[1]GUIDELINES AND INSTRUCTIONS FOR SUBMISSION
OF
ONLINE EXAMINATION APPLICATION FORM (OEAF) AND EXAMINATION FEE
FOR
EXAMINATION OF DIGITAL LITERACY COURSES (DLC) - BCC/ CCC/ CCC+/ ECC.

The following guidelines are required to be followed by the applicants applying as a Direct Candidates or from Approved Institutes holding valid E-provisional number for submission of Examination Application Form for any of the Examination of DLC i.e. BCC/CCC/CCC+/ECC. **The OEAF is required to be submitted by the candidate who is applying for the examination and not by anyone else on his/her behalf.**

[2] **SCHEDULE FOR SUBMISSION OF OEAF FOR EXAMINATION OF DLC (BCC/CCC/CCC+/ECC) THROUGH ONLINE PORTAL**

Examination Month	Tentative Date of commencement of submission of online examination application form (OEAF) and fee by the candidates at NIELIT	Last date for submission of online examination application form (OEAF) and fee by the candidates at NIELIT	Date of commencement of examination
January	November 01	November 30	01st Saturday of January
February	December 01	December 31	01st Saturday of February
March	January 01	January 31	01st Saturday of March
April	February 01	February 28/29	01st Saturday of April
May	March 01	March 31	01st Saturday of May
June	April 01	April 30	01st Saturday of June
July	May 01	May 31	01st Saturday of July
August	June 01	June 30	01st Saturday of August
September	July 01	July 31	01st Saturday of September
October	August 01	August 31	01st Saturday of October
November	September 01	September 30	01st Saturday of November
December	October 01	October 31	01st Saturday of December

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[1]The principal document was published on September 05, 2013 with the launch of online portal.
[2] Amendment vide Notification no: I-17013(11)/4/2020- Examination dated 19th Nov 2020 and Notification no.: F.N0. 16(4)99/I-91/NIELIT dated 20th Aug 2018.

ELIGIBILITY CRITERIA

The eligibility criteria for applying for examination of DLC (BCC, CCC, CCC+, and ECC) are mentioned below -

S.NO	Course Name	Duration	Eligibility	Mode
1.	Basic Computer Course (BCC)	36 Hours	irrespective of any educational qualification	• Candidates sponsored by NIELIT approved Institutes which are permitted to conduct BCC Course and having obtained e-provisional no. • Direct Applicants – irrespective of any educational qualification;
2.	Course on Computer Concepts(CCC)	80 Hours	irrespective of any educational qualification	• Candidates sponsored by NIELIT approved Institutes permitted to conduct CCC Course - irrespective of any educational qualifications. • Candidates sponsored by Government recognized Schools/Colleges having obtained an Unique Identity number from NIELIT for conducting CCC. • Direct Applicants (without essentially undergoing the Accredited Course or without being sponsored by a Govt. recognised School/College)
3.	Course on Computer Concepts Plus (CCC+)	126 Hours	10th Pass	NIELIT approved Institutes permitted to conduct CCC+ Course
4.	Expert Computer Course(ECC)	200 Hours	12th Pass	NIELIT approved Institutes permitted to conduct ECC Course

PREREQUISITE:

Before proceeding for filling the Online Examination Application Form (OEAF), the applicant is required to have the following:

1) Personal Email ID of the applicant, not of the Institute. This is required for validations and future correspondence. In case you provide wrong/incorrect email ID you will not be able to receive the updates.

2) Personal Mobile Number of the applicant, not of the Institute for validations and future correspondence. In case you provide wrong/incorrect mobile phone number you will not be able to receive the updates.

3) All candidates are advised to upload good quality photograph, signature and LTI (Left thumb impression) in his/her OEAF, as per the specifications detailed in subsequent paras.

A. [3]**Specification of Photograph:**

Technical Specifications:

    i. Size- 3.5 cm Width X 4.5 cm Height.
    ii. Dimension –132 Pixels Width X 170 Pixels Height.
    iii. Digital size- 5 KB to 50 KB.
    iv. DPI/PPI- 96 to 300.
    v. Type – JPEG/JPG

Instructions:

    i. The colour photos taken professionally (not on a mobile phone) during the last six months with white background should be used.
    ii. The facial features of the person should be clearly visible and no goggles to be used and no part of the face should be covered.

B. [4]**Specification of Thumb Impression (Left Thumb) & Signature:**

Technical Specifications:

    i. Size- 4.5 cm Width X 3.5 cm Height.
    ii. Dimension –170 Pixels Width X 132 Pixels Height.
    iii. Digital size- 5 KB to 20 KB.
    iv. DPI/PPI- 96 to 200.
    v. Type - JPEG/JPG

Instructions:

    i. Signature and Left thumb impression should be taken on white paper using black/blue ink.
    ii. Image should not be blurred or smudged.

