GUIDELINES AND INSTRUCTIONS FOR SUBMISSION OF ONLINE EXAMINATION APPLICATION FORM

Subsequent to implementation of the submission of Online Examination Application Form (OEAF) with effect from the 46th NIELIT 'O'/ 'A'/ 'B' & 'C' Level Examinations, the following Guidelines and Instructions may be followed strictly.

Prerequisite:

Before filling the Online Examination Application Form (OEAF), the candidate has to update his profile. This is a onetime activity. For the same the candidate should be ready with the following:
1) A valid Registration Number (Name & DOB exactly as in the Registration Allocation cum Identity Card issued by NIELIT). The candidate may also cross check the same with the candidate details available at http://www.nielit.in/student497.htm .
2) Personal Email ID of the candidate, not of the Institute - for validations and future correspondence.
3) Personal Mobile Number of the candidate, not of the Institute - for validations and future correspondence.
4) 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.

Once the candidate is ready, s/he may visit http://student.nielit.in/Index.aspx . The processes along with screen shoots of major steps are given below. Please note that, the field with a red asterisk/ star mark is mandatory (User cannot proceed without entering valid data in it).

Process -1: Create Your Account

Please click on the New User? (Registered Candidate) link provided in the top corner at the right hand side. The following screen will appear.

Step 1: Candidate Details Verification

Current Course *	O LEVEL ▾ (Current Course in which you are Registered.)
Registration Number *	(Registration Number for the course selected above.)
Name of the Candidate *	(Exactly as in the Registration Allocation cum Identity Card issued by NIELIT.)
Date of Birth (dd-Mon-yyyy) *	📅 (You may use the given Calendar)
Captcha Code *	(As shown in the image given below)

After filling the boxes as per instruction given besides each entry, press next button. The data will be verified and if found to be correct with our records, you will be provided with the below given screen:

Step 2: Email ID & Mobile Number Verification

Candidate Name	XYZ
Enter Your Email Address *	(Email for account activation and other communications will be sent to it)
Enter Your Mobile Number*	(SMS for Validations and other communications will be sent to it.)

After filling the boxes with unique personal email & mobile number, press next button. You will be asked to enter a user-id and create a password. Also you will be prompted to select a security question and enter the security answer, which will be used to recover password, in case you forget it in future.

Step 3: User Creation

Candidate Name	XYZ
User Name/Id	###### (Must be unique)
Create New Password *	[ ] (Please enter your password here, use a strong one.)
Confirm New Password *	[ ] (Please re-enter the password.)
Security Question *	--Select One-- ▼ (Will be used at the time of recovery of forgotten password.)
Security Answer *	[ ] (Will be used at the time of recovery of forgotten password.)

Upon successful completion, the User-ID and Password will be sent to the email address provided by you. You have to activate your account by clicking on the link provided in the bottom of the mail. Please note that, activation of account is mandatory to login into Online Student Information and Enrolment System of NIELIT. Once your account is activated, click on the login page link. After successful login, it will direct you to My Dashboard.

Process -2: Update Your Profile

On the My Dashboard you may get the following Profile Notifications, depending upon the details pertaining to your candidature available in our records:

Profile Notification

- Your Profile Photo/ Signature/ Left Thumb Impression not uploaded yet. Please upload your profile photo/signature/left thumb impression.
- Your Mobile Number not verified yet. Please verify your mobile number.
- Your Correspondence Address details are not completed yet. Please update your correspondence address details.

Read the instruction to complete your profile details from Step-1 through Step-6. Get the properly scanned images ready for uploading. Ensure that their size and format are as prescribed.

Step 1: Upload Photograph, Signature & LTI

Upload Photograph *	(JPG,JPEG,GIF,PNG image with size up to 50 KB)
Upload Signature *	(JPG,JPEG,GIF,PNG image with size up to 50 KB)
Upload Left Hand Thumb Impression*	(JPG,JPEG,GIF,PNG image with size up to 50 KB)

<div align="center">[Preview] [Cancel]</div>

Click on the preview. Make sure that your details are displaying correctly and properly. Please keep it in mind that once you update the details, it is not modifiable. If sure, click on Update. Click on Go back to Dashboard.

Step 2: Update Your Mobile Number

Click on the Please verify your Mobile Number link. An OTP (One Time Password) will be sent to the mobile number provided by you. Enter the OTP number just received by you in your mobile in the given box.

OTP (One Time Password) has been sent to your registered mobile number: XXXXXX0354 on 18-Mar-2013 02:07 PM

Please enter OTP in textbox given below and click on Validate button to complete the verification process.

If you didn't receive the OTP; please click on Resend button to get it.

Enter OTP [   ]   (OTP Reference Number: 020701)

<div align="right">[Validate] [Resend] [Cancel]</div>

The OTP number must correspond to the OTP reference number, usually the latest SMS is the valid one. Click on Validate after putting the OTP number in the box. If you did not receive any SMS for a reasonable time, you may click on the Resend button. Go to My Dashboard. Click on the link for updating your Correspondence Address Details.

Step 3: Update Your Correspondence Address Details

Address Line1 *	
Address Line2	
Address Line3	
City *	
District *	NA
State *	
Pin Code *	

Are you sure you want to change your correspondence Address details?

