GUIDELINES AND INSTRUCTIONS FOR SUBMISSION

OF

ONLINE EXAMINATION APPLICATION FORM (OEAF) AND EXAMINATION FEE

FOR

BCC AND CCC EXAMINATIONS

The following guidelines are required to be followed by the applicants applying as a Direct Candidates and from Approved Institutes holding valid E-provisional number for submission of Examination Application Form for BCC and CCC Examinations. **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.**

Schedule for submission of Online Examination Application Form for BCC and CCC Examination through Online Portal

Examination Month	Date of commencement of submission of online exam form and fee by candidates at NIELIT	Last date for submission of Online exam form and fee by candidates at NIELIT	Date of commencement of examination
February	November 01	December 31	1st Saturday of February
March	January 01	January 31	1st Saturday of March
April	February 01	February 28/29	1st Saturday of April
May	March 01	March 31	1st Saturday of May
June	April 01	April 30	1st Saturday of June
August	May 01	June 30	1st Saturday of August
September	July 01	July 31	1st Saturday of September
October	August 01	August 31	1st Saturday of October
November	September 01	September 30	1st Saturday of November
December	October 01	October 31	1st Saturday of December

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) Clearly scanned latest Passport size Photograph (3.5cms x 4.5cms), Signature & LTI (Left Thumb Impression); all in .jpeg format, size limited to 50 KB each.

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.

4) Appropriate instrument for online payment of examination fee. The examination fee for CCC is Rs. 500.00 + GST and for BCC is Rs. 450.00 + GST (as applicable on the date of submission of exam form).

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

(i)   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.

(ii)   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.

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

(iv)   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.
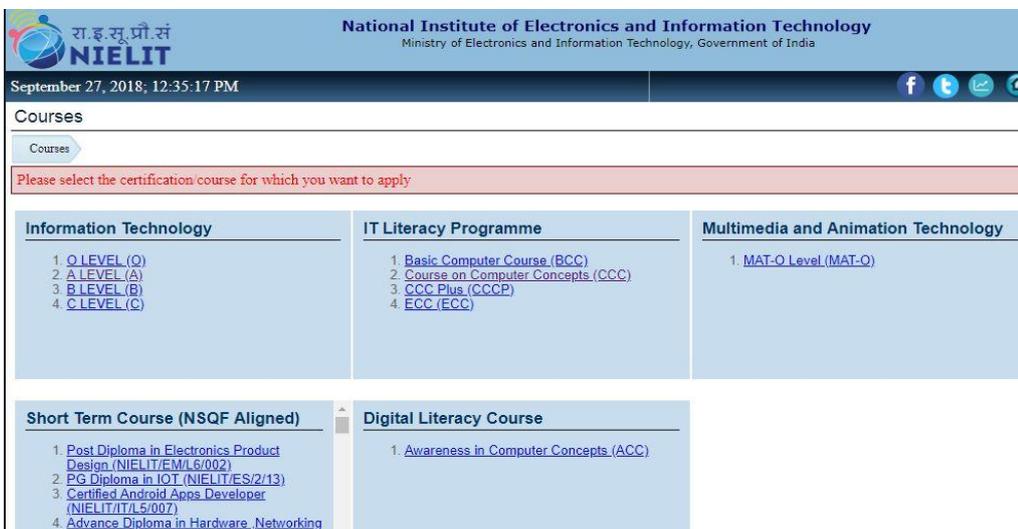
FILL THE OEAF

