



Expression of Interest (EOI)

Inviting Training Partners for the Implementation of Project

**“Employability Enhancement & Livelihood Training
Program [EELTP] of SC/ST&EWS (Women) Youth
through Capacity Building and Skill Development in
IECT”**

Sponsored by

MeitY

Implementing Agency:

**National Institute of Electronics and Information
Technology (NIELIT)**

**An Autonomous Scientific Society of Ministry of
Electronics and Information Technology, Government
of India**

May-2024

Table of Contents

S. No.	Title	Page No.
1.	Overview of the project	3
2.	Eligibility for Training Institutes	3
3.	Courses covered under EELTP	4-5
4.	Selection of the Training Institutes	5-6
5.	Selection of Candidate	7
6.	Implementation Strategy	7
7.	Role of TP	9
8.	Payment Details	10
9.	How to become NIELIT Training Partner	11
10.	Guideline for Submission of EOI	12
11.	Format of Agreement (Annexure I)	13-18
12.	Application Form (Appendix-1)	19-20
13.	Covering Letter (Appendix-II)	21

Overview of the Project

Project Name:

Employability Enhancement & Livelihood Training Program [EELTP] of SC/ST& EWS (Women) Youth through Capacity Building and Skill Development in IECT

Objective:

The Project aims towards Capacity building/ Skill development in IT and Electronics Sectors for enhancing their employability & livelihood.

Duration of the project:

3 Years

Target:

Total of 523 SC, ST and EWS (Women) Candidates

Target District:

East Khasi Hills District

Beneficiaries:

SC, ST category and EWS(Women) candidates belonging to East Khasi Hills District of Meghalaya only.

Eligibility for Training Institutions for enrolling in EELTP project:

- The IT Training Institutions like Accredited Centre, DLC Facilitation Centres, NIELIT ESDM TPs, NIELIT NSQF TPs or other identified training partners like Polytechnic College, ITI, Schools, other State/District Level Skill related agencies etc. will have to obtain NSQF accreditation for the desired courses covered under EELTP project (except O Level for which the aspirant institutes will have to apply separately at NIELIT HQ website) as per the procedure defined & available at <http://www.nielit.gov.in/content/nsqf> for affiliation to NIELIT NSQF courses.
- The IT Training Institutions having NSQF accreditation of courses which are among 10 courses covered under EELTP need not apply for fresh NSQF accreditation.
- The IT Training Institutes having set up and operating in the East Khasi Hills District only.

NSQF aligned Courses covered under EELTP project:

The following NSQF courses are covered under EELTP project:

S. No.	Course Name	Eligibility	No of Candidates	No of Hours
1	Certified Multimedia Developer	12 th Pass	60	200
2	Certificate Course in ITES BPO, Soft Skills & Communicative English	10 th +ITI/ 12 th with English as one of the subjects	120	250
3	Certified Web Developer	Basic Computer Knowledge	60	210
4	Certified Artificial Intelligence(AI) Associate “up skilling”	Pursuing final year BE/B.Tech/ MCA in any discipline or BCA/ B.Sc. IT/ B.Sc. Electronics Or 3 Years Diploma after class 10 th in Electronics/ IT/ Electrical with 1 Years of Experience in IT Sector	25	240
5	Assembly & Maintenance of Personal Computer	10 th /12 th / ITI/Polytechnic Diploma/ Graduation	30	300
6	Certified Cloud Computing and Virtualization Expert	2 nd Year B. Tech /BE in CS/IT/ Electronics/ECE Or 2 nd Year MCA Or Final Year students of 3 Year Diploma in CS/IT /ECE/Electronics	25	210
7	Certified Data Entry and Office Assistant (Upskilling)	10 th Pass Or 8 th Class Pass and pursuing continuous regular schooling Or 8 th Class Pass + 2 Years ITI in relevant field Or 8 th Class Pass + 1 Year of Experience in irrelevant field	60	210
8	Certified Computer Application Accounting and Publishing Assistant	10 th Pass or 8 th Class Pass and pursuing continuous regular schooling or 8 th Class Pass + 2 Years ITI in relevant field or	60	360

