

Admission Guidelines

Admission Procedure:

1. The candidate is advised to visit the website www.nielit.gov.in/delhi/index.php → **Admission Notice** → **Detailed Advertisement** for pursuing the desired course.
2. For admission, click the link **Proceed for Admission**. This link will redirect the candidate to a portal at <https://onlineapply.nielit.in/> for registration and payment of requisite admission fee through online mode.
3. The admission process for all the courses will be only in online mode only.
4. Candidates have to follow the admission process as under:
 - a. **Online Registration and Payment:**
 - STEP 1: Submission of Candidate's Details for Registration
 - On successful registration, candidate will get a system generated **Application No.** which the candidate needs to keep safe for all future correspondences.
 - STEP 2: Uploading of scanned Photograph and Signature
 - STEP 3: Make Payment of Course fee online, please go through Annexure 1 of Detailed advertisement for Fee Details of Long Term and Short-Term Courses. (Enquire or visit NIELIT Delhi office for any clarification about course before making online payment)
 - After Successful payment, a payment receipt shall be generated which may be downloaded or printed.
 - b. **Eligibility Verification:**
 - For Admission in Summer Training/ Industrial Trainings (4 to 8 weeks programmed) [For Course Sr. No 1 to 16], Candidate should match the requisite qualification as mentioned in the detailed advertisement. No Document verification will be done for Summer / Industrial Training Programs.
 - To complete the admission process in NSQF Long-Term and Short -Term programs from Course Sr. No 17 to 26 as per the detailed advertisement, the successfully registered candidates will be required to appear in person at NIELIT Delhi Centre, Inderlok, for verification of their eligibility documents on the scheduled day and time as and when notified by the Institute through sms/email, before the start of the classes.
 - The successfully registered candidates have to bring the following documents along with Original copies for the document verification:
 - Printout of online registration and fee payment receipt.
 - Self-Attested copy of Aadhaar Card / Any other Govt. approved Photo Id-Card.

- Self-Attested copy of DOB Proof/X certificate.
 - Self-Attested copy of eligibility qualification certificates and & mark sheets.
 - Self-attested copy of Caste certificate in case of SC/ST candidate in name of the candidate. Certificate in name of Parent/ Guardian will not be considered for seeking Caste relaxation to SC/ST students.
- **Final admission confirmation shall be reserved after checking of all eligibility documents.** Batch code, roll no. and time slots will be allotted to the successfully enrolled student.

Terms and Conditions:

1. **Training of all courses would be conducted in classroom-teaching mode.**
2. Candidates are advised to check the course details, duration and course fee etc. for admission in the desired course from the website. He/She has to ensure the eligibility for pursuing the course before payment of course fee.
3. Candidates are advised to go through the instructions carefully at “**How to Apply**” in the online portal at <https://onlineapply.nielit.in/>
4. All course related updates / announcements / information would be sent to the registered mobile no. / E-mail of the candidate provided at the time of admission.
5. **SC/ST candidates are exempted from payment of Course fee for NSQF aligned courses only [Course Sr. No 17 to 26] , subject to the production of valid Caste certificate.**
 - **SC/ST candidates** can pursue only one NSQF course at a time.
6. The successfully registered candidates will receive an email/SMS describing further details about the schedule of document verification, batch start date, timings and training strategy of the course. In case, the candidate does not receive any information/alert, do visit Delhi Centre, before the commencement of classes.
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. 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.**
9. If any of the information provided by the registered candidate is found **false/incorrect** or discrepancy is found in the information furnished online with the original documents, it can lead to cancellation of admission and no fee refund request shall be entertained in such a case.
10. NIELIT Delhi reserves the right to cancel/reschedule the course or to cancel the candidature of any candidate without assigning any reason thereof.

Discontinuing the course:

- Admission Fee (Rs. 750/-) is non-refundable and non-transferable.
- In case, any enrolled candidate could not join the course due to personal reasons or found ineligible after document verification or could not come for document verification at the scheduled dates or inadvertently applies for the course or any other reason, **there will not be any refund of the course fee deposited and the sessions will not be repeated.**

- A course may be cancelled by the Competent Authority without citing any reason. In such cases, if the candidate intends to shift to some other course, the fee would be accordingly adjusted, else it would be refunded.

Payment of Course Fee:

1. **No Course fee for SC-ST Candidate 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 of the detailed website advertisement.**
3. Candidates who have been enrolled in long term course of O Level (six months) needs to pay course fees installments in stipulated time (before the first week of 3rd month i.e. Oct 2023), failing which the candidate will not be eligible for applying of examination form.
4. Books / Study material will not be provided for any course to the students.
5. **Candidates are advised to retain the details of online payment (screenshot / Transaction ID / Application No.) at all times, for future references.**
6. If successful payment is not showing due to any reason like error in Internet connectivity or any other reason, please confirm with your bank account whether the amount has been deducted from your account. Do not pay again immediately if there is any doubt and check your bank account first, otherwise double payment may be made. If payment has been deducted from your account but receipt is not generated please write an email to the Institute at delhi.training@nielit.gov.in or contact the office at 8447795337

Location and How to Reach:

2nd Floor, Parsvnath Metro Mall,
Inderlok Metro Station, Inderlok,
Delhi-110052

NIELIT, Delhi is located at the **Inderlok Metro Station** and is housed in a centrally air conditioned spacious Parsavnath Metro Mall which is at the junction of Green Line and Red Line Delhi Metro. It is well connected with New Delhi Railway Stations (which is just 7 Km), & Old Delhi Railway Station (just 6 Km) and Inter State Bus Terminal Kashmere Gate (just 7 Km) which is hardly 10 minutes Metro Run from Kashmere Gate Metro Station (Red Line). It is easily approachable from all corners of Delhi through Delhi Metro.

Course Enquiries:

For any queries pls contact at NIELIT Delhi Office, Inderlok or write email at:

email: delhi.training@nielit.gov.in

Office Nos.: 8447795337, 011-23644149, 23644849, 23652370, Ext. No. 301 (9:00 am to 5:30 pm
Monday to Friday)