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राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान  
NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY



(इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी विभाग, संचार तथा सूचना प्रौद्योगिकी मंत्रालय,  
भारत सरकार की एक स्वायत्त वैज्ञानिक संस्थान)

(An Autonomous Scientific Society of Department of Electronics & Information Technology,  
Ministry of Communications & Information Technology, Govt. of India)

आइ.एस.टी.ई. कॉम्प्लेक्स, २५ गाँधी मण्डपम् रोड, चेन्नई - ६०००२५

ISTE Complex, 25, Gandhi Mandapam Road, (Opp. Anna Centenary Library), Chennai 600 025

Phone: 044- 24421445 / 46 / 47, Fax: 044- 24421441 Website: www.nielitchennai.edu.in

(रा.इ.सू.प्रौ.सं नई दिल्ली का एक केंद्र / A Centre of NIELIT, New Delhi)

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29-06-2015

To

Registrar, Vels University (VISTAS),

Pallavaram, Chennai – 600 117.

*Sub: Training for DOEACC O Level Course in your campus / Signing of MoU*

Sir,

This has reference to offer provided by you on subject matter. In this regard, we are pleased to inform you that Vels university (VISTAS) is selected to impart DOEACC 'O' level Training for 37 (Thirty Seven) Candidates at your campus. The terms and conditions of the training in addition to the terms and conditions mentioned in agreement/MoU are as given below.

1. The Training should be conducted only in the premises.
2. The Total Number of candidates to be trained is 37 (Thirty Seven only) as per the list of students attached.
3. Training is to be conducted strictly as per the syllabus & Durations prescribed by the NIELIT for DOEACC 'O' Level Course.
4. Admission Process shall be done by NIELIT in coordination with SREO, CGC for SC/ST, Chennai.
5. Registration for the candidate may be done at your end through online ([www.student.nielit.in](http://www.student.nielit.in)) on or before 25-07-2015.
6. An amount of Rs.900/- (Rupees Nine Hundred only) inclusive of all shall be paid towards training per candidate per month during the period between July 2015 to June 2016. This amount excludes service tax as service tax is exempted. TDS will be debited as per GOI norms. No training fee will be applicable during the examination months (January & July). This shall be paid on a monthly basis on submission of attendance sheets for actual number of candidates present and their performance report.

मुख्यालय: इलेक्ट्रॉनिकी निकेतन, ६, सी.जी.ओ कॉम्प्लेक्स, लोदी रोड, नई दिल्ली - ११०००३

Head Office at: Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi - 110003

दूरभाष / Tel: 011-24363936, 24363330/1/2 फॉक्स / Fax : 011-24363937, 24363335

वेबसाइट / Website: www.nielit.edu.in

7. The claim for the candidates for the month of July may be allowed from starting date of the course of prorata rate.
8. Coordinating Institute will provide information required for examination to NIELIT Chennai at least 5 working days prior to last date prescribed by NIELIT, New Delhi in all such cases.
9. Coordinating Institute shall regularly submit the claims for reimbursement of training charges with Attendance Report, Lesson Planning and Progress Report of the candidates, latest by 1<sup>st</sup> day of every month. Also the scanned copy of the attendance report needs to be mailed 15<sup>th</sup> day of every month.
10. The claim amount reimbursement when NIELIT Chennai received the training fees from CGC Chennai.
11. Training should be arranged in suitable batches so that the computer facilities for practical are in 1:1 ratio.
12. NIEIT Chennai will make arrangement to provide study materials to all the candidates.
13. On agreeing to above, you are required to start the training with immediate effect.
14. Project and Project certificate must be submit before the practical Examination.
15. The Institute shall be responsible in coordinating the candidates in placement.
16. The Institute should put full effort in placement of the candidates as per their skill set.
17. Institute shall carry out carrier guidance and motivational class for the students every month
18. The stipendiary support of Rs. 500/- per month per trainee is to be paid all the trainees undergoing the training with subject to the condition of 80% attendance to motivate them for completing the course and disbursed through DBT payment method.
19. In every working day candidate should sign in the attendance register. Also attendance should be maintained in the Excel format.

This work order is subject to signing of an agreement indicating detailed terms and conditions. Please acknowledge the receipt of this communication and confirm your acceptance.

Thanking You.

Yours Sincerely,

  
29/05/15  
O- Level Coordinator

Enclosed:

1. 37 Candidates Name list

Copy to:

1. Guard File
2. Account section of NIELIT Chennai