		8 th Class Pass + 1 Year of Experience irrelevant field		
9	Internet of Things(IoT) Assistant	10th Pass/Grade 8th Pass with two years of (NTC/ NAC) after 8th Grade 8 pass and pursuing continuous schooling in regular school with vocational subject/8 th Pass with 2 years relevant experience	30	300
10	Internet of Things(IoT) Associate	12th grade pass/Completed 2nd year of 3 year diploma (after 10th) and pursuing regular diploma/ 10 th grade pass plus 2-year NTC/ 10 th grade pass plus 1-year NTC plus 1 year NAC	25	450
11	O-Level(IT)	Students from Institutes conducting accredited courses: 10+2 or ITI Certificate (One Year) after class 10 followed, in each case, by a NIELIT accredited 'O' Level course.	28	540

Note: -

- i) The course curriculum is subject to revision as per NSQF
 - ii) Target number of candidates to be trained per course shall be decided as per project guidelines.
- *Aspirant institutes will have to apply separately through NIELIT HQ website.

Selection of the Training Institutes

Those TP's who are already registered with NIELIT Shillong for any of the 11 NSQF courses under the project need not take affiliation for that course. However, if an institute which is not registered for NSQF aligned course with NIELIT Shillong want to start the project may take affiliation from NIELIT for the course as per procedure already defined & available at <http://www.nielit.gov.in/content/nsqf> for affiliation for NIELIT NSQF courses.

a) Shortlisting of TP:

A three-member committee chaired by the NIELIT Regional Centre Head or his/her nominee shall evaluate the TPs based on the criteria below:

S. No.	Criteria	Marks Distribution	Max Marks
1	No. of students trained during the last 3 years	0-49 = 2 50-99 = 4 100-249 = 8 250-299 = 12 300-499 = 17 500 & above = 20	20
2	No. of training centres in Districts/States	1 centre = 1 2 centres = 3 More than 2 centres = 5	5
3	No. of years' existence in education field (particularly in IT & Electronics courses)	0-3 years = 2 3-5 years = 3 5 years and above = 5	5
4	Placement of trained candidates	Less than 25% placed = 2 25% to 50% = 6 Above 50% = 10	10
5	Experience in implementation of IECT and skill Development program funded by Government	Same District (more than 2 years' experience) = 10 Other parts of India (more than 2 years' experience) = 5 Any other (1-2 years) = 3	10
	Total		50

The criteria listed in the above table will serve as the basis for ranking institutes. While there are no specific qualifying criteria, this ranking may become relevant in situations where there are more accredited institutes than candidates allotted for a particular course in a given year, potentially leading to unjustifiable distribution of candidates among the accredited institutes. The candidate allotment should be done in a manner from top rank downwards such that the top institute receives atleast 8-10 candidates for a particular course. If the annual target for a particular course is less than 10 candidates, the top-ranking institute should be allotted all the candidates. If the top-ranking institute declines to train the candidates for a particular course, the offer to train the candidates shall be extended to the next ranking institute.”

Selection of Candidates

A three-member committee comprising of Nodal officer from respective NIELIT Regional Centre, head/authorized signatory of training partner and one member from Dept. of Social Welfare / Dept. of SC/ST development/ Dept. of Women and Child Development of the concerned State Government / Local employment exchange may select the candidates fulfilling minimum eligibility criteria for admission as per qualification file of the course and on merit basis. Candidates with higher qualifications may be preferred.

It will be the responsibility of TP to ensure that no student is enrolled multiple times in one course. However, the student can pursue higher NSQF level courses under the project after having been certified in a lower level course. Further, there will be provision also in the portal to check duplicity of student records.

