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FREQUENTLY ASKED QUESTIONS

FACILITATION CENTER



Mahalearningtab

MAHALEARNING TAB INDIA

FREQUENTLY ASKED QUESTIONS

Product Related, Information Related, Procedure Related

Q. What is NIELIT?

A. National Institute of Electronics & Information Technology is an Autonomous Scientific Society under the administrative control of Ministry of Electronics & Information Technology (MoE& IT), Government of India. It was set up to carry out Human Resource Development and related activities in the area of Information, Electronics & Communications Technology (IECT). NIELIT is engaged both in Formal & Non-Formal Education in the area of IECT besides development of industry oriented quality education and training programs in the state-of-the-art areas. NIELIT has endeavored to establish standards to be the country's premier institution for Examination and Certification in the field of IECT. One of the National Examination Body, which accredits institutes/organizations for conducting courses in IT in the non-formal sector.

Q. What Courses are offered by NIELIT?

A. NIELIT offers various courses to candidates namely:

- O Level (Foundation)
- A Level (Advance Diploma)
- B Level (MCA equivalent)
- C Level (M-Tech level)
- IT literacy courses and Digital Literacy Courses (DLC)

Q. What are DLC Courses?

A. There are five courses which are classified as Digital Literacy Courses (DLC).

- CCC (Course on Computer Concept)
- BCC (Basic Computer Course) and other such long term and short term course in the non-formal sector like courses on Information Security
- ACC (Awareness in Computer Concepts)
- CCC+ (Course on Computer Concepts Plus)
- ECC (Expert Computer Course)

Q. Who can apply for DLC (Digital Literacy Courses)? What types of institutes are eligible for grant of status of Facilitation Centre?

A: The following categories of institutions are granted status of Facilitation Centre to conduct the Digital Literacy Courses on self certification basis:

- **Accredited institute for Software/ Hardware O/A/B/C level Courses:** These are institutions having valid accreditation for any of the O, A, B or C Level Software/ Hardware Course(s).
- **Government recognized Schools/ Colleges/ Academic Institutes:** These are the Institutions/ organizations, where the Central Govt. or the State Government ensures availability of the required infrastructure including faculty such as CICs in North East and J&K, Schools/Colleges/ Institutions/ Organizations affiliated to any Board/ University / Statutory Body of the State or Central government etc.
- **NCPUL Centers:** NCPUL centers.
- **Private Institutions:**
Following type of institute falls under this category:
 - i. Registered NGOs / Societies.
 - ii. Registered charitable trusts.
 - iii. Private training institutes registered under relevant statute and
 - iv. Registered welfare associations
 - v. Pvt. Firms, Pvt. Ltd company registered under company act 1956
 - vi. Individuals under Proprietorship/ Shop Act etc.
 - vii. Certificate from Bank w.r.t. A/C etc.

Q: What are the eligibility standards for grant of status of Facilitation Centre?

Or

What are the requirements for grant of permission for Digital Literacy Courses?

Or

Eligibility criteria for grant of permission for Digital Literacy Courses?

A: Below given are the eligibility criteria for different categories of organizations:

Premises:

Must have own premises, if hired, should be for a minimum period of 11 months, with a reasonable assurance of continuity. It should have a minimum carpet area of 30 Square Meters with at least one class room to seat 25 candidates, one

computer laboratory with at least 05 PCs for hands on training, a library, reception area and proper washroom facilities. This should vary upwards depending on the number of candidates.

Faculty:

Two Faculty members (1 Fulltime and other Full/Part-time faculty) with the below given educational qualification and experience are required:

<u>Qualification</u>	<u>Experience</u>	<u>Full Time</u>	<u>Part time</u>
MCA / M.Sc. (Computer Science) / BE / B.Tech. / NIELIT O/A/B/C Qualifier / BCA / B.Sc. (Computer Science) / PGDCA / Graduate in any Stream plus Diploma in Computers of at least six months Duration.	Minimum 6 months	01	01

Infrastructure:

Following infrastructure is the minimum requirement:

