infrastructure to conduct the course, in accordance to the prescribed guidelines of the party of the FIRST PART, The party of the SECOND PART agrees to pay on behalf of the party of the FIRST PART, if any such liability is burdened on the party of the FIRST PART.

#### **Payment Terms:**

In consideration of the services offered by the party of the SECOND PART for this training, it shall be entitled for the cost towards providing infrastructure and training, per candidate per month is as per Annexure I C in respect of each course, for the duration of the course. This will be paid on monthly basis on production of attendance & complying with the terms and conditions of EOI.

#### **Tenure / Renewal of the MoU:**

This MoU shall come into force when duly signed by the representatives of both the parties and shall be valid for a period of 1 (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 scheme. Before such action, both the parties shall ensure that the Courses already started are fully completed and examination conducted.

#### **Modifications:**

This MoU can only be modified or altered only on written MoU signed by both

parties.

**Breach of Terms of this MoU:**

If either party commits breach of any of the terms of this MoU, 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 the party fails to do so and the breach continues for a period of 1 Month, the aggrieved party may treat this MoU 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 MoU on account of such termination of the MoU. The MoU will automatically be terminated within 1 month after the receipt of such notice, subject to the liability and arbitration clause.

In case of any such termination of this MoU, 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 MoU 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 MoU, both the parties shall ensure that the Courses already started are fully completed and examination conducted.

If any dispute or difference arising out of this agreement or in connection with this agreement to the sole arbitration of an arbitrator to be appointed by the Director General , NIELIT Society. Arbitration proceedings shall be held at NIELIT Society , Plot No 3, PSP Pocket, Sector 8 Dwarka, New Delhi – 110 077.

**Jurisdiction:**

This MoU 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 Calicut, Kerala.

**Arbitration or Mediation:**

In WITNESS WHEREOF, the parties hereto have caused this MoU to be executed in duplicate on the day and the year first above written. Hence this Memorandum of Understanding.

In WITNESS WHERE OF, the representatives of the parties in this MoU being duly authorized have here into set their hands and have executed these presents this.

**Parties**

**For and on behalf of party of the  
FIRST PART**

**For and on behalf of party of the  
SECOND PART**

Signature .....

Signature .....

**First party Organization name**

**Second party Organization name**

Name:

Name:

**Designation**

**Designation**

SEAL

SEAL

**In the presence of WITNESS:**

1.

1.

Signature

Signature

Date

Date

Name and Address

Name and Address

2.

2.

Signature

Signature

Date

Date

Name and Address

Name and Address



**Annexure V**  
**Details of Training Program**

**A. Course Name: Office Automation, Accounting and Publishing Assistant**

**B. Objective:** The objective of this program is to conduct Office Automation, Accounting and Publishing Assistant training programs for the SC/ST Job seekers.

**C. Faculty Qualification & Experience Requirement:**

|   | <i>Competent Faculty</i>   |   | <i>Supporting Faculty</i>  |   | <i>Ratio of Full Time to Part Time Faculty</i> | <i>Ratio of Full Time + Part Time Faculty to Students</i> |
|---|--|---|--|---|--|---|
|   | <i>Qualification</i>   | <i>Experience</i>   | <i>Qualification</i>   | <i>Experience</i>   |  |   |
| 1 | B. Tech in Computer Science/IT allied branches 2 Years of Experience in teaching<br>Or<br>MCA 2<br>Or<br>BCA/BSc (CS/IT)<br>AND<br>Knowledge of DTP, Accounting & Tally. | Minimum 2 to 4 Years teaching Experience in Relevant field with working knowledge of Cyber/Information Security | B. Tech in Computer Science/ IT allied branches<br>Or<br>MCA<br>Or<br>BCA / B.Sc. (CS/IT)<br>Or<br>Attained NSQF Level-5 in IT Domain<br>Or<br>NIELIT A-Level Qualified<br>AND<br>knowledge of DTP, Accounting & Tally, some certification preferred | Minimum 1 Year teaching Experience in Relevant field with working knowledge of Cyber/Information Security | Shall be better than 3:1                       | Shall be better than 1:25                                 |

Note:

- a. Centre must have at least three permanent incumbents and have been with the institution for not less than six months.
- b. Support faculty to assist in Practical's /Computer/Laboratory work, use of application packages and demonstrations.

c. Faculty with the higher than the minimum qualification specified for each level with one-year experience shall also be considered as an eligible competent faculty.

#### D. Course material/mode of training

NIELIT Calicut Centre will provide course material.

#### E. Course plan – Phase1

| Sl.No | Course  | Subjects/Modules  |
|-------|---|---|
| 1     | <b>Office Automation, Accounting and Publishing Assistant</b> | 1.Familiarizing with Basic functional operations of a computer and working with Basic Office.<br>2. Basic Knowledge of Networking and Services of the Internet<br>3. Basics of Computer Graphics and Desktop Publishing<br>4.Handling of data using basic Database application software<br>5.Fundamentals skills of Financial Accounting<br>6. Preparing Account books using Tally<br>7. Employability Skills<br>8.Project work |

#### F. Scheduling of Training

| Sl.no | Course   | Duration | Number of Candidates to be trained | Tentative start date of First Semester | Tentative Start date of Second Semester | Schedule of Training                         |
|-------|--|----------|------------------------------------|--|---|--|
| 1     | Office Automation, Accounting and Publishing Assistant | 690 Hrs  | 30*                                | July 2024                              | January 2025                            | Daily 2-4 Hrs / as per mutually agreed terms |

\* This is tentative figure of the number of candidate to be trained. This target may be splitted and awarded among the multiple NIELIT Accredited Institute under the sole discretion of The Director, NIELIT Calicut.