Please note that, no request for correction in Name, Mother's Name, Father's Name, Photograph, Signature, LTI, Date of Birth, etc. will be entertained at NIELIT, once the candidate has successfully submitted OEAF and fee. The candidate is responsible for the particulars submitted by him in his/her OEAF. The certificates to the successful candidates would be issued with these particulars ONLY.

The candidate is not required to submit the hard copy of the OEAF and supporting document(s) at the NIELIT Regional Centre.

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[3] As per approval of 'Competent Authority', dated 20.10.2021 and 29.11.2021.
[4] As per approval of 'Competent Authority', dated 20.10.2021 and 29.11.2021.

4) Appropriate instrument for online payment of examination fee. Candidate has to pay examination fee as per details tabulated below**.**

S.No	Course Name	Examination Fees (Exclusive of GST /Taxes)
1	[5]Basic Computer Course (BCC)	Rs.450.00 (Examination and Certification)
2	[6]Course on Computer Concepts (CCC)	Rs.500.00 (Examination and Certification)
3	Course on Computer Concepts Plus (CCC+)	Rs.450.00 (Examination fee)
4	Expert Computer Course (ECC)	Rs.500.00 (Examination fee)

GST/Taxes on above examination fee structure shall be levied as per notifications issued by the Government of India from time to time.

Once the applicant is ready with the above, s/he may visit **student.nielit.gov.in** for filling up of the OEAF. The processes along with screen shots of major steps are given below. Please note that, the field with a red asterisk/ star mark is mandatory (User cannot proceed for submission of form without entering valid data in it).

OEAF SUBMISSION GUIDELINES

The candidates are strictly advised to submit only single OEAF for one examination cycle. However, if due to any unavoidable situation, if s/he submits another OEAF, then s/he must ensure that the last OEAF submitted by him/her is correct and completed in all respects like candidates' particulars, photograph, signature, fee etc.

The candidates who are submitting multiple OEAFs should note that the last OEAF submitted by the candidate shall be considered by NIELIT for the examination and examination fee paid against one OEAF shall neither be adjusted with other OEAF nor refunded.

The candidates are further advised to ensure successful submission of OEAF along with Examination fee.

In case of candidates who submits more than one OEAF for the same examination cycle, it is the onus of the candidate to ensure that s/he appears only once in the examination. At any stage, if it is found that s/he appeared more than once in the examination within the same examination cycle, the candidature of such candidate will be cancelled by NIELIT and no representation in this regard will be entertained at NIELIT. The examination fee in such cases will not be refunded.

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[5] Amendment vide Notification no.: F.No. 16(4)99/I-60/NIELIT dated 18th March 2016.
[6] Amendment vide Notification no.: F.No. 16(4)99/I-60/NIELIT dated 18th March 2016.

FILL THE OEAF

(Please note that the field marked with '*' is mandatory.)