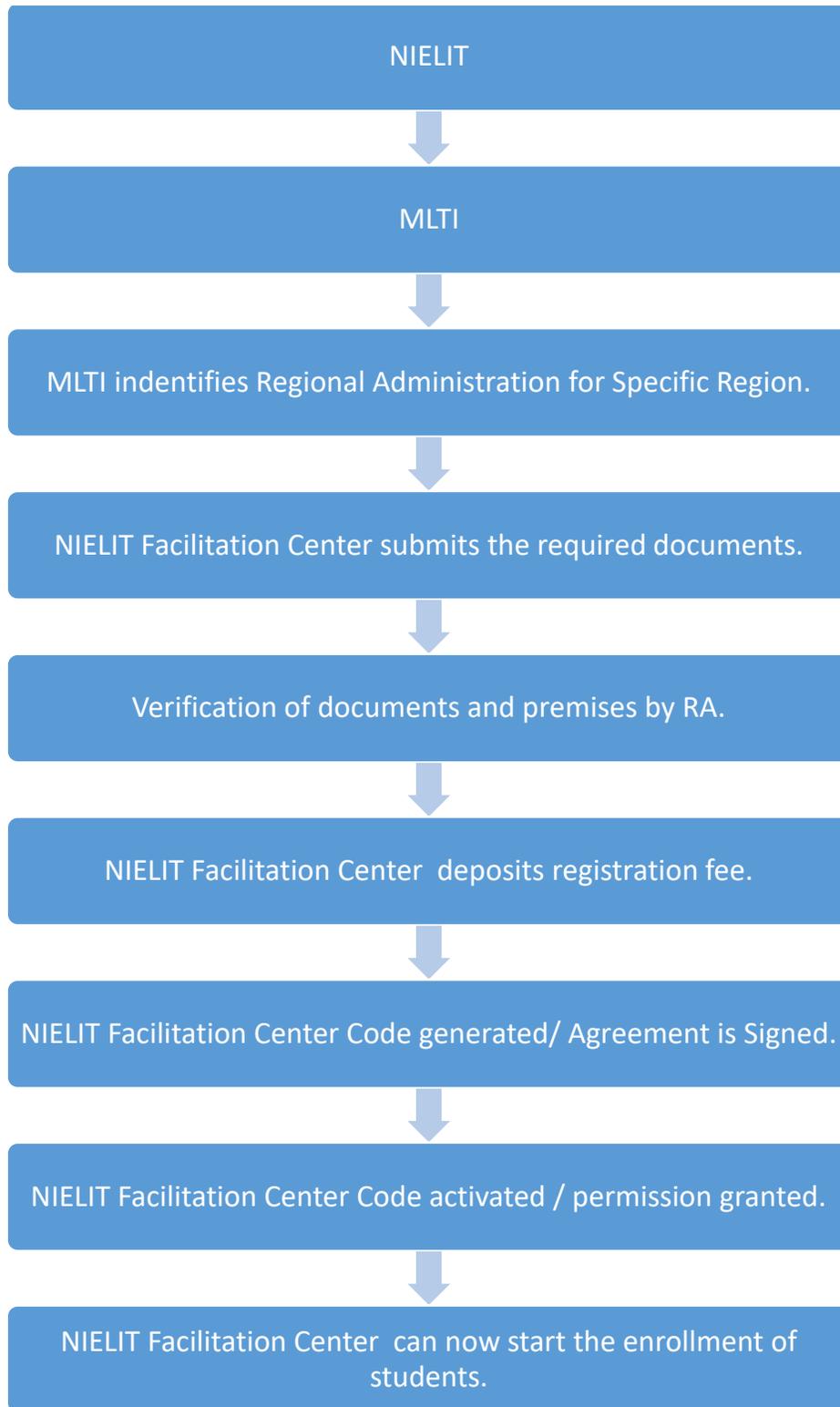
Sl. No.	Description	Minimum requirement
1	No. of class room(s)	1
2	Total Seating capacity of class room(s)	25
3	No. of computer lab	1
4	Library	1
5	No. of computer(s)	5

Software:

Sl. No.	Description	Minimum Requirement
1	Operating system	As required to conduct ECC course (Please refer the syllabus of ECC.) Open-source software are allowed.
2	Office	
3	Web browser	
4	Antivirus	
5	Internet Connectivity	
6	Other teaching aids	Overhead/ Data Projector, TV with DVD player etc.

Q: What is the process for applying for getting status of Facilitation Centre?

A:



Q: What is Center Code?

A: Every NIELIT Facilitation Center has a Unique Identification Code which will be generated upon successful submission and verification of the documents.