Implementation Strategy

A. Mobilization & Selection of candidates:

I. Mobilization of candidates: Applications of interested candidates shall be invited through online portal/also along with other physical modes with a transparent process of publicity in regional or local dailies/ web-site/ direct counselling at educational institutions or names/list or data of candidates may be provided by Dept. of Social Welfare / Dept. of SC/ST Development/ Dept. of Women and Child Development of the concerned State Government / Local employment exchange etc. All these activities will be looked after by the Nodal Officer of respective NIELIT Regional Centre along with head/authorized signatory of training partner.

II. Selection of candidates: A three-member committee comprising of Nodal officer from respective NIELIT Regional Centre, head/authorized signatory of training partner and one member preferably from Dept. of Social Welfare / Dept. of SC/ST development of the concerned State Government /Local employment exchange or any other Officer nominated by the Authority may select the candidates fulfilling minimum eligibility criteria for admission as per qualification file of the course and on merit basis.

III. Registration Process: Preliminary Registration for admission in any course will be done in online mode on the NIELIT student portal by the candidate and TP shall assist candidates in Registration process. Admission in any course will be granted to registered students after due process of short listing / scrutiny by the three-member committee mentioned in Selection Criteria above. Opening of registration in any course will be notified on website /portal of respective NIELIT Regional Centres well in advance and also TP and NIELIT RC shall publicize the same. Registration Fee of the candidate shall be borne by the TP for which there shall be no reimbursement.

While admitting & enrolling a candidate, training partner shall verify the Caste certificate, EWS certificate from the concerned authorities. Besides this, the TP shall also verify Educational qualification certificate, ID Proof and other necessary documents in person of every student in a batch before uploading on NIELIT MIS portal. NIELIT Regional Centre shall also cross verify and counter

sign the document submitted by the TP for enrolled candidates. If at the later stage, document(s) of beneficiary are found forged/fake, no reimbursement of such beneficiary shall be given to the TP.

(B) Training & Assessment

The training shall be conducted through NIELIT NSQF Aligned and Accredited training partner (TP) only. NIELIT own centres cannot conduct the trainings under this project. Only those districts are covered under this project, where SC & ST population is maximum. Also, the districts covered under Aspirational District project are excluded. Biometric Attendance should be maintained by the TP for all the candidates attending the courses.

i) Training:

All NIELIT Regional Centres shall enrol the Training Partners (TP's) for implementing the scheme. The revenue sharing model shall be as mentioned in payment terms under Post Certification Activities Section.

The training shall be imparted as per the prescribed syllabus and format mentioned in Qualification files of the 11 courses available at [National Qualification Register \(nqr.gov.in\)](http://National Qualification Register (nqr.gov.in))

Training Partner (TP) shall maintain record of shortlisted candidates and biometric attendance of students during the training and provide to NIELIT Regional Centres for inspection. Promotion of project, study material and library facility shall be provided to students by training partner at no additional cost. The Training fee includes all these expenses. Training shall be conducted as per course curriculum mentioned in the qualification files.

ii). Assessment:

After completion of training, assessment shall be carried out by Exam Wing of NIELIT HQ as per the defined guidelines/norms of NIELIT.

iii). Monitoring Mechanism –

- a. TP may be asked to submit the CCTV footage/ Photographs/ of class sessions as and when asked by concerned authorities.
- b. Online interaction with students and faculty may be done by the respective Nodal Officer, RPCU or any associated NIELIT Official during the training sessions.

iv). Placement Assistance: NIELIT Shillong through TP may conduct Job fairs, tie-up with industry or conduct online remote interviews, to facilitate certified candidates to get suitable placements. NIELIT Regional Centre & TP shall be responsible for facilitating placement related activity for their assigned districts.

Role of Centre level Nodal Officer:

NIELIT Shillong will depute a Nodal Officer to oversee the implementation of the project at the centre level and will be single point of contact for TPs for implementation of this project.