#### G. Infrastructure

Minimum availability of Computer and Other Infrastructure required for conducting Course for the batch of 30 students:

## HARDWARE REQUIREMENT

| Sr. No. | Particulars                    |                      |
|---------|--------------------------------|----------------------|
| 1.      | Processor                      | 1 GHz or higher      |
| 2.      | RAM                            | 8GB or higher        |
| 3.      | HDD                            | 500 GB or higher     |
| 4.      | Monitor                        | SVGA                 |
| 5.      | Mouse                          | Windows Compatible   |
| 6.      | Keyboard                       | Standard             |
| 7.      | ROUTER,SWITCHES,HUBS           | Standard             |
| 8.      | Optical Drive                  | Standard             |
| 9.      | Speaker, Mic, Webcam           | Standard             |
| 10.     | OS                             | LINUX OR DUAL BOOTED |
| 11.     | Laser printer / Inkjet Printer | Standard             |
| 12.     | Dot matrix printer             | Standard             |

## SOFTWARE REQUIREMENT

1. Tally ERP 9

2. Microsoft Office/Libra Office

**A. Course Name: Cyber secured web development associate**

**B. Objective:** The objective of this program is to conduct **Cyber secured web development associate** training programs for the SC/ST Job seekers.

**C. Faculty Qualification & Experience Requirement:**

|   | Competent Faculty  |   | Supporting Faculty  |                      | Ratio of Full Time to Part Time Faculty | Ratio of Full Time + Part Time Faculty to Students |
|---|--|---|---|----------------------|---|--|
|   | Qualification  | Experience  | Qualification   | Experience           |   |  |
| Cyber secured web development associate | B. Tech in Computer Science/ Electrical Engineering/ Electronics and Communication/ allied branches/BCA/MC | Minimum 2 to 4 Years teaching Experience in Relevant field with working knowledge of Cyber/Informat | B. Tech in Computer Science/ IT allied branches Or MCA Or BCA / B.Sc. | No experience needed | Shall be better than 3:1                | Shall be better than 1: 25                         |

|  |   |              |  |  |  |  |
|--|---|--------------|--|--|--|--|
|  | A | ion Security | (CS/IT)<br>Or<br>Preferred<br>B Or NIELIT<br>A- Level<br>Qualified |  |  |  |
|--|---|--------------|--|--|--|--|

Note:

1. Centre must have at least three permanent incumbents and have been with the institution for not less than six months.
2. Support faculty to assist in Electronics/Computer/Laboratory work, use of application packages and demonstrations.
3. Faculty with the higher than the minimum qualification specified for each level with one year experience shall also be considered as an eligible competent faculty.

**D. Course material/mode of training**

NIELIT Calicut Centre will provide course material.

**E. Course plan – Phase1**

| Sl. No | Course                                  | Subjects/Modules   |
|--------|---|--|
| 1.     | Cyber secured web development associate | 1.Computer Fundamentals and Operating System<br>2. Fundamentals of Internet and Computer Network<br>3.Web Application Development<br>4. Cyber Security & Web App Penetration Testing<br>5. Employability Skills<br>6. Implementation of Cyber Secured Web Development Associate in virtual environment/<br>7.OJT<br>8.Project work |

**F. Scheduling of Training**

| Sl. no | Course | Duration | Number of Candidates to be trained | Tentative start date of First Semester | Tentative Start date of Second Semester | Schedule of Training |
|--------|--------|----------|------------------------------------|--|---|----------------------|
|        |        |          |                                    |  |   |                      |

|   |   |         |            |           |              |  |
|---|---|---------|------------|-----------|--------------|--|
| 1 | Cyber secured web development associate | 990 Hrs | <b>30*</b> | July 2024 | January 2025 | Daily 2-4 Hrs / as per mutually agreed terms |
|---|---|---------|------------|-----------|--------------|--|

### G. Infrastructure

Minimum availability of Computer and Other Infrastructure required for conducting Course for the batch of 30students:

### HARDWARE REQUIREMENT

| Sr. No. | Particulars                    |                      |
|---------|--------------------------------|----------------------|
| 1.      | Processor                      | 1 GHz or higher      |
| 2.      | RAM                            | 8GB or higher        |
| 3.      | HDD                            | 500 GB or higher     |
| 4.      | Monitor                        | SVGA                 |
| 5.      | Mouse                          | Windows Compatible   |
| 6.      | Keyboard                       | Standard             |
| 7.      | ROUTER,SWITCHES,HUBS           | Standard             |
| 8.      | Optical Drive                  | Standard             |
| 9.      | Speaker, Mic, Webcam           | Standard             |
| 10.     | OS                             | LINUX OR DUAL BOOTED |
| 11.     | Laser printer / Inkjet Printer | Standard             |
| 12.     | Dot matrix printer             | Standard             |

### SOFTWARE REQUIREMENT

1. Google Chrome
2. Adobe Photoshop
3. Adobe in Design
4. CorelDraw
5. Word press
6. Adobe Dreamweaver
7. Bootstrap
8. Github
9. Adobe Flash
10. Notepad ++
11. Or Free open-source alternative available Software
12. MS Office/Libre office