Example: MLTI/Central (Region)/ UP (State)/ 1 (Zone)/3 (District)/ 2 (City/Village)/ MLTI1001

MLTI: MahaLearning Tab India

Central: Region

UP: Uttar Pradesh (State)

1: North Zone 2: South Zone 3: East Zone 4: West Zone 5: Center Zone

Q: What is Registration FEE?

A: One time Non-Refundable/ Non-adjustable NIELIT Facilitation Center fees is required to setup the process and affiliate the facilitation center with NIELIT.

Rs.10,000 + GST As Applicable.

Q: Why MLTI?

A: MahaLearning Tab India is:

- Pioneer in education industry focusing primarily in digital education to Schools, Colleges, Educational Institution students Pan India.
- Has Wide Gamut of Education products with wider penetration into education sector.
- Assisting the government via governmental collaboration for products focused on education sector. Example ie. BSNL educational SIM
- Collaborated with sector skill council all over to enhance the quality of education Via Smart Learning APP for SSSDC
- It is one platform to tap student based all over India.
- Ease in documentation and assisting in operation of NFC when required.
- Easily getting collaborated with a government body to run government courses.

Q: What is the validity of the permission granted to institutes?

A: Validity of the status of Facilitation Centre granted to institute is for a period of 2 years.

Q: What is process for renewal of status of facilitation centre granted to institutes after expiry of validity?

A: After expiry of the validity, the permission can be renewed, if the institute fulfills the laid out criteria for renewal. The renewal of permission granted to the institute shall be valid for 2 year.

After expiry of the validity, in case the institute did not fulfill the laid out criteria for the renewal, the permission of the institute will be withdrawn. Such institute may submit fresh application for grant of permission after 3 months from the expiry of the date of validity.

Q: What are the criteria for renewal of permission granted to institutes?

A: The renewal process usually initiated before 3 months of the validity of an institution to expire. Eligibility criteria for renewal of permission are tabulated below:

Course	No. of Examinations NIELIT conducts in one year	Minimum number of candidates fielded in one year			Minimum required pass percentage in one year
		Metro cities	State capitals (excluding NE region)	Other cities/ towns/ districts & NE region	
Digital Literacy Courses	12	120	100	80	50% of the appeared candidate

Q: What is process for voluntarily withdrawal?

A: Institute may apply for voluntary withdrawal of permission at its own discretion. Such institutes are required to submit an application along with an affidavit that they have distributed all the certificates of the Digital Literacy Courses that were sent to the institute for onward disbursement to the candidates. A letter for voluntarily withdrawal of permission will be issued to the institute.

Q: What is the process to change name and/or address of the institute?

A: The institute is required to submit a request along with requisite fees for the same. It may be asked to upload/submit certain document as per requirement accessed by NIELIT during processing of the request. A fee of Rs. 2000/- + Service Tax, will be charged in case of change in case of name or address of the institutes.

Following supporting documents are usually required to be uploaded/submitted for change of institute name or address:

- a) Copy of certificate of registration of the institutes or similar document against the institute name or address
- b) Copy of resolution of Board/ Governing Council or similar ones against the institute name or address

Other changes may be considered as per request and approval of competent authority.

Q: What is the premises requirement for getting facilitation centre for DLC?

A: Premises must be owned or if rented, it must be long term lease or minimum 11 months agreement and there should be washrooms for both male and female and a reception should be maintained. Minimum 30 square meter carpet area required for getting status of facilitation centre.

Q: What is the Software Requirement?

A: Software as required to conduct ECC course (Please refer the syllabus of ECC). However, open-source software are also allowed.

Q: How many faculties are required and what are the eligibility criteria?

A: Two Faculty members (1 Fulltime and one Full/part-time faculty) with the below given educational qualification and experience are required:

Qualification	Experience	Full Time	Part time
MCA / M.Sc (Computer Science) / BE / B.Tech / NIELIT O/A/B/C Qualifier / BCA / B.Sc (Computer Science) / PGDCA / Graduate in any Stream plus Diploma in computers of at least six months duration.	Minimum 6 months	01	01

Q: What is the helpline number of NIELIT?

A: NIELIT has Launched a National Toll Free Helpline No. 1800-11-65-11 for extending help to its Students, institutes or other stake holders. For any query Students may call on this number between 8AM to 6PM. If required, Students/Stakeholders may also write email for any query to concerned section.

Q: Can I get access to the online course materials?

A: One can access the NIELIT online course materials for certain courses, available at NIELIT Facilitation Center.