Note: Use the URL for online application form - https://student.nielit.gov.in/

Step 1. Click on **Apply Online** Tab on the right hand side panel as shown below-
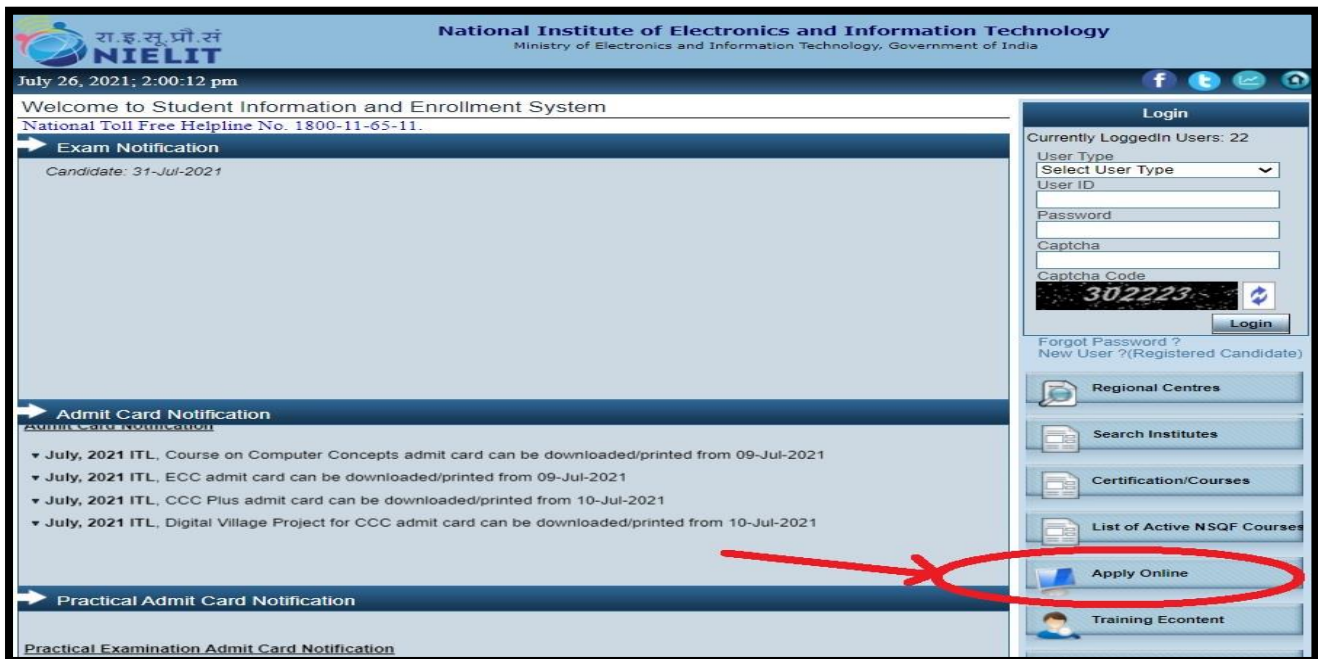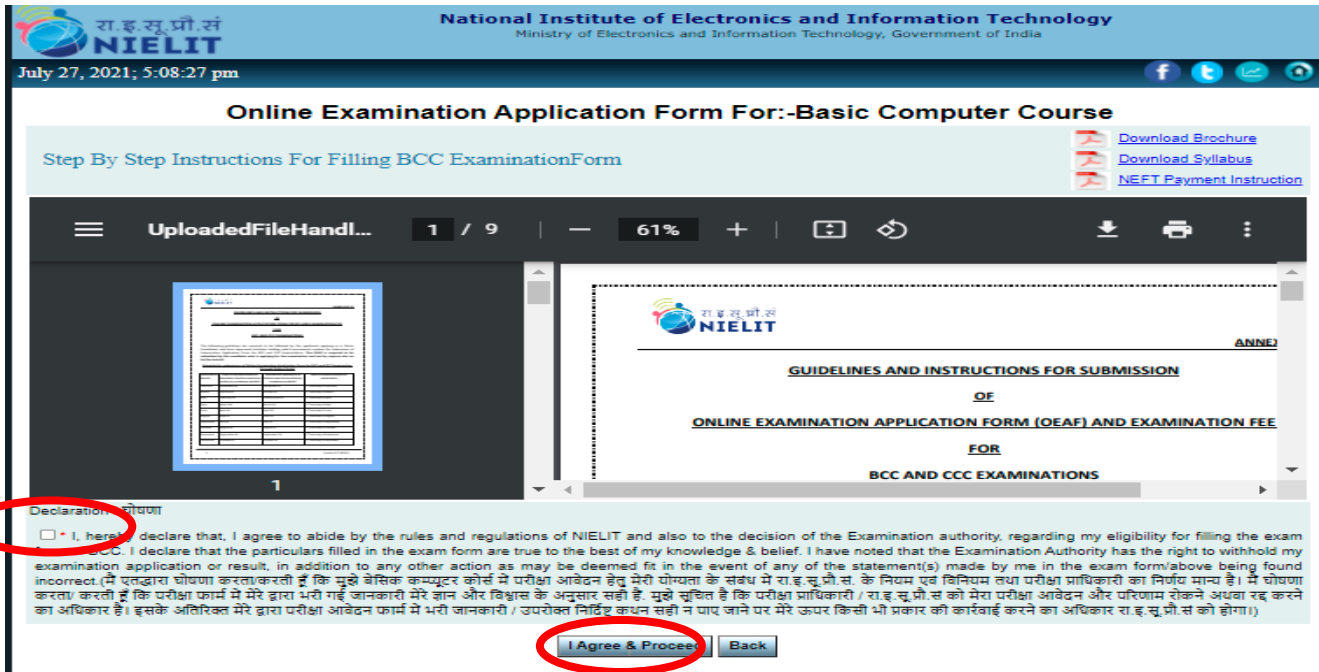
The following interface will open on screen as shown below.
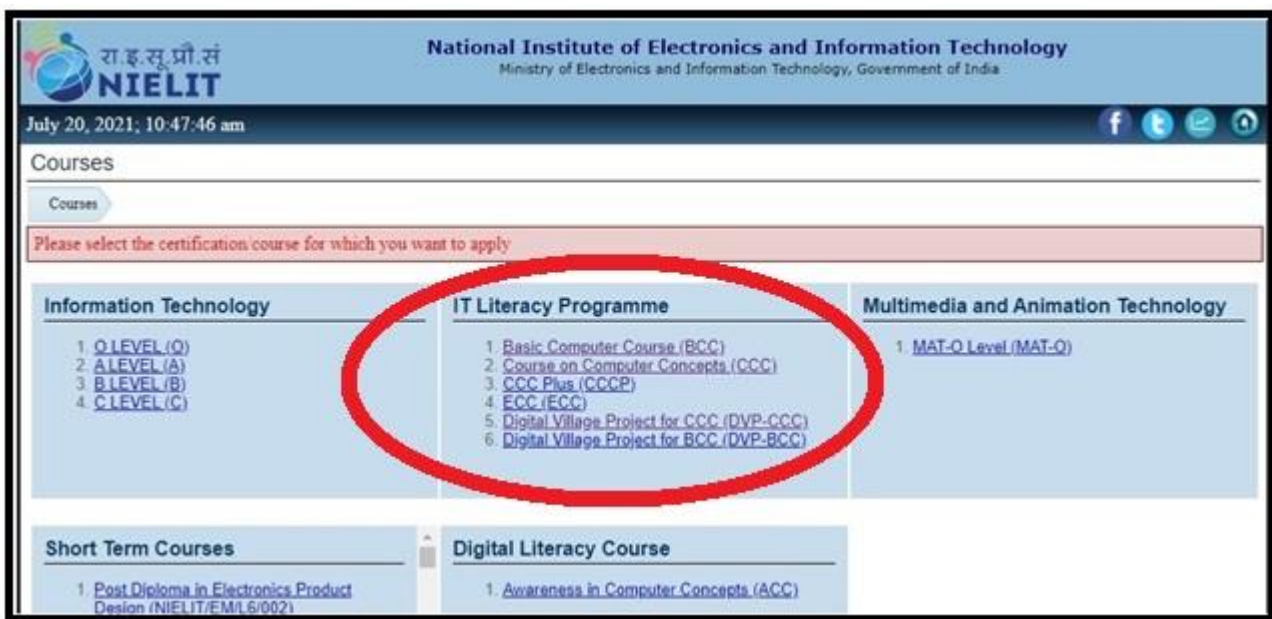
Select the desired course viz. Basic Computer Course (BCC), Course on Computer Concepts (CCC), Course on computer concepts Plus (CCC+) or Expert Computer Course (ECC).