Role of TP

The TP selected by NIELIT Regional Center after following the due process to implement the project in their respective district, shall have following roles:

- i. To promote the project/program at District Level.
- ii. Shall play active role in selection of beneficiary/candidate to be certified in the ratio as mentioned in the work order.
- iii. To conduct training of candidates as per Qualification File of courses, strictly as per NSQF norms and support in conduction of examinations.
- iv. To guide students and help them in training & certification related matters.
- v. To submit invoices in proper format along with all requisite documents to NIELIT Regional Center.
- vi. To comply with all the guidelines laid down by respective NIELIT Regional Centre.

Examination & Certification System:

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

Examination

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.

All the successful participants would be issued Online Certificate downloadable from NIELIT student portal.

Post Certification Activities

i. Raising invoice by Training Partner (TP):

After completion of training and certification of a batch, invoice will be prepared by the TP along with biometric attendance of students and other necessary documents in that batch after due attestation and forward it to Nodal Officer of the respective NIELIT Regional Center. Nodal Officer shall verify these details, process the payments after due approval of competent authority.

ii. Payment Terms

Reimbursement will be made to TP @75% of Course fee per certified candidate as per norms. NIELIT Regional Center share shall be the balance 25% of the Course fee.

Grievance Handling

All grievances of training partner and students will be addressed by concerned NIELIT Regional Center. Head of NIELIT Regional Center will be solely responsible for smooth conduction of training in districts under the jurisdiction of concerned NIELIT Regional Center.

Matters related to changes in policy/implementation strategy of the project will be dealt by NIELIT HQ.

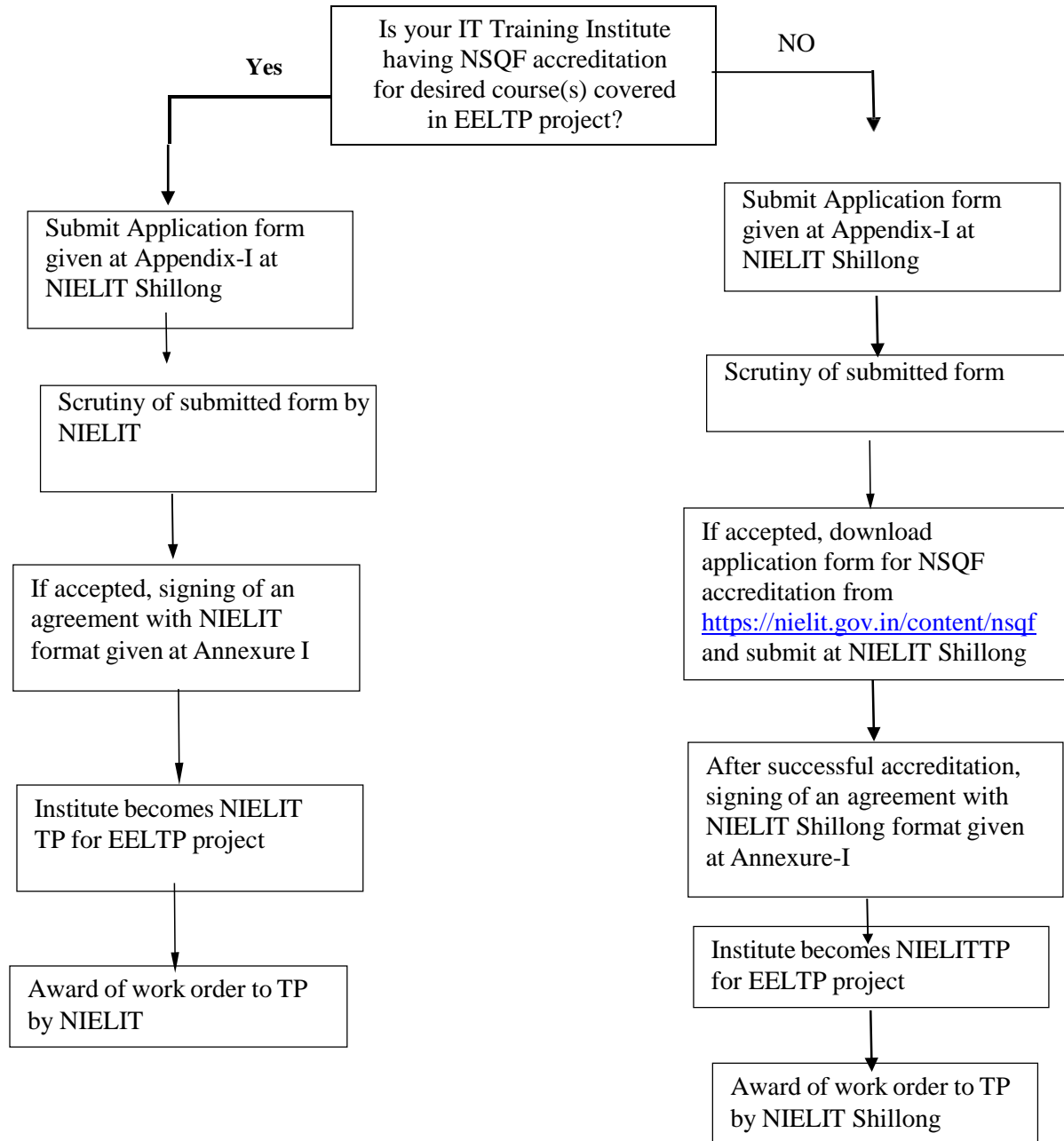
Payment: The Payment Model will be as under:

