

Guidelines for Admission

Admission Procedure:

1. For the admission process, candidate is advised to visit the website www.nielit.gov.in/delhi → **Admission Notice** → **Detailed Training Advertisement** for pursuing the desired course.
2. For admission, click the link [Proceed for Admission](#). This link will redirect the candidate to a portal for registration and payment of requisite admission fee through online mode.
3. Candidates are advised to check the course details, duration and course fee etc. for the desired course from the website. Candidates must ensure the eligibility for pursuing the course before payment of course fee.
4. Candidates are advised to go through the instructions carefully in the portal for online admission process.
5. On successful registration, candidate will get a system generated **Application No.** which the candidate needs to keep safe for all future correspondences.
6. All course related updates / announcements / information would be sent at the mobile no. / e-mail of the candidate provided at the time of admission.

Terms and Conditions:

1. The admission for all the courses will be done in online mode only due to the pandemic of COVID-19.
2. **SC/ST candidates are exempted from payment of Course fee for NSQF aligned courses, subject to the production of valid Caste certificate.**
 - **SC/ST candidates** can pursue one NSQF course at a time.
3. The successfully registered candidates will receive an email/SMS describing further details about the batch start date, timings and training strategy of the course.
4. **Final admission confirmation shall be reserved after checking of all eligibility documents.** The successfully registered candidates will be required to bring the following documents along with Original copies for the document verification before the start of the classes:
 - Self-Attested copy of Aadhaar Card/Any other Govt. approved Photo Id-Card
 - Self-Attested copy of DOB Proof
 - Self-Attested copy of eligibility documents & marksheets
 - Self-attested copy of Caste certificate in case of SC/ST candidate

5. If any of the information, provided by the registered candidate, is found to be **false/incorrect** or discrepancies found in the information furnished online and the original documents, it can lead to cancellation of admission.
6. If candidate has paid the course fee and found ineligible for pursuing the course, **no fee will be refunded in such a case**. The candidate must ensure their eligibility before applying in the course. **The marks should be equal to or greater than 50% for Sr. No. 3**
7. In case of non-submission of required documents within stipulated time, the admission can be cancelled and seat will be offered to the next candidate.
8. The classes will be conducted in blended mode till the Covid-19 situation normalizes (theory classes in online mode and practical classes in offline mode)
9. NIELIT Delhi Centre reserves the right to cancel/reschedule the course or to cancel the candidature of any candidate without assigning any reason thereof.
10. Batch code and time slots will be allotted according to the number of students enrolled in a particular course.
11. Once the batch code is assigned to a candidate, batch code will remain the same throughout the duration of the course. **No request of batch transfer will be entertained.**

Discontinuing the course:

- Course fee / Registration/Application form fee shall not be refunded if a candidate does not join the course.
- Any course can be cancelled by NIELIT Delhi Centre without citing any reason. In such cases, if the candidate intends to shift to some other course, the fee would be accordingly adjusted or else it would be refunded as per NIELIT norms.

Payment of Course Fee:

1. **No Course fee for SC-ST Candidates for NSQF Aligned Courses as per Govt. Norms.**
2. The fee is to be paid online through Debit Card / Credit Card / Net Banking / UPI after registration process. The candidate has to check the fee details at **Annexure-1**.
3. **Candidates are advised to retain the details of online payment (screenshot / Transaction ID / Application No.) at all times, for future references.**

Note: Fee description is given at Annexure-1

Course Enquiries:

For any queries please contact Office Nos.: 8447795337, 011-23644149, 23644849, 23652370, Ext. No. 301, 306 (9:00 am to 5:30 pm, Monday to Friday) or email: delhi.training@nielit.gov.in

Annexure-1

Fee Details – Short Term & NSQF Aligned Courses							
Sr. No.	Course Name	Course Fee	GST @ 18%	Total Fee (Course fee + GST+ Admission Fee)	# (Reg. Fee + Exam Fee)	Grand Total (for GEN & OBC)	Grand Total (for SC & ST)
1a.	Certificate Course in Digital Marketing (40 Hrs.)	6500	1170	8420	NA	8420	8420
1b.	Certificate Course in Digital Marketing (60 Hrs.)	8000	1440	10190	NA	10190	10190
1c.	Certificate Course in Digital Marketing (80 Hrs.)	10000	1800	12550	NA	12550	12550
2	*Course on Computer Concepts (CCC)	3,500	630	4,880	590	5470	1340
3	* Certification Course in Data Entry and Office Automation	6,500	1170	8,420	1,062	9482	1,812
4	Certificate Course in Programming through Python	6,800	1,224	8,774	NA	8774	8774
5	Awareness in Computer Concepts (ACC)	2,200	396	3346	236	3582	3582

Registration fee and Examination fee for NSQF Course only

*NSQF Aligned Courses