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

Step I.
Click on Apply Online available on the right hand side panel as shown below.
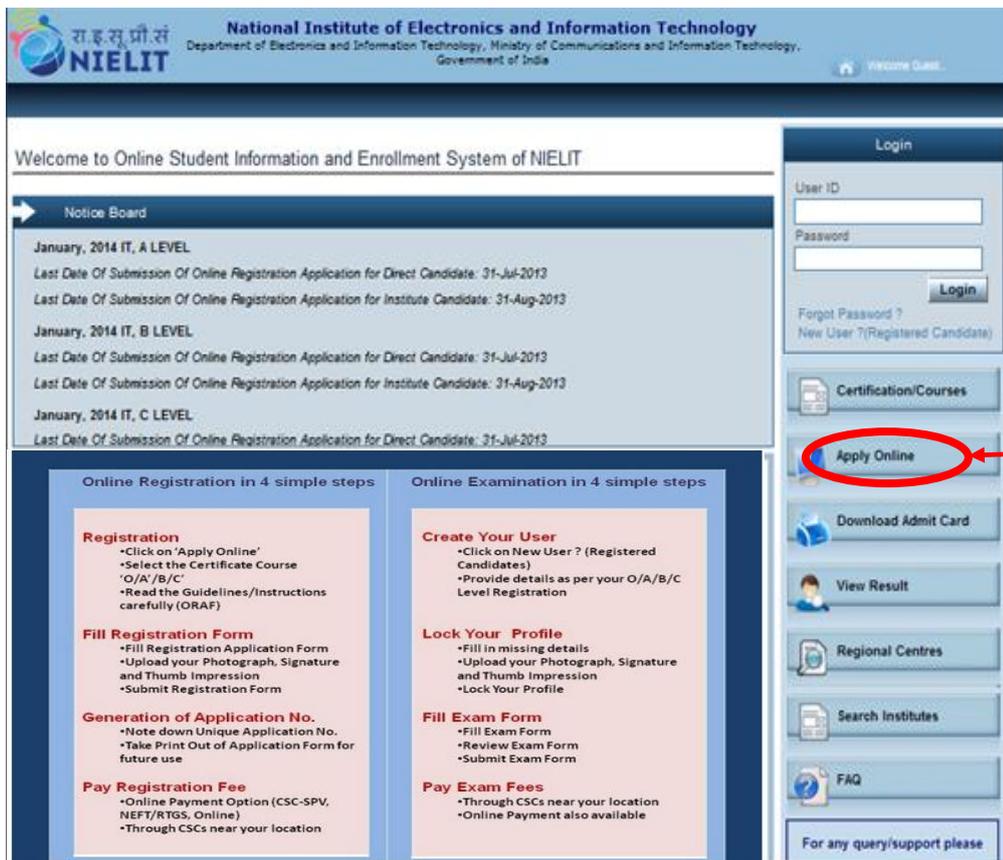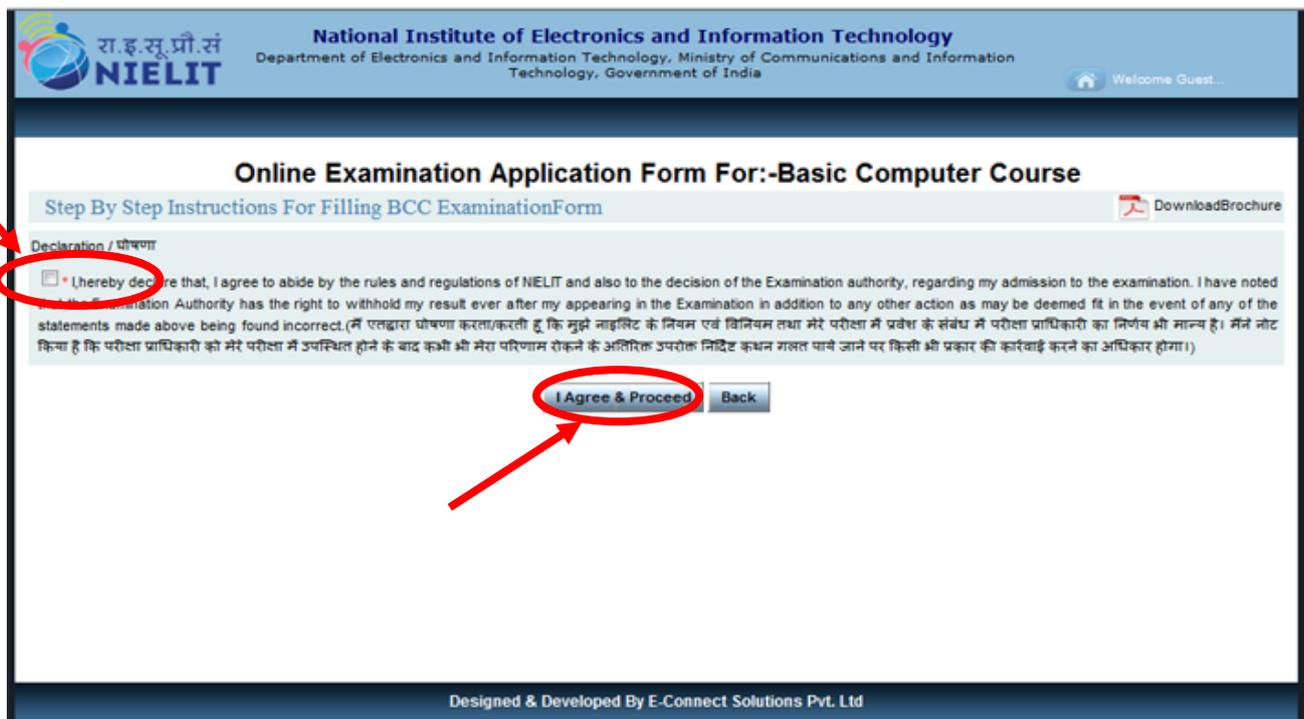