S. No.	Course Name	No of Candidates	No of Hrs	Training Fee	Share of TP per Candidate
1	Certificate course in IT-ITeS BPO, Soft Skills & Communicative English	120	250	10500	7875.0
2	Certified Computer Application Accounting and Publishing Assistant	60	360	15120	11340.0
3	Certified Data Entry and Office Assistant (Upskilling)	60	210	8820	6615.0
4	NIELIT Certified Web Developer	60	210	8820	6615.0
5	NIELIT Certified Multimedia Developer	60	200	8400	6300.0
6	Internet of Things (IoT) Assistant	30	300	14700	11025.0
7	Internet of Things (IoT) Associate	25	450	22050	16537.5
8	Certified Artificial Intelligence (AI) Associate "Upskilling"	25	240	10080	7560.0
9	Assembly & Maintenance of Personal Computer	30	300	12600	9450.0
10	NIELIT Certified Cloud Computing and Virtualization Expert	25	210	8820	6615.0
11	O level (IT)	28	540	22680	17010

Note:

- The payment shall be made only after successful certification of the students.
- The registration fee and the assessment Fee of the candidate shall be paid by TP at the time of filling of online registration & examination forms on NIELIT's portal for the very first appearance in exam. In case of non-appearance/failed/re-appear in Exam, candidate will be required to bear the exam fee himself/herself.
- The course duration and fees are subject to change/revision time- to- time as per NIELIT HQ/NSQF guidelines.

How can a Training Institute become part of EELTP project?



Guidelines for submission:

The following conditions should be noted while submitting the Documents:

- i.** The Application Form (Appendix-1) along with Covering Letter (Appendix-2) may be submitted in a sealed envelope duly super scribed: **“Application against EOI for providing Training Facility- Employability Enhancement & Livelihood Training Program [EELTP] of SC/ST& EWS(Women) Youth through Capacity Building and Skill Development in IECT”**
- ii.** Canvassing in any form, direct or indirect, on part of Applicant will render the application liable for exclusion from consideration.
- iii.** Incomplete or late submission of documents will not be considered. This office will not be responsible for any postal delays.

Documents complete in all respects, should be submitted by speed post or by hand at following address on or before last date & time:

DIRECTOR IN-CHARGE

NIELIT Shillong

2nd Floor, Meghalaya State Housing, Financing Co-operative Society Limited Building,

Nongrim Hills, Shillong, Meghalaya 793003

Schedule for submission of documents

S. No.	Name of the activity	Date
1.	Advertisement & website display	28-Jun-2024
2.	Last date for submission of Sealed Documents	12-July-2024

Annexure I

Format of Agreement (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), <.....ADDRESS OF NIELIT CENTRE.....> (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.....> (here in after 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 <Project title>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 SECONDP ARTY, after due process of short listing the training partner.

