Admission Guidelines

Admission Procedure:

1. The candidate is advised to visit the website **https://nielit.gov.in/patna/content/online-registration-various-courses-offered-nielit-patna** for pursuing the desired course.
2. For admission, click the link Apply button **.** This link will redirect the candidate to a portal at http://nielitpatnaonline.in/registration/ for registration and payment of requisite admission fee through online mode.
3. The admission for all the courses will be done in online / offline mode.
4. Candidates have to follow the admission process as under:

   a. **Online Registration and Payment**:
      - Click on New Registration button and submit the candidate's details.
      - On successful registration, candidate will get a system generated **Registration ID & Password,** which the candidate needs to keep safe for all future correspondences.
      - Candidate needs to login with system generated Registration ID & Password
      - Fill the required candidate details
      - Fill the Educational Qualification Details
      - Upload the required documents (Photo, Signature, Left Thumb impression, 10th Certificate, Highest Qualification Certificate, AADHAR, Cast Certificate (if applicable)).
      - Make Payment of Course fee online (Enquire or Visit Centre for any clarification about course before making online payment)
      - After Successful payment, a final application form along with the payment details shall be generated which may be downloaded or printed.

   b. **Eligibility Verification**:
      - To complete the admission process, the successfully registered candidates will be required to appear in person at NIELIT Patna Centre, Near IIT Patna, Amhara, Bihta, Patna-801106, for verification of their eligibility documents on the scheduled day and time as and when notified by the Institute through SMS/email, before the start of the classes.
      - The successfully registered candidates have to bring the following documents along with Original copies for the document verification:
      - Printout of online application form
      - Self-Attested copy of Aadhaar Card
      - Self-Attested copy of DOB Proof / 10th certificate
      - Self-Attested copy of eligibility qualification certificates and & mark sheets
      - Self-attested copy of Caste certificate in case of SC/ST candidate
      - **Final admission confirmation shall be reserved after checking of all eligibility documents.**

Terms and Conditions:

1. **Training of all courses would be conducted in Physical mode / online mode**.
2. Candidates are advised to check the course details, duration and course fee etc. for admission in the desired course from the website. He/She has to ensure the eligibility for pursing the course before payment of course fee.
3. Candidates are advised to go through the instructions carefully at "**How to Apply**" in the online portal at http://nielitpatnaonline.in/registration/
4. All course related updates / announcements / information would be sent to the registered mobile / WhatsApp no. of the candidate provided at the time of admission.
5. **SC/ST candidates are exempted from payment of Course fee i.e. Tuition Fee, for NSQF aligned courses, subject to the production of valid Caste certificate. SC/ST candidates** can pursue one NSQF course at a time.
6. The successfully registered candidates will receive an SMS describing further details about the schedule of document verification, batch start date, training schedule of the course. In case, the candidate does not receive any information/alert, do visit NIELIT Patna Centre.
7. In case of non-submission of required documents within stipulated time, the admission can be cancelled and seat will be offered to the next candidate.
8. If any of the information provided by the registered candidate is found **false/incorrect** or discrepancy is found in the information furnished online and the original documents, can lead to cancellation of admission. However, no fee shall be refunded in such a case.
9. NIELIT Patna Centre reserves the right to cancel/reschedule the course or to cancel the candidature of any candidate without assigning any reason thereof.

Discontinuing the course:

- Course fee is non-refundable in any case. In case, any registered candidate could not join the course, there will not be any refund of the course fee and the sessions will not be repeated.

- A course may be cancelled by the competent authority without citing any reason. In such cases, if the candidate intends to shift to some other course, the fee would be accordingly adjusted, else it would be refunded.

Payment of Course Fee:

1. **For NSQF Aligned courses, SC-ST Candidates are exempted from course fee i.e. Tuition fee, as per Govt. Norms.**

2. The fee is to be paid online through Debit Card / Credit Card / Net Banking / UPI after registration process. The candidate has to check the fee details at **Annexure-1.**

3. The payment of first instalment is to be done after the registration process for admission in Long Term Courses.

4. **Candidates are advised to retain the details of online application form along with the payment details, for future references.**

5. If successful payment is not showing due to any reason like error in Internet connectivity or any other reason, please confirm with your bank account whether the amount has been deducted from your account. Do not pay again immediately if there is any doubt and check your bank account first, otherwise double payment may be made. If payment has been deducted from your account but receipt is not generated, please write an email to the Institute at patna@nielit.gov.in or contact the centre at 6287942666.

Address:

NIELIT Patna Centre,
Near IIT Patna, Amhara,
Bihta, Patna - 801106

Course Enquiries:

For any queries please contact: 06115-235318/6287942666 (9:00 am to 5:30 pm, Monday to Friday) or email: patna@nielit.gov.in