

## Application form for “New Center Registration-2017”

(To be submitted in 2 copies to SP-All fields in this form are mandatory)

Applicant Organization (AO) Details			
Name of SP		District	
Course for which applying	RS-CIT		
Name of AO			
Type of AO	Proprietorship/Partnership/Company/Society/Trust: If Other please specify:		
PAN Number			
Name of Head of AO		Mobile	
Designation		E-mail ID	
Address of AO	(Proposed Centre Address)		
Urban <input type="checkbox"/>	Mohalla		Ward No.
	Police Station	Municipal Town	Pin Code
Rural <input type="checkbox"/>	Village	Police Station	Gram Panchayat
	Panchayat samiti	Tehsil	Pin Code
Landmark		Status	Rented/Owned
No. of Years of Operation (If already in same business)		Total Area (Sq. Ft.)	
Lab Area (Sq.ft) Classroom Area (Sq.ft) Reception (Sq.ft)	1. 2. 3.	Photos attached	1. Front 2. Reception 3. Lab 4. Theory room
Details of Bank Account	A/C Name		Bank
	A/C Number	IFSC Code	

**Note:** उपरोक्त सभी फील्ड भरने अनिवार्य है अधुरा व अपूर्ण आवेदन निरस्त कर दिया जायेगा।

**We, Applicant Organization (AO) understand and agree that:**

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1. I have read all terms and conditions of New Center Registration 2017 process available on RKCL website and shall abide by the various Rules, Regulations, Code of Conduct, Guidelines, Communications, Norms issued and specified by RKCL.
  2. **I have been informed that the Registration fee for IT Gyan Kendra is Rs. 24,000/- (for Gram Panchayat locations) & Rs 38000/- (for all other locations) which also includes all taxes & processing fees.**
  3. I have been well informed that RKCL reserves the right to reject my application based on its NCR Policy criteria. I shall have no right to ask the reason of rejection.
    - (a) If all the information produced by me in this application is found to be true and my application is not approved by RKCL as per NCR policy criteria, the **processing fee of Rs. 1000/-** will not be refunded and balance amount shall be refunded in the account number as given by me in this application.
    - (b) If I withdraw my application in writing before RKCL's approval, full registration amount shall be refunded by RKCL in the account number as given by me in this application.
  4. I hereby declare that I have deposited my filled application form to my selected SP M/s ..... I further declare that I have not deposited any other application for the same address to any other SP. If duplicate applications are found for the same location, RKCL reserves the right to cancel all the submitted applications. I further declare that I have not paid any other amount to the SP or his representative.
  5. I have gone through the various infrastructure & hardware requirements put up on the official website of RKCL i.e. "rkcl.in" for the new ITGK's. I hereby undertake to fulfill the same at the time of inspection by Service Provider.
  6. I have been well informed that ITGK shall be authorized for one year at a time. Further Annual renewal is subject to fulfilling the renewal criteria of RKCL. I further understand that renewal fees (if applicable) as decided by RKCL from time to time shall be payable by me.
  7. I will meet out the target norms of admissions set by RKCL.
  8. I will not sublet my ITGK to any other person/organization.
  9. This paper application is just a part of the sign up process. If informed by SP about online updation of the application & updation of various other information regarding the center after approval by RKCL is also part & parcel of the application process. I shall upload the same as per the guidelines provided to me by the respective SP well within time.
  10. Requirement of PAN card & bank account in the firm name (in proprietor name for proprietorship firm) is must. I shall comply with this requirement at the time of application process.
  11. I will not carry out any marketing activities of any of the RKCL courses before final approval by RKCL and center code allotment.
  12. I hereby declare that there is no police complaint or criminal cases registered or pending against me or any of my firms (where I am / were associated with in any manner).
  13. The location of the proposed Centre shall be fixed only in the specific Ward as selected by us and the selected location shall not be changed by us anytime during, and subsequent to the 'Network Partner Registration Process,
- RKCL reserves the right**
14. To modify the terms and conditions of the Network Partner Registration Process at any time;
  15. To discontinue/postpone the Network Partner Registration Process at any time (or any part thereof);

16. Of granting and/or rejecting authorization to any applicant/s, without assigning any reason/s whatsoever to anyone.
17. **In case we are granted authorization-**
  - a) we are responsible for maintaining the confidentiality of the password and login account given by RKCL and fully responsible for all activities that occur there under:
  - b) I shall sign an agreement with Service Provider within seven days from the date of approval
18. In case of disputes or differences, if any, prior and/or subsequent to authorization (if granted), decision of MD RKCL shall be final.

**Documents Checklist:**

**Phase I-Along with Application Form**

- **Demand Draft of registration fees as prescribed for that location** in favor of RKCL payable at Jaipur.
- 3 Photographs of proposed center location (Front, Lab, classroom, Reception)
- Latest paid Electricity/ telephone bill copy of the proposed location
- Cancelled cheque having printed name of signatory/copy of pass book/bank certificate.
- Passport size Photographs and Identity card (having address proof) of Proprietor/All Partners/All Directors including MD/All members of executive body (Photographs to be affixed on last page)
- PAN Card (Tick whichever is applicable)
  - Proprietorship - *Individual Applicants PAN Card*
  - Partnership – *Firm’s PAN Card*
  - Trust – *Trust’s PAN Card*
  - Society – *Society’s PAN Card*
  - Cooperative Society – *Cooperative Society PAN Card*
  - Public & Private Ltd. Co. – *Public & Private Ltd. Co. PAN Card*
  - *Others – Others PAN Card*

**Phase II-At the time of Site Inspection by Service Provider.**

- Property documents with latest paid Electricity /Telephone Bill copy for the proposed location (if owned)
  - Rent Agreement with latest paid Electricity / Telephone Bill copy for the proposed location (if rented)

Governing Document for firm (Tick whichever is applicable)

- For Proprietorship: Rajasthan Shops & Establishment Act / Bank Certificate
- For Partnership: Rajasthan Shops & Establishment Act & Partnership Deed / Bank Certificate
- For Trust: Registration Certificate & Trust Deed & List of Executive body
- For Society: Registration Certificate and Rules & Regulations & List of executive body
- For Cooperative Society: Registration Certificate and Rules & Regulations & List of executive body
- For Public & Private Ltd. Co.: Certificate of Incorporation and Memorandum & Article of Association & List of all Directors including Managing Director

Date

Place

Seal & Signature of Applicant Organization

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Please affix passport size photographs at space given below:

Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**To be filled by SP (For Office use only)**

AO Location Type: District HQ  Tehsil HQ  Rural Market  Gram Panchayat (HQ)   
 Panchayat Samiti (HQ)  Village   
 DD Details:

DD Date- \_\_\_\_\_  
 DD Number- \_\_\_\_\_  
 DD Amount- \_\_\_\_\_

Bank Name: \_\_\_\_\_  
 MICR No. \_\_\_\_\_

If applicant is found to have wilfully provided misleading information, his/her application for centre registration and its subsequent award, if any, may be deemed null and void.

SP Seal & Signature \_\_\_\_\_