The following interface will open on screen as shown below.

Select the desired course viz. Basic Computer Course (BCC) OR Course on Computer Concepts (CCC).

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 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.
   a. Name of the candidate
   b. Father's name of the candidate
   c. Mother's name of the candidate
   d. Guardian name of the candidate (*Candidates who, submit their Guardian name in OEAF, can now, submit the requisite affidavit in prescribed format along with the printout of OEAF to their respective Regional Centre for further processing of examination form up to seven days time after cut-off date of submission of OEAF, failing which, the OEAF will not be processed and examination fee will not be refunded. If successful in examination, the certificate will be issued with Guardian Name only.*)
   e. Gender

    f.   Date of Birth

    g.   Category

    h.   Occupation

    i.   Disability

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

    a.   Telephone number

    b.   Mobile number

    c.   Email ID

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

    a.   Address

    b.   City

    c.   State

    d.   District

    e.   Pin code

Part 5 of the OEAF: Submit the Education details.

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

    a.   Type of applicant (Direct / approved Institute)

    b.   Examination cycle

    c.   Examination Centre choices

Part 7 of the OEAF: Submit the identification details, viz.

    a.   Aadhaar Card no.

    b.   Photograph

    c.   Signature

    d.   Left Hand Thumb Impression

    e.   Code (as depicted in the box)

Part 8 of the OEAF: The Check Box is already checked by default. The applicant is not required to submit the documents along with the printout of the OEAF at the NIELIT Regional Centre.

Part 9 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 form by clicking on the "SUBMIT" button.

On submitting the OEAF, you will get the preview of the examination form filled by you, which contains your application no. date and time of submission of examination form etc. for final submission of the OEAF.

If you want to reset/cancel the entries filled in OEAF, Click on "BACK" button.

On clicking on "FINAL SUBMIT" you will receive SMS/email on the mobile no. and email ID submitted by you in your OEAF.

Step 4. Fee Payment

If you are applying as a Direct Candidate, you can select any of the following services for submission of examination fee for BCC / CCC examinations:

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 are not included in the examination fee, it will be collected by the service provider separately from the Candidate/Approved institute, as applicable.

Choice-1: Using the CSC-SPV Service

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:

