

***Expression of Interest
for
Training of DGE&T sponsored
NIELIT O Level for SC/ST Job
Seekers in Ranchi***

Under



***NIELIT, Ranchi
RIADA Bhawan, 2nd Floor,
Main Road,
Ranchi – 834 001
Ph.no.– 0651-233-2554***

Introduction

National Institute of Electronics and Information Technology (NIELIT) is an organization under The Department of Electronics and Information Technology, Ministry of Communications & Information Technology, Govt. of India. The organization has been entrusted the job to train 100 SC/ST candidates in Ranchi sponsored by DGE&T. NIELIT, Ranchi has been identified as the Coordinating Centre for conducting this Training Program.

Modus Operandi

NIELIT O level accredited institute will be identified to conduct the Training Program under its supervision.

NIELIT Ranchi will

- Monitor the Progress of each Institute and will make further allotment.
- Periodic inspection of each Institute.
- Reimburse the Course Fees to the participating institute after successful completion and fulfilment of all the formalities on monthly basis as per Work Order given to selected institute.

Applicable clause and binding parameters for the Project but not limited to this are given in Annexure - I. This may be amended in future during upgradation through addition / deletion / modification of terms & conditions.

Course Details

NIELIT O Level

Expression of Interest Proforma (EOI)

The Expression of Interest (EOI) is attached in Annexure – II. This format has to be filled and to be returned along with Annexure-I as a token of Acceptance. A photocopy of the documents may be retained by the Applying Institutes before submission for future correspondence. All documents should be submitted in a sealed envelope super scribing “**Expression of Interest for Education & Training Project in Ranchi**”. All correspondence should be addressed to the **Director-in-Charge, NIELIT Ranchi, RIADA Bhawan, 2nd Floor, Main Road, Ranchi – 834001.**

Project Execution Process

The Entire Project would be implemented by following Procedures as mentioned below:

1. Identification of NIELIT O level accredited Institutes in Ranchi. Institutes would be identified based on the Technical & Financial Capabilities and the Inspection Report.
2. Execution of Training Program would start by giving participants provided by Coaching – cum-Guidance centre (CGC) for Ranchi to each Institute. The Performance of each Institute would be monitored during execution and from the Pass record. Performers would be encouraged by giving more responsibilities while low performers would be intimated to improve their performance. Successive low performance may disqualify an Institute from further participation. The low performance consideration will be applicable to an Institute if the coordination with NIELIT Ranchi and CGC Centre is not satisfactory.
3. The students, who have already undergone NIELIT O level course, can't be admitted in NIELIT O level course further. A declaration in this respect has to be taken from the student during admission. The declaration will be taken through the prescribed admission format.
4. The bill shall be raised after completion of training on monthly basis along with attendance records. A bill completed in all respect would be cleared within 21 days by NIELIT, Ranchi. The bill should be addressed to the Director-in-Charge, NIELIT, Ranchi, RIADA Bhawan, 2nd Floor, Main Road, Ranchi – 834001.
5. All billing related queries may be addressed to the Director-in-Charge, NIELIT, Ranchi Centre, RIADA Bhawan, 2nd Floor, Main Road, Ranchi – 834001.
6. Full filling requisite criteria may not entitle an Institute to be selected as Participating Institute. Similarly selection of an Institute as Participating Institute does not guarantee that the same Institute would be continued for next year in spite of its bad / low performance.
7. Shortage of Infrastructure from the required one on a continuous basis would disqualify an Institute as a participating Institute and the Inspection report on several occasions would be considered final for this purpose.

Annexure – I

Applicable and Binding Clause for Participating Institutes

Clause No.	Issues	Clarifications
Clause – 1	Selection of Participating Institute	<ul style="list-style-type: none"> • NIELIT O level Accredited Institutes with a valid Accreditation No.
Clause – 2	Selection of the Institute	<ul style="list-style-type: none"> • The Institute must be in existence for last 2 years. • The Institute should have trained at least 100 students per year for the past two years. • Institute should have a turnover of ₹100,000 per year for the past two years. • Institutes having prior experience of executing Govt. projects (Education & Training) would be preferred. • The Institutes would be invited to send their Proposal indicating their interest. They would be informed by following any one or all of these ways - <ul style="list-style-type: none"> ➤ Publication of Paper Advertisement, ➤ Web Advertisement ➤ Sending Enquiry and from the list of Accredited Institute(for NIELIT O Level Course)
Clause – 3	Minimum availability of Infrastructure in the Institute	Space – 1000 Sqft or higher for every 100 live students. Four Gents Toilet and Four Ladies Toilet are minimum requirement. Sufficient drinking water, Fan, Ventilation, Proper Electrical Wiring, Fire Fighting System, Telephone, Emergency first aid medical help etc. are required for conducting the Course. Presence of Air-conditioning would be as per requirement. Institutes having alternate arrangement of Power Supply would be preferred.
Clause – 4	Minimum availability of Computer and Other Infrastructure	<p style="text-align: center;"><u>IT Skill</u></p> <ul style="list-style-type: none"> • Minimum of 25 Computers of Pentium IV or higher, Minimum of 512 MB RAM, 10 GB Free hard disk space, Windows 7 or higher, Office 2007 or higher and the relevant software packages. • For Computer Hardware & Networking Course, sufficient arrangement of Infrastructure and accessories along with laboratory equipment in excellent working condition must be there. • Student : Computer – 1:1 for conducting a lab • Proper Class room with ample ventilation and acoustic should be there • Internet connection (preferably Broadband of 512 Kbps or higher with unlimited download plan) • Web Cam, Speaker etc. • UPS Power supply
Clause – 5	Qualification of	Graduate with A Level cleared / BCA / B Level / MCA /