If you wish to continue. Please click on Continue to update else on Cancel to go back to profile.

Continue | Cancel

It will display you the current details of your Correspondence Address in our records. You need to provide Address Line-1, City, District, State & PIN Code details to get it updated. Once you successfully update the Correspondence Address, go back to My Dashboard.

Step 4: Update Your Personal Details

Father's Name *	
Mother's Name *	
Guardian's Name *	
Candidate's Sex *	

Here it will display your personal details as available in our records. Either Parents or Guardian details has to be entered. You need to update all mandatory columns before go back to My Dashboard.

Step 5: Lock Your Profile

If you find no pending Profile Notification, you are ready to lock your profile. Lock your profile ONLY after ensuring that the details you have entered in your profile is correct and most current. Note that once you lock the profile, you cannot modify it any more. Further, unless you lock your profile, you can not apply for any NIELIT Examination Online. You may now lock your profile by clicking on this link lock your profile.

It will display you a full screen view of your profile. To the top RHS you will get a "Lock Profile" button. Another page with a warning will be displayed, at the bottom of which you have to click the Confirm Lock button; to confirm that the details entered are correct and ready for locking. Still another message will ask you for confirmation.

Step 6: Send Your Updated Profile Sheet

Once you confirm the lock, preserve a copy of the same for future reference. Take a printout of the form from My Dashboard and submit the same along with support documents to:
The Deputy Director (Registration)
NIELIT, Electronics Niketan
6 CGO Complex, Lodhi Road
New Delhi - 110003

Process -3: Fill the OEAF

Go to the Course tab. Click on Apply Online available on the right hand side boarder. On the screen the Online Examination Application Form (OEAF) will appear for the ongoing Examination e.g. July 2013. Please note that the field marked with '*' is mandatory.

It has five major points like:
1. Exam Details, 2. Exam Centre Details, 3. Modules Appearing, 4. Fee Details and 5. Declaration.

Under item Exam Details, it will display candidate's details like Name, Registration Number, Exam Applying for, Previous Appearance, Candidate Type & Applying this Exam; which will be disabled and not modifiable. In "O" Level course, the candidates will be given a choice for Medium (English / Hindi), it is by default English. Candidate applying through Institute can opt to pay the applicable fees him/herself or opt that the Accredited Institute will pay the fee on his/her behalf at the point "The Applicable Examination Fees will be paid by".

Under item Exam Centre Details, it may be noted that, Examination Centres are designated as Primary(P) & Secondary(S). Primary indicates that the current Examination will definitely be conducted at that centre. Conduct of Examinations at a Secondary Centre depends on the number of candidates applied for the centres as First Choice and other resources available at that centre. The Candidate has to select Two Examination Centres as First and Second Choice, out of which, one must be a Primary Centre. A list of the Examination Centres is available at http://www.nielit.in/education.aspx .

Under item Modules Apply For, it will display the left out modules along with the tentative date of Examination for the module. The candidate has to apply for both Theory & Practical Module(s) by Clicking the Box against the Module. The number of Electives will be restricted to maximum number of Elective(s) prescribed for the respective Level of Course. Further, the candidate has to check his/her eligibility with respect to the Practical Module(s). The Eligibility Criteria for all Practical Modules is available at http://www.nielit.in/student41021.htm .

Under item Fee Details, According to the number of Theory & Practical Module(s) applied by a candidate, the system will calculate the Total Fees. The system will also take care of the Late Fees automatically. In addition a processing fee of Rs.100/- per exam form will also be charged.

Under item Declaration, at this point the candidate has to click in the Declaration Box. Without this the candidate cannot proceed any further.

Once the form is filled up properly, the candidate can click on Proceed button. This will display a filled up form and at this point of time the candidate has to confirm the details. S/he may go back for any modification in the form. Utmost care must be taken to verify the details because once the candidate on Confirm button, the form will not be available for further modification.

The candidate will be send an e-mail and SMS informing him the Application Number, which should be preserved for future use. Also the Candidate will be given a Demand Note Number with the fees to be paid.

Process -4: Fee Payment

While filling the Examination Application Form, the candidate can opt to pay the applicable fees him/herself or opt that the Accredited Institute will pay the fee on his/her behalf. If the candidate has chosen to pay the fees him/herself, s/he has many alternatives with different Service Charges are available as under. It may be noted that the Service Charges are not included in the Total Fees that was calculated during the filling of the Form. It will be collected by the service provider separately from the Candidate.

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	
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

Candidate desired to pay the fees through CSC may locate the CSC nearby by using the CSC Locater. S/he needs to take with him the Demand Note Number provided during the Confirmation of Form. The CSC in-charge will collect the Total Fees + applicable Service Charges.

Choice-2: Through Online Payment Service

Candidate may also like to pay the fees using Online Payment Services i.e. through Internet Banking, Using Debit/ Credit Card. The Service Provider will charge transaction fee for every transaction as follows:

Payment Type	Fees (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	Rs. 18 per transaction (for transaction payment of any amount)
Credit Card Payment	1.00% of the transaction amount.

In addition to the above charges, Taxes as applicable (currently 12.36%) will be levied on the transaction fee.