

File No.

Dated:10<sup>th</sup> September, 2024

**Notification for correction in Registration Profile for NIELIT O/A/B/C course**

Competent authority has approved the following procedure and processing fees for Correction in Registration details and Final Certificate issued by NIELIT for O/A/B & C Level of courses:

**1. Procedure Tabulated for change/ Correction/Updation in registration Details**

**1.1. Details which are not permanent in nature:**

The candidate is not required to pay any fee but would be required to apply for the same in the prescribed Performa as per **Annexure- I** and submit the requisite documents for change in non-permanent nature registration details specified in Table -1 as under:

**TABLE -1**

S. N.	Change in the details	Documents required to be submitted
1.	Handicapped (disability) Category	Self-attested copy of Handicapped certificate of the candidate.
2.	Marital status	Application along with self-attested copy of marriage Certificate of the candidate
3.	Caste	Self-attested copy of Caste certificate of the candidate.
4.	Mobile Number	Application or email through registered email address of The candidate.
5.	Email Address	Application or email along with self-attested copy of Registration card of the candidate.
6.	Correspondence Address	Applications along with self-attested copy of registration Card of the candidate along with any document containing the desired address.
7.	Educational Qualification details	Application along with self-attested copy of educational documents of the candidate

## 2 Changes in the "Registration Type" as mentioned in TABLE-2:

The candidates who desire to have change in "Registration Type" will have to apply for the same in the prescribed Performa as per **Annexure-II**.

**Further the processing fee is to be paid through online mode only & applications received with DD will not be processed.**

**Details of NIELIT Bank account for submission of fee are as follows:**

**Name of the Bank: Bank of India**

**Branch Name: CGO Complex Branch, New Delhi-110003**

**Account Holder Name: NIELIT**

**Current Account A/c No.: 604820100000012**

**IFSC Code: BKID0006048**

**MICR Code:110013052**

**TABLE-2**

<b>S. N.</b>	<b>Change in Registration</b>	<b>Procedure &amp; Fee</b>
1.	From 'Direct' to 'Institute'	i) Payment of fee of Rs. 118/- (Rs. 100/- + GST @18%) through <b><u>online mode only</u></b> in NIELIT account mentioned above. ii) Change will be allowed if request forwarded by accredited institute to which candidate wants to join.

2.	From 'Institute' to 'Direct'	<ul style="list-style-type: none"> <li>i) Candidate will be allowed this change if he/she meets the eligibility criteria for the respective course as a direct candidate.</li> <li>ii) Candidate will obtain NOC in the prescribed format (Annexure A) from the Institute.</li> <li>iii) Payment of fee of Rs. 118/- (Rs. 100/- + GST @18%) through online mode in NIELIT account mentioned on page of this notice.</li> </ul>
3.	'Institute to Institute'	<ul style="list-style-type: none"> <li>i) Candidate request to the current institute for issuing NOC. <ul style="list-style-type: none"> <li>a. If Current Institutes issues NOC then the candidate can submit request for change in "Registration type"</li> <li>b. If the current institute declines to issue the NOC then the candidate can either reapply to the current institute for issuing NOC or can send the request to NIELIT for change in "Registration Type" mentioning the reasons given by the Current Institute for not issuing the NOC.</li> </ul> </li> <li>ii) In both the cases, the candidate will make Payment of fee of Rs. 118/- (Rs. 100/- + GST @18%) through online mode in NIELIT account mentioned on page no. 2.</li> <li>iii) NIELIT decision in this regard will be final and binding.</li> </ul>
4.	When the institute is closed/ withdrawn by NIELIT	No fee will be charged from candidate for change of "Registration Type" in case such a change is necessitated by the closure/ withdrawal of the Institute under which the candidate has registered.

**\*\*Correction in given particulars of Annexure I & II can be done anytime during Registration Period\*\*.**

### **3. Changes in Registration Details such as Name, Father's Name, etc as mentioned in TABLE- 3**

The candidates shall be required to apply in the prescribed Performa at Annexure III and deposit a fee of Rs. 354/- (Rs. 300+GST@18%) through **online mode only** for changes mentioned in **TABLE-3** along with the requisite documents.