WHEREAS **FIRST PARTY** and **SECOND PARTY** desire to mutually associate with each other to commence the **training program in<Project title>**through its training centres in the said district of said state.

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

1. SCOPE: SECOND PARTY will conduct training program in <Project title> through its centre in <District & State name> for the course<Course Name>.

Training program: <Project title>as per details strictly as per NIELIT NSQF norms, Qualification file of the course and project guidelines.

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

The maximum number of candidates to be trained in the district of <District& State name>for the course<Course Name> is 30 per batch.

2. OBLIGATION OF SECOND PARTY:

<Project title>for the<District name>for the course<Course name>,

SECOND PARTY proposing to conduct the training program shall furnish an undertaking that it fulfils 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.

If the training is not carried out to the satisfaction of **FIRST PARTY**/end user and if the behaviour or character or conduct of the personnel engaged by the **SECOND PARTY** 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 **SECOND PARTY** shall not have any claim whatsoever for compensation for the remaining period of contract.

SECOND PARTY 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/>, **NIELITNSQF** norms, and project implementation SoP/norms.

SECOND PARTY 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

SECOND PARTYs Training charges for the Courses (includes GST and other applicable overhead charges) as per NSQF training fee rates per candidate which covers cost of publicity & study material also.

SECOND PARTY shall maintain a Student Registration Register, a Student Record Register and Student Biometric Attendance as given below.

- (a) **Student Registration Register:** Student Registration Register shall contain details like Serial No.; Student Name & Address; StudentID Number; Date of Admission; Course Name, Course Code & Duration; BatchCode, Start Date & End Date, Sex, date of birth, caste, community details
- (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) **Biometric Attendance Report:** Shall be submitted by TP with the sign and stamp of authorized signatory on monthly basis.
- (d) **SECOND PARTY** will be responsible for the verification and maintaining record of all relevant documents of the beneficiary like educational qualification, caste

certificate etc.

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.

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

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

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

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

3. OBLIGATION OF FIRST PARTY:

FIRST PARTY shall coordinate the selection of the candidates based on the applications received and the candidates will be allocated to the nearest training centre of the **SECOND PARTY**.

4. **Payment terms:** Payment shall be made on completion of the courses and further certification of candidates based on the actual number of certified candidates on receipt of invoice along with relevant documents.

5. 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.

6. 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 one Month, the aggrieved party may treat this agreement as repudiated by the other party and forth with 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 one 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 deposits 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.

7. Termination of contract

If the **SECOND PARTY**(a) abandons the contractor 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 **FIRSTPARTY** for losses incurred by it in such cases.

8. 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 <District of Office of **SECOND PARTY** >

9. 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.

10.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.

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

12.IPR

All Intellectual Property, including, but not limited to, copyrights, software and database rights, patents, trade secrets, trademarks, rights in designs and all other Intellectual Property or other proprietary rights (“Intellectual Property”) owned by one Party prior to the date of this MOU will continue to be owned by that party. All Intellectual Property rights made available by one Party to the other Party in connection with this MOU, or otherwise, will remain the sole property of, and vest in, the first Party or its licensors. Neither Party will gain, by virtue of this MOU, any rights in or to any Intellectual Property rights owned by the other Party. Any Intellectual Property rights created by one Party without use of or reference to the Intellectual Property rights or Confidential Information of the other Party will be and will remain the sole and exclusive property of the first Party.

IN WITNESS WHERE OF, the parties here to 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.....

