

TERMS AND CONDITIONS

Rule No. I Conduct of CCC and BCC

1. An institute would be registered as Facilitation Centre for the conduct of training and fielding candidates for CCC and BCC on self –certification basis, if it fulfils and certifies the availability of the laid out criteria and its application is accepted by NIELIT. A unique number would be issued to such Facilitation Centre. This number would be known as “Registration Number”.
2. It is the responsibility of the “Applicant Institute” to complete the Application Form fully and accurately and submit it to the NIELIT. NIELIT reserves the right at its sole discretion, to accept or reject any Application, without having to provide justification for acceptance or rejection.
3. The registration of the institution is valid for the conduct of CCC and BCC for a particular address. For any change of address, whether permanently or temporarily, approval from NIELIT is required.
4. There is fee charged by NIELIT from the institute for permission to register as Facilitation Centre for the conduct of training and fielding candidates for CCC and BCC on self-certification basis.
5. A letter of registration of institution as “Facilitation Centre” will be issued to the institute allotting the Registration number to serve the documentary proof of the same.
6. An institute remains to be a “Facilitation Centre for conduct of training and fielding candidates for CCC and BCC on self-certification basis” if it holds a valid registration number.

Rule No. II Institute Conduct

1. Institutes must comply with all local, state and national laws and regulations that apply to their institute and shall not engage in any business practice or activity that could discredit or damage the image or reputation of NIELIT.
2. All presentation of NIELIT information must be complete and truthful, including but not limited to, instructions for filling of application forms, rules of passing CCC examination etc.
3. This is the responsibility of the institute to get the latest information from NIELIT.
4. No institute shall knowingly submit false or misleading information to the NIELIT and to the candidates.
5. Institutions would not be allowed to use the terminology namely ‘training centres of NIELIT CCC/BCC or authorized institutes for training of NIELIT CCC/ BCC’.
6. No institute shall do anything detrimental to the reputation and image of the NIELIT, its courses, its logo and / or its name.
7. NIELIT shall have no liability to any institute in respect of any cost, loss, damage, claims, demands, prosecutions, fines, penalties and/or organisation.
8. Institutes must comply with all NIELIT rules of conduct, policies and other rules and regulations and any amendments or additions together with any procedures, recommendations, guidelines or instructions, which may be issued from time to time by NIELIT.
9. Any change in the telephone number(s), fax number(s), e-mail address of the institute must be informed to NIELIT immediately.

10. Approval is required from NIELIT to change the address of the institute.
11. The institute must submit the examination application form of all the candidates (who wish to appear for CCC/BCC examination) to NIELIT as per the calendar of events, as applicable from time to time.
12. The certificates of the successful candidates would be despatched to the concerned Facilitation Centre. It would be the responsibility of the Facilitation Centre to disburse the certificates to the concerned candidates under intimation to NIELIT.

Rule no. III Procedure for Withdrawal of Registration

NIELIT may initiate proceedings for withdrawal of registration in case Facilitation Centre is found indulging in any of the following improprieties.

1. Failure to provide the necessary academic and administrative support to the students as per schedule/norms fixed by NIELIT and/or furnishing false information to NIELIT,
2. Over charging the students beyond the amount prescribed for fees by NIELIT, like accepting extra money from the students towards service charges or for any other reasons,
3. Charging additional money for distribution of any document viz. admit card/result/certificate,
4. Furthering interests of any sector, caste, religious group or political party or subscribe to objectives that go counter to the solidarity or unity of the country.
5. Deterioration of physical facilities and unwillingness to improve them to meet minimum requirements in terms of satisfactory classrooms, laboratory and library facilities,
6. Any other misconduct in connection with the admission/ Examination/ any other area, which in the opinion of NIELIT warrants immediate withdrawal of registration of the Institution.
7. NIELIT shall provide adequate time and opportunity to the registered Institution served with a "Show Cause Notice" up to a maximum period of three months for adequate compliance/removal of defects failing which NIELIT will withdraw the registration. Such a decision by NIELIT shall be final and binding.

Other Information

1. For general inquiry please contact the reception of NIELIT. For enquiry related to registration of your institute please contact Chief Controller of Examinations (CCC and BCC).
2. For further information about CCC and BCC examinations write to NIELIT or send mail to ccc@nielit.in, bcc@nielit.in. You can check our web site <http://www.nielit.in> for up to date information on our programs.
3. All disputes are subject to Delhi jurisdiction.