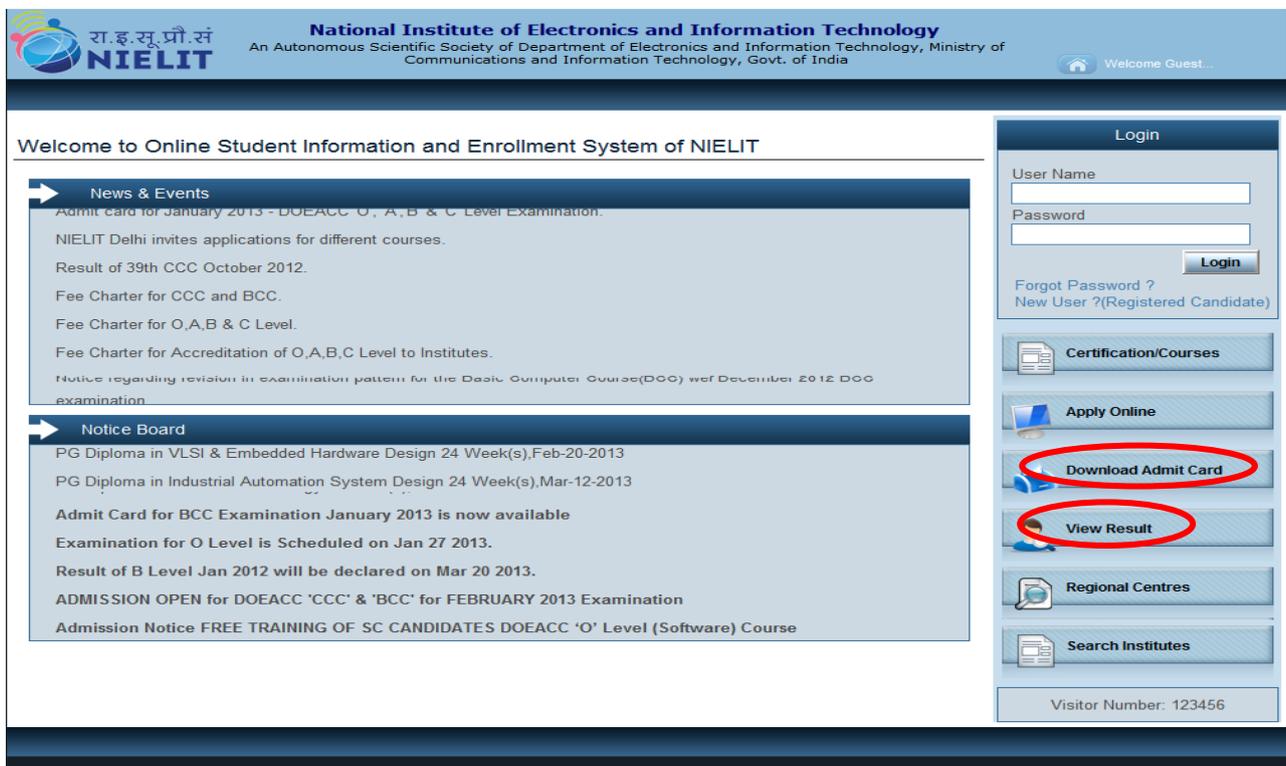| Name of Service	Amount (in Rs.)
Student Registration (applicable only for O/A/B/C level examination)	
Cost for Online Form submission and Fee Collection	55
Cost for Registration Fee Collection only	20
Examination Form Submission	
Cost of Examination Form Submission, Fee Collection and Printing of Exam Admit Card	30
Cost for Examination Fee Collection only	20
Result Declaration	
Cost of Result Declaration and Printing of Grade Card	15

Choice-2 and 3: Through Online Payment Service: Candidate can also pay the fees using Online Payment Services i.e. through Internet Banking, Using Debit/ Credit Card, IMPS, UPI/BHIM. The Service Provider will charge transaction fee for every transaction as follows:

Payment Type	Transaction Fee (Excluding Applicable Taxes)
Internet Payment	Rs. 5 for transaction amount up to Rs. 500. Rs. 10 for transaction amount above Rs. 500.
Debit Card Payment	Above 2000 the charge is 0.9% of the transaction amount
Credit Card Payment	1.00% of the transaction amount.
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

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 examination form at NIELIT, candidate can view/download his/her admit card and results by clicking on the "DOWNLOAD ADMIT CARD" and "VIEW RESULT" buttons as shown below:

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 BCC/CCC examination. 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 Exam Supdt would record the same on the attendance sheet against the respective candidate and also on Annexure "A" 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 BCC and CCC examinations, please send an email to ccc@nielit.gov.in with subject line as "OEAF (BCC/CCC)".