Step 2. Select the Check Box given on the "Declaration" form to proceed for filling up of the OEAF, as shown below, and Click on the button "I Agree & Proceed". Please note that you will not be able to proceed further before completing this step.

Step 3. The examination application form will appear on the screen and you are ready for filling up of the OEAF. Please fill the details as per the format, wherever it is mentioned. The fields which are marked as * are mandatory. The form MUST be filled with utmost care and accuracy.

Part 1 of the OEAF: Submit the desired option with respect to your previous candidature for the examination.

Part 2 of the OEAF: Submit the Personal Details, viz.

2.1. Applicant's Full Name / आवेदक का पूरा नाम

2.2. Care Of / देखभाल *:

⦿ Parents / माता पिता

If the option parents name has been selected by the candidate then candidate is required to fill Father's name & Mother's name only in OEAF form.

2.2.1. Father's Name / पिता का नाम *

2.2.2. Mother's Name / माता का नाम *

⦿ Guardian / संरक्षक

If Candidate has selected the option of Guardian Name, then s/he is required submit the prescribed affidavit along with the OEAF to the respective NIELIT Regional Centre for further processing of OEAF up to seven (07) days' time after cut-off date of submission of OEAF, failing which, the OEAF will not be processed and no examination fee will be refunded. If successful in examination, the certificate will be issued with Guardian Name only.

(Prescribed affidavit can be downloaded by using link <u>Click here to download which appears on OEAF</u> while applying and selecting Guardian Name option in OEAF).

2.3. Gender / लिंग*

2.4. Date of Birth / जन्म दिनांक * (dd-Mon-yyyy)

2.5. Category / वर्ग*

2.6. Occupation / व्यवसाय *

2.7. Disability / दिव्यांगता*   No / नहीं   Yes / हाँ

2.8 EWS / आर्थिक रूप से कमजोर वर्ग *

Part 3: of the OEAF: Submit the contact details, viz.

3.1. Phone with STD Code / दूरभाष एस टी डी कोड सहित

3.2. Mobile / मोबाइल *

3.3. Email / ईमेल पता *

(Submit the mobile no. and email which is in use by candidate, as necessary automated notifications would be sent at these credentials, as applicable from time to time)

Part 4: of the OEAF: Submit the address details, viz.

4.1, 2, 3. Address Line1/पता पंक्ति 1 *

4.4. City Name / शहर का नाम *

4.5. State / राज्य *

4.6. District / जिला *

4.7. Pin Code / पिन कोड *

Part 5 of the OEAF: Submit the Education details

Part 6 of the OEAF: Submit the details of the examination cycle applying for, viz.

6.1. Type of Applicant

⦿   Direct   (This option is applicable only to BCC and CCC.)

⦿   Institute   (This option is applicable for candidates applying through approved institute permitted for conducting of   BCC, CCC, CCC+ and ECC Courses.