(Appendix-1)

Expression of Interest Form

1. Course(s) Applied For		NSQF Number of the institute	Affiliation
1.	Certificate course in IT-ITeS BPO, Soft Skills & Communicative English		
2.	Certified Computer Application Accounting and Publishing Assistant		
3.	Certified Data Entry and Office Assistant (Upskilling)		
4.	NIELIT Certified Web Developer		
5.	NIELIT Certified Multimedia Developer		
6.	Internet of Things (IoT) Assistant		
7.	Internet of Things (IoT) Associate		
8.	Certified Artificial Intelligence (AI) Associate "Upskilling"		
9.	Assembly & Maintenance of Personal Computer		
10.	NIELIT Certified Cloud Computing and Virtualization Expert		
2. Category of the institute			
a) Accredited from NIELIT			
b) NIELIT NSQF Training Partner			
c) DLC Facilitation Centre			
d) NIELIT ESDM Training Partner			
e) Others			
3. Name of Institute			
4. Address of Institute			
5. Name of Authorized person			
6. Contact Number	Landline:	Mobile:	
7. Email-id			
8. State		District where Institute is located	
9. PAN Number			
10. GST Number			
11. No. of students registered in any NIELIT NSQF course in the last 2 years at your institute			
Name of the NSQF Course		No. of Students registered	No. of Students Passed
'O'-level			
Any other NSQF Course (attach separate Sheet if required)			

12. Distance in Km. from Municipal body (Nagar Palika/Parishad etc.)		
13. Date of Operations in Education field (particularly in IT & Electronics courses)(attach the documentary proof)	____/____/____	
14. Tie-up with industry and Previous placement records	Attach the report with documentary proof.	
15. Availability of Hardware, Software and Faculty (attach the relevant documents)		
i) Whether the Hardware is available as per the NSQF Guidelines.	No	Yes
ii) Whether the Software is available as per the NSQF Guidelines	No	Yes
(iii) Whether the Faculty is available as per the NSQF Guidelines	No	Yes
(iv) Whether the Supporting Faculty is available as per the NSQF Guidelines	No	Yes
16. Training Facility Availability (attach the clear photographic evidence)		
(i) Availability of Safe Drinking water	No	Yes
(ii) Availability of Separate Washroom for Men/Women	No	Yes
(iii) Availability of Parking Facility	No	Yes
(iv) Availability of reliable Internet	No	Yes
(v) Availability of Printer & Scanner	No	Yes
(vi) Availability of Waiting Area/Room	No	Yes

DECLARATION

- (i) I, _____ son/daughter of _____ have read and understood the RULES/ GUIDELINES for conduction of NIELIT NSQF aligned courses Training for SC/ST/EWS (Women) candidates in the _____ district of Meghalaya 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 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 conduction of training programs and / or debarred besides being subjected to any other action that may be deemed fit by NIELIT Shillong.
- (iv) I agree to abide by the decisions of the NIELIT Shillong or its designated agencies in respect of my application for permission to conduct NIELIT NSQF aligned training for SC/ST/EWS (Women) candidates under the above scheme.

Signature of the authorized person

Name:

Date:

Designation:

Seal of the institute:

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

To,

Date..../..../.....

The Director in-Charge
NIELIT Shillong

2nd Floor, Meghalaya State Housing, Financing Co-operative Society Limited Building,
Nongrim Hills, Shillong, Meghalaya 793003

Ref.: EOI No. NIELIT/SHL/EELTP/2023/337/02**Subject: EoI for Empanelment of Training Institute(s) for conducting NSQF courses of NIELIT – reg.**

Sir,

1. Having examined the EoI document, we, the undersigned, herewith submit our response to your EoI for Empanelment of Training Institutes for conducting training of NSQF aligned courses of NIELIT being implemented by NIELIT Shillong Centre 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 organization 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 Centre is not bound to short-list / accept any proposal received in response to this EoI.
6. We understood that Empanelment with NIELIT Shillong Centre does not guarantee that every / any of the applicants shall be invited under EoI, or be awarded a project/assignment.

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

S.No.	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	
4	Mobile number of the Contact Person	
5	Email	
6	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:

Encl: Duly filled Application form.

(Authorized person) Name & Title with seal