Q: In case, the accreditation granted by NIELIT is withdrawn, will the Facilitation Centre Status for the same institute continue?

A: In case the status of facilitation centre is based on the accreditation in O/A/B OR C Level, then the facilitation centre status granted to the institute by NIELIT will cease automatically on withdrawal. It will be the responsibility of the authorized person of the facilitation centre to inform the same to the NIELIT and take appropriate action as per NIELIT norms.

Q: If accreditation is withdrawn by NIELIT, what will be the fate of existing registered students with the Facilitation Centre?

A: In case the status of Facilitation Centre is withdrawn by NIELIT, the institute was asked to submit the list of students already registered with it till that date, along with their fee receipt for consideration in the examination.

Q: What are the facilities available at the Facilitation Centre (for students) through NIELIT website?

A: The following facilities are being provided to the students through Facilitation Centre:

- i. Online Registration/ Admissions
- ii. Online examination application form submission
- iii. Online course materials
- iv. Other Student Services like issue of Identity Card/ Admit Card/ Results sheet / Certificate etc.

Q: WHAT IS LEGAL STATUS?

Legal status of an institute/ a business entity is the status by virtue of which the institute/ business entity establishes its Type of Institute. It depends on the nature of the business venture, which in turn can determine what government regulations would be applicable to it, like it may be a Society, Trust, Company, Partnership firm, Proprietorship firm, Shop etc.

Q: After registration as facilitation center, how can I enroll our student?

A: Guidelines to enroll students is available on the <http://student.nielit.in> portal. Please follow the tabs as given below:

Certification/Courses --> Course on Computer Concepts (CCC) --> Step by Step Instruction.

Q: What are the responsibility of NIELIT Facilitation Center?

A:

- To advertise the NIELIT DLC Courses in nearby area via a newspaper advertisement every week
- To manage the students/ center/ document processing
- To check and verify the documents of candidate
- To Train/Coach/Clear Doubts of the above mention candidates via appointed teacher
- To provide teacher for training Via Coaching/Practice Model
- To provide value added services like Typing course
- To provide Wi-Fi to students.

Q. Why are DLC Courses Important?

A.NIELIT CCC course is a Skilled Level-3 Course. Candidates having these Certificates become Eligible for Government Jobs/ private jobs.

Candidates with CCC Certificate and with a minimum required typing speed also become eligible for Data Entry Jobs/ computer jobs in Government sector.

CCC Exam cleared candidates will also get empaneled in the DLC List which will act as a repository for Government Job/ Private Job Vacancies.

Q. Why a candidate is required to register with NIELIT?

A. Registration is a mandatory pre-requisite for appearing in the O/A/B/C/DLC level Examinations conducted by the NIELIT.

Q. Can a candidate register for more than one level at a time?

A. No, at any point of time, a candidate can hold a valid registration, for one Level only.

Q. How can a candidate get registered with the NIELIT Facilitation Center?

A. Follow the below mentioned steps:

For Self Study Mode Candidates:

- Click on 'Apply Online' at <http://mahatablearning.com/NIELIT/RA/FC/student.php>
- Select the Certificate Course 'DLC'
- Fill Registration Application Form
- Upload your Photograph, Signature, thumb Impression, Documents
- Submit Registration Form
- Note down Unique Application No.
- Take Print Out of Application Form for future use
- Pay Registration Fess through Online Payment Option (select Facilitation Center Name and Number, make note of RA Code and FC number)

For Practice Mode Candidates:

- Follow steps from 1-7 as above.
- Payment option: 'Candidate to FC'
- Pay Registration Fess through Online Payment Option for one or multiple candidates

For Coaching Mode Candidates:

- Follow steps from 1-7 as above.
- Institute will verify the candidates by selecting one Level using their login id and passwords.
- Pay Registration Fess through Online Payment Option for one or multiple candidates (if payment option selected is 'Facilitation center')

Q. What are the documents to be attached with registration form?

- Aadhar Card
- Valid Photo ID Proof + Residence Proof
- 4 passport size photographs
- Filled up center form in capital letters.
- Education qualification certificates.

We have provided the declaration for the candidates that if candidate filled any wrong/inaccurate information in Online Registration Application form then candidate will be responsible for further legal or other consequences.