6.2 Applied for Examination / किस परीक्षा के लिए आवेदन किया*

6.3 Examination Centre Choices (any 2)

Part 7 of the OEAF: Submit the Identification Details / पहचान की सूचना

7.1. Aadhar Card Number / आधार कार्ड संख्या

7.2. Upload Photo / फोटो अपलोड *

7.3. Upload Signature / हस्ताक्षर अपलोड *

7.4 Upload Left Hand Thumb Impression / बांए हाथ के अंगूठे का निशान अपलोड

7.5 Code (as depicted in the Box)

Part 8 of the OEAF
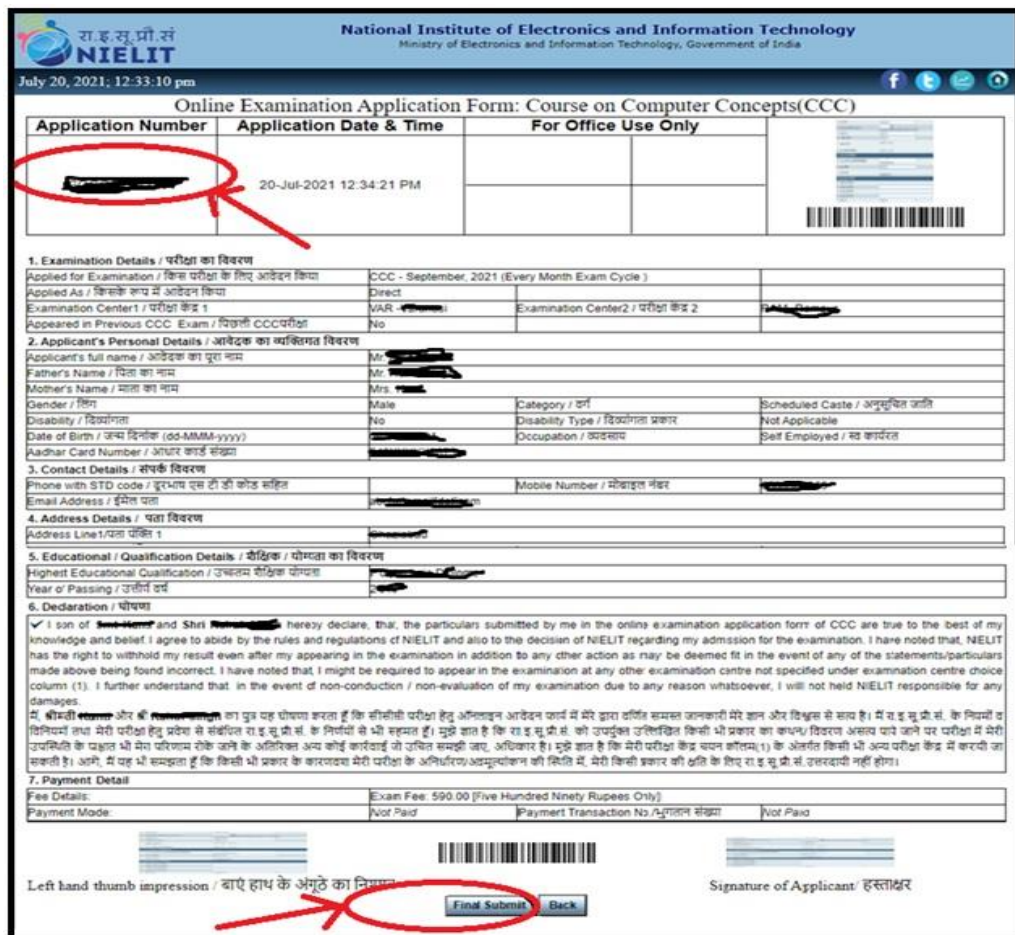
Once all the parts of the OEAF are filled, click the Check Box of the Declaration (Part 8 of the OEAF) and submit the OEAF by clicking on the **"Submit"** Button.

On submitting the OEAF, preview of the OEAF containing information submitted by the candidate, along with **application no.**, **date and time of submission of OEAF** will appear on screen for final submission of OEAF by the candidate. Candidates are advised to go through the particulars for its correctness. Corrections, if any, can be made by clicking on "**Back" button** of the OEAF by the candidate.

Note: Candidate are advised to go through the particulars submitted by them in OEAF. No request for corrections in Name, Mother's Name, Father's Name, Photograph, Signature, LTI, Date of Birth, etc. will be entertained at NIELIT, once the candidate has successfully submitted OEAF and examination fee. The candidate is responsible for the particulars submitted by him/her in *OEAF.* The certificates to the successful candidates would be issued with these particulars ONLY.

Click on "Final Submit" for submission of OEAF. You will receive acknowledgement SMS/email on the mobile no. and email ID submitted by you in your OEAF.

Sample Preview of Online Examination Application Form (OEAF) after filling, but before final submission

Note- Kindly note down your Application Number for future reference.