	Faculties	B.E/ B.Tech / M.Sc in Computer Science / M.Sc with Diploma on Computer Courses.
Clause – 6	Batch Attendance	<ul style="list-style-type: none"> Attendance register must be signed by the candidate and is mandatory to submit a copy with the bill. Drop out cases to be handled and reported.
Clause – 7	Examination	<ul style="list-style-type: none"> The Examination will be conducted by NIELIT HQ.
Clause – 8	Reimbursement of Course Fees to the Institute	<ul style="list-style-type: none"> The Course Fees for each student would be reimbursed by NIELIT, Ranchi. After successful completion of the training on monthly basis the Course fees would be reimbursed to the Institute on actual. The Institute has to raise a bill along with supporting documents against which the Payment would be released after verification. The payment against the bill will be released within four to six weeks. In case a student cannot pass the examination in the first go then he/she may appear again at his/her own cost. Fees (as per the prevailing rates) for the Registration ₹500/- , Examination would be ₹500/- per paper (total ₹2000) + ₹200/- online Exam form processing charge and ₹300/- Practical fee subject to revision will be reimbursed separately on separate bill submission. This fee reimbursement would be applicable for 1st appearance only. The amount of Course fees to be reimbursed to the Institute is ₹1237/- per candidate per month for 11 months (on actual per month) training exempting the examination months. The above Course fees include Service Tax and other statutory taxes. No further money can be claimed in any other form whatsoever.
Clause – 9	Study material	<ul style="list-style-type: none"> The study material provided by DGE&T will be distributed to the students through the Centre. The list of study material distributed duly signed by the candidate must be submitted to NIELIT Ranchi and remaining material to be returned to CGC centre.
Clause – 10	Selection of Students	<ul style="list-style-type: none"> The students would be selected by CGC centre and will be forwarded to the selected institute for admission and Registration
Clause – 11	Registration and Examination	<ul style="list-style-type: none"> Registration formalities for the 100 participants provided by the Sub Regional Employment Officer (SREO) DGET are required to be completed within June 2016. Examination Form filling and related issues for 100 participants to be done within the last date specified. Training has to be started by 1st July 2016.

		<ul style="list-style-type: none"> • Rules and Regulations regarding Registration to be completed in time to enable the participants to appear in the January 2017 Examination (first semester) and July 2017 (second semester). • Providing Faculty support & Infrastructure support for the training. • Record keeping and Mock-test to be taken to facilitate the training.
Clause – 12	Payment	<ul style="list-style-type: none"> • Payment will be made to selected institute by NIELIT Ranchi on monthly basis. • Per participant (on actual attendance sent basis) per month for eleven months excluding Examination Fees, Registration Fees and Course material will be paid by NIELIT Ranchi. • Monthly Bills are to be raised within last date of every month along with a copy of Attendance of participants. • Bills for Examination Fees, Registration Fees and Course material are to be raised separately to NIELIT Ranchi. • No other extra charge will be paid other than already stated.
Clause – 13	Responsibility	<ul style="list-style-type: none"> • The Selected Training Centre shall work out monthly syllabus for theory and practical and provide a copy to the concerned CGCs so that monitoring of the course may be carried out effectively. • If at any point of time, it is found that the training is not being provided appropriately, then the trainees sponsored for training shall be withdrawn from that institution on the recommendation of CGC / DGET Hqs and would be allocated to new institution on the advice of NIELIT / its Regional Office. • Selected Training Centre will conduct coaching session on soft skill as per the Syllabus of CHM O Level. However there will be no exam / evaluation for the same.

PART – B

8. INDICATE THE SPACE IN SQUARE FEET THAT YOU MAY SPARE, FOR THE CONDUCT OF THE COURSE WITH IN YOUR PREMISES:

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9. BASIC INFRASTRUCTURE (ATTACH SEPARATE SHEET IF REQUIRED)

S.No	Classroom Type (Teaching/Lab)	Size in Sq feet	Total No of Fans	Total No of Ventilati on	No of Air Condi tioners	Duratio n of alternate Power Backup	Fire Fighting System	Type of Electrical Wiring	Total No of PCs	Projec tor (Y/N)	First aid facilit y (Y/N)

10. HARDWARE SPECIFICATION FOR PENTIUM IV OR HIGHER

Total Number of PCs	RAM	Hard disk	Web cam(Y/N)	Speakers(Y/N)	UPS capacity	Others

11. SOFTWARE SPECIFICATION

Name	Specification/Version	Purpose	Remarks if any

15. DECLARATION:

- (i) I,.....son/daughter/wife of.....have read and understood the GUIDELINES / INSTRUCTIONS FOR CONDUCTING THE COURSE and agree to abide by the same.
- (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 the organization referred to in col.1 above.
- (iii) I am aware that in case any information given by me is found to be false or misleading, my organization would be debarred from the conduction of the course besides being subjected to any other action that may be deemed fit by NIELIT, Ranchi.
- (iv) The details furnished with regard to faculty and infrastructure is correct to the best of my knowledge and belief and we will ensure availability of these facilities on a continued basis till we continue to offer candidates the courses applied for.
- (v) I agree to abide by the decisions of the NIELIT, Ranchi or its designated agencies in respect of my application for permission to offer training for DGE&T sponsored NIELIT O Level for SC/ST Job seekers.

Signature of the Witness:

Name:

Designation:

Date:

Address:

Seal of the organization

Signature of the Authorized Signatory:

Name:

Designation:

Date:

Address:

Seal of the organization