Q. How do I check the status of my Registration Application to any course?

A. Registration application status can be checked in the online student Portal <http://student.nielit.gov.in> by supplying the Registration Application No. received during the filling up the Online Registration Application Form at Facilitation Center (ORAF)

Q. Do I get select my Facilitation Center while filling-up of Online Registration Application Form?

A. While filling the Online Registration Application Form, the list of valid Facilitation Centers are available in the online form, the student can select the appropriate FC from the list.

Payment of Registration Fees:

Q. How much is the registration fee?

A. One time non-refundable Registration fee is Rs.500/- (inclusive in All course fees) at any Level and should be paid through Offline / Online method to Facilitation Center.

Q. What are the different methods of making payment for Registration?

A. There are three methods available:

- (i) Online: Net Banking, Debit Card, and Credit Card
- (ii) Facilitation Center
- (iii) NEFT/RTGS.

Q. I do not have credit/debit cards. How can I make the payment?

A. You pay the fee at any Facilitation Center who can make payment on behalf of you. After filling the registration form, you get a Demand note Number for use the facility.

Q. How do I pay the registration fees on-line? Can I use internet banking?

A. Payment of registration fees through internet banking is permitted. You can also make payment of registration fees by using Net Banking available under Pay Online option to Facilitation Center.

Q. Can I make payment of Registration fees by DD along with online forms?

A. No. Payment of registration fees by DD is not permitted along with online forms. You have to make online payment by using credit/debit cards/net banking to Facilitation center Services only.

Q. How an institute can make a payment for group of candidates together?

A. The institute is required to login in the MAHATAB LEARNING RA-FC Portal, <http://mahatablearning.com/NIELIT/RA/FC/institute.php> and login in the Institute Login Page, Click on option Pending payment and verification of the Registration Application Form. In the next window, Select the candidates via check box and click on make payment. After that a demand note will be generated for these candidates and then payment can be made using any of payment method.

Q. I have been registered through a Facilitation Center, Can I pay my registration fee myself/ directly?

A. Yes, you can pay the fees yourself by selecting the options in the section Fill the registration Details of the registration form.

Q. Can I choose the Accredited Institute option without contact the institute?

A. You will have to contact the accredited institute before filling of online registration/ Re-registration/ Transfer of Registration application form.

Q. What is a last date for Fresh/Re-Registration/Transfer of Registration?

A. Registration is open throughout the year, however cut off dates are there to process Registration for a particular examination are as under:-

Q. How to change my name in your database?

A. Send plain application in case of surname change consent upon marriage of female candidate. Submit affidavit signed in front of Oath Commissioner or a First Class Magistrate/Executive Magistrate, in case change in name on own volition. Requests for change of name based on Notary affidavits or Newspaper advertisement alone shall not be accepted.

Q. How to get correction/addition done in my various particulars like Name / Father's name/ Mother's name/ e-mail Id/ Phone numbers/ Date of Birth etc.?

A. Send application in the prescribed formats available at your Facilitation center along with copy of relevant certificate(s).

Registration Allocation-cum-Identity Card

Q. I am yet to get any I-card issued to me by the NIELIT?

A. Send an application to the NIELIT quoting your Registration number. Further, the candidate may send a separate application to change/correct the address, if it has been changed since he/she has registered with the NIELIT.

Q. I have lost my I-card. How can I get a duplicate I-card?

A. For issuing of duplicate I-card, apply to NIELIT with the following documents:

Request on a plain paper mentioning your Registration number with a copy F.I.R. of the lost Candidate's Identity Card (CIC) in case of lost CIC and a Demand Draft of Rs.100/- favoring NIELIT, Payable at New Delhi. Please write your Registration Number and Name in Capital Letters in the backside of the DD without fail, which should have a validity of Three months

OR

b) in case of Faulty /mutilation of I-Card, Please Surrender the Mutilated/ Faulty CIC in original issued to you with a request.

Further, the candidate may send a different application to change/correction of the address, if it has been changed since he/she has registered with the NIELIT.

Q. I am yet to get the I-card/CIC from the NIELIT. The exam is nearer. How can I be allowed to give the exam?

A. Identity Cards will be issued to all newly Registered candidates , If for any reason, a candidate did not get the I-card till the examination, he/she can take along with him/herself any valid government issued photo I-card like Aadhar Card, Driving License, Passport, Pan Card, Voter I-card etc to the examination hall as your identity proof.

If the candidates don't possess any of the above said cards, he/she can take the identity card issued by the accredited institute, provided it bears the photograph of the candidate and seal and sign of the competent authority of the institute.