Step 4. [7]Fee Payment

If you are applying as a Direct Candidate, you can select any of the following services for submission of examination fee. (*Please note that Direct Applicant is applicable for BCC / CCC Course only*).

1. CSC SPV
2. NEFT/RTGS
3. ONLINE

In case you are an approved institute's candidate, the institute shall deposit the examination fee on your behalf. Please note that, the Service Charges/GST/Taxes (as applicable) are not included in the examination fee, it will be collected by the service provider separately from the Candidate/Approved institute, as applicable.

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[7] Amendment vide public notice dated 05th Feb 2021.

1.   By using CSC SPV Service:

Please Print Form and go to nearest Common Service Centre and make your Payment / (कृपया अपने फार्म को प्रिंट करें और अपने निकटतम कॉमन सर्विस सेंटर पर जाए और अपना भुगतान करें|)

To find the nearest common service center in your area go to http://www.csc.gov.in and use VLE Locator / अपने क्षेत्र में निकटतम सामान्य सेवा केन्द्र खोजने के लिए इस लिंक पर क्लिक करें http://www.csc.gov.in और VLE लोकेटर का उपयोग करें|

In order to enhance delivery of services to students and to increase participation of Accredited Institutes, a MoU has been signed between NIELT and CSC - SPV. CSCs will henceforth offer different NIELIT services by charging an amount as follows:

Name of Service	Amount (In Rs.)
Student Registration (applicable only for O/A/B/C level examination)	
Cost for Online Form submission and Fee Collection	55
Cost for Registration Fee Collection only	20
Examination Form Submission	
Cost of Examination Form Submission, Fee Collection and Printing of Examination Admit Card	30
Cost for Examination Fee Collection only	20
Result Declaration	
Cost of Result Declaration and Printing of Grade Card	15
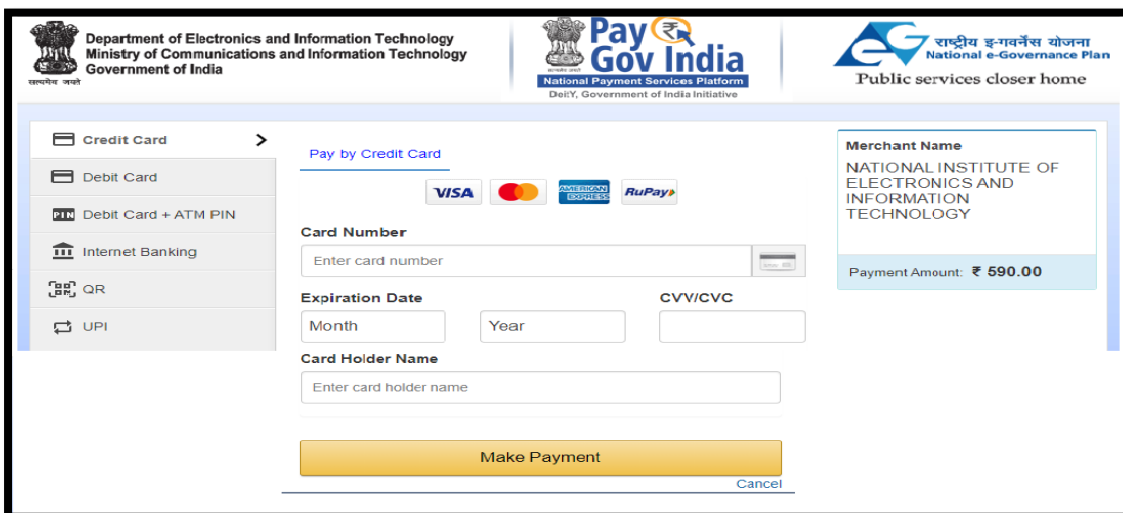
2.   BY Using NEFT/RTGS (w.e.f 16.02.2021)