**For correction in 6 particulars (SI No. 1 to 6) mentioned in Annexure-III, the requisite all correct documents should reach this office till 7 working days before the commencement/start 1<sup>st</sup> exam of the level for which the candidate has been registered and no such request will be considered if a candidate has appeared/given in any paper of the registered level. In given Table-4 Rest of 4 particulars (Sr. No. 7 to 10) can be corrected any time during Registration Period.**

**TABLE-3**

<b>S. N.</b>	<b>Details to be changed</b>	<b>Document required</b>
1.	Photo	Self-attested copy of Aadhar card or any Govt. ID proof and soft copy of the candidate photo in Jpeg format through candidate registered email address.
2.	Thumb Impression	Self-attested copy of Aadhar card or any Govt. ID proof and soft copy of the candidate thumb impression in Jpeg format through candidate registered E-mail address.
3.	Signature	Self-attested copy of Aadhar card or any Govt. ID proof and soft copy of the candidate signature in Jpeg format through candidate registered E-mail address
4.	Name	Self-attested copy of highest qualification certificate of the candidate.
5.	Father's Name	Self-attested copy of the documents (10 <sup>th</sup> /HSC certificate or any other Govt. issued photo card of the candidate) where the Father's name is clearly mentioned.
6.	Mother's Name	Self-attested copy of the documents (10 <sup>th</sup> /HSC certificate or any other govt. issued photo card of the candidate) where the Mother's name is clearly mentioned or Self-attested copy of the Mother's Aadhar Card.

**3.1 Changes in Registration Details such as Permanent Address, Date of Birth, Gender & Only rotation of existing images i.e. photo thumb or signature (not change) etc as mentioned in TABLE- 4**

The candidates shall be required to apply in the prescribed Performa at **Annexure III** and deposit a fee of Rs. 354/- (Rs. 300+GST@18%) through **online mode only** for changes mentioned in **TABLE-4** along with the requisite documents.

**TABLE-4**

<b>S. N.</b>	<b>Details to be changed</b>	<b>Document required</b>
7.	Permanent Address	Application along with self-attested copy of registration I-Card issued by NIELIT along with any document containing the address.
8.	Date of Birth	Self-attested copy of 10 <sup>th</sup> certificate of the candidate.
9.	Gender	Application or email along with self-attested copy of registration I-Card issued by NIELIT.
10.	Only rotation of existing images i.e. photo, thumb or signature (not change)	Self-attested copy of Aadhar card or any Govt. ID proof and soft copy of the same candidate photo in Jpeg format which was uploaded at the time of registration through candidate registered email address.

**\*\*"Correction in given particulars at Sl. No. 7 to 10 of Annexure III can be done anytime during Registration Period".**

#### **4 Changes in Final Certificate**

Any changes/ modifications sought in the final certificate once it is issued to the candidate; he/she has to apply for the same in the prescribed Performa at **Annexure- IV** along with a fee of Rs. 590/- (Rs. 500+GST@18%)) through **online mode only** and requisite documents depending on the change requested as per Table-5 below:

**TABLE-5**

<b>S. N.</b>	<b>Description</b>	<b>Document required</b>
1	Name of candidate	1) Self-attested copies of educational documents mandatory for given all changes in final certificate.  i) <b>For Date of Birth Correction/update:</b> Self Attested copy of any supporting documents which mentioned correct Date of Birth of candidate etc.(10th Certificate, Birth Certificate, government ID, other legal documents).  <b>Note:</b> For Date of Birth Change in after issued Final Certificate: Date of Birth of candidate will be change only in issued final NCVET Certificate.  2) Affidavit sworn in before Judicial Magistrate/Oath Commissioner/Executive Magistrate (District Magistrate/Additional District Magistrate /Sub Divisional Magistrate /Sub Divisional Officer/Tahsildar) with mentioned in suitable reason.  3) Certificate issued by NIELIT in original for given all changes in final certificate.
2	Father's Name	
3	Mother's Name	
4	Date of Birth	

**(Ahseesh Gupta)**  
**Joint Director Tech.**