3.   BY Using Online

Candidate can also pay the fees by online payment services **i.e. through Internet banking, Using Debit/Credit Card or UPI** also**.** The service provider will charge transaction fee for every transaction as follows:
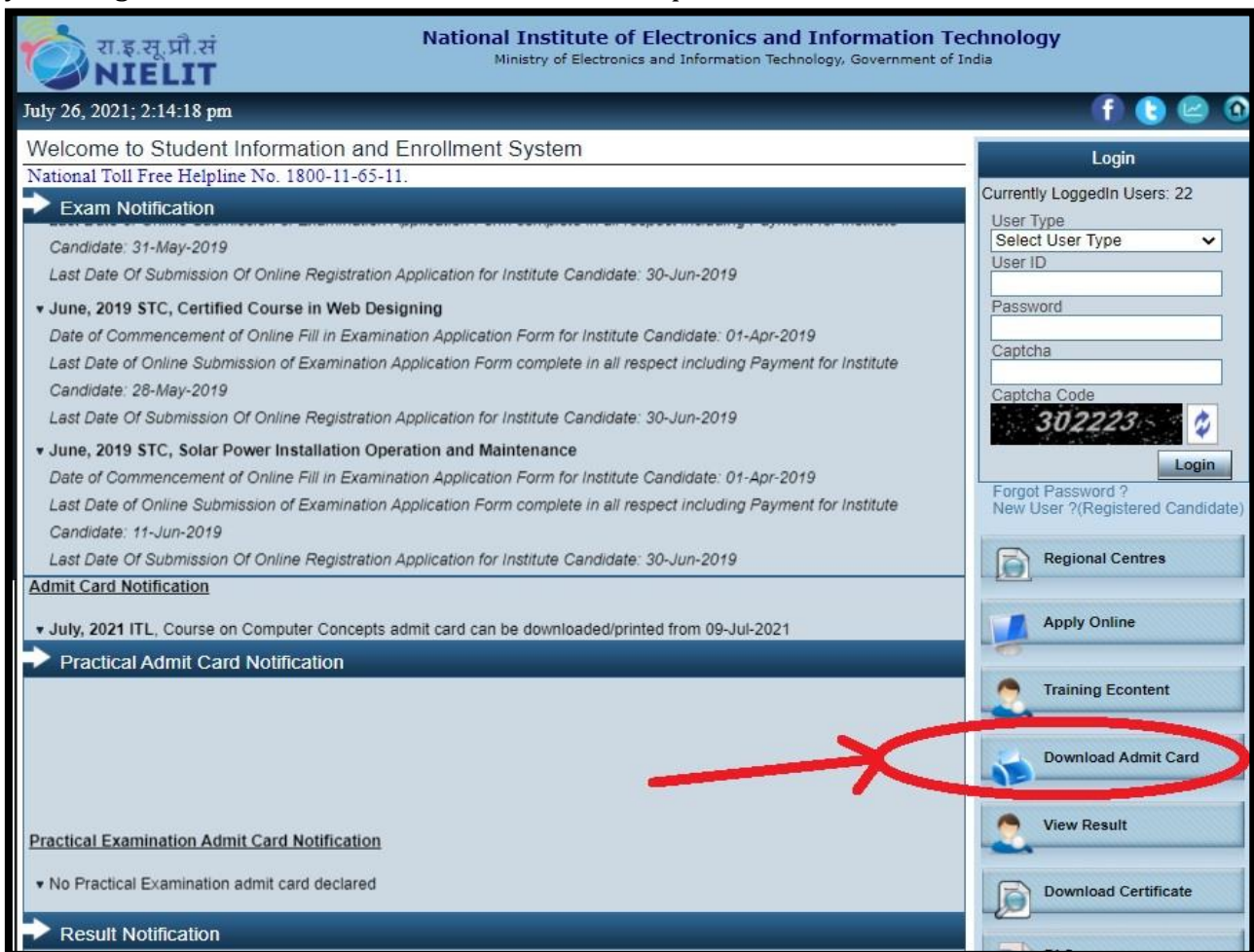
The Service Provider will charge transaction fee for every transaction as follows:

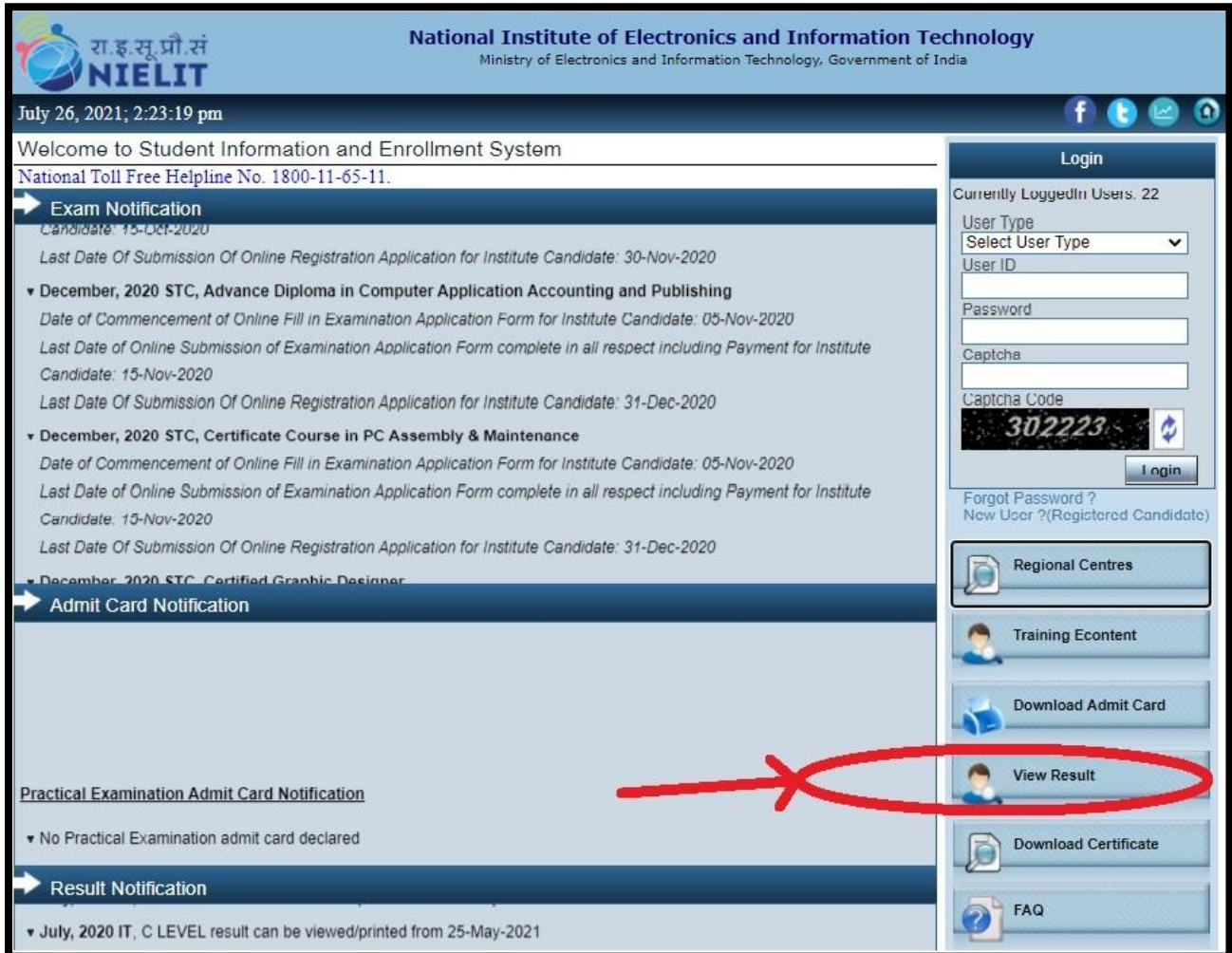| S.No	Payment Type	Fee (Excluding Applicable GST/Taxes)
1.	Internet Payment	Rs. 5 for Transaction amount up to Rs.500. Rs.10 for Transaction amount above Rs.500.
2.	Debit Card Payment	Rs.18 per Transaction(for transaction payment of any amount)
3.	Credit Card Payment	1.00% of the transaction amount.
4.	IMPS	Rs. 5 for transaction amount upto Rs. 5000 Rs. 7 for transaction amount from Rs. 5,001 to Rs 25,000 Rs. 8 for transaction amount from Rs. 25,001 to Rs 50,000 Rs. 9 for transaction amount from Rs. 50,001 to Rs 1,00,000
5.	UPI / BHIM	Rs. 7.50 for transaction amount above Rs. 2000

Step 5: Appearing for the Examination

After successfully applying for the examination and acceptance of the online examination application form (OEAF) at NIELIT, candidate can view/download his/her admit card and results by clicking on the **"DOWNLOAD ADMIT CARD",** as per the notified schedule.

Step 6. Check/Download the Result

After declaration of results, candidate can view/download their results from the online portal of NIELIT.

PHOTO IDENTITY PROOF REQUIRED AT THE EXAMINATION CENTRE

The candidate is required to bring any of his/her ORIGINAL photo identity card* at the examination centre apart from the Admit Card issued by NIELIT for appearing in the examination. The particulars of the candidates would be verified by the Exam Supdt at the examination centre with the photo identity card brought by the candidate vis-à-vis Admit Card issued by NIELIT for examination of BCC/CCC/CCC+/ECC. In case of any mis-match, the candidate would not be allowed to appear for the examination and his/her candidature would be cancelled. The Examination Supdt. would record the same on the attendance sheet against the respective candidate and also on any other report meant for reporting of such cases. There would be no refund of examination fee in such cases.

The list of valid photo ID proof is given below:

a) Voter ID card,
b) Passport,
c) PAN card,
d) Permanent laminated driving licence,
e) Aadhar card,
f) Student identity card with photograph issued by recognised School/College/ITI/Polytechnic,
g) Photo identity card having serial number issued by Central/State Government,
h) Photo identity card issued by PSU/Autonomous bodies,
i) Nationalised bank passbook with photograph with attested customer photograph and signature by bank official/manager,
j) Credit cards issued by banks with laminated photograph,
k) Certificate of Identity having photo issued by Gazetted Officer or Tehsildar on letterhead.

QUERIES

For any queries regarding submission of OEAF for DLC (BCC, CCC, CCC +, ECC) examinations, please send an email to ccc@nielit.gov.in with subject line as "OEAF (BCC/ CCC/CCC +/ ECC)", as applicable.