

# NEW CENTER REGISTRATION (NCR) PROCESS GUIDELINES



Version: 04-Apr-2019

## **NEW CENTER REGISTRATION (NCR) PROCESS GUIDELINES**

### **NCR Process Timelines**

NCR process shall be open throughout the year via online mode (paperless) as per eligibility criteria's mentioned below. Applicant Organization may contact any of empaneled service providers in order to submit online application along with required documents & applicable fees. Received applications shall be processed at RKCL office for final approval.

### **NCR Application Fees**

The selected service provider (SP) shall guide each AO (Applicant Organization) to submit NCR fees amount as mentioned below (subject to revision by RKCL from time to time) in online payment mode only to RKCL after SP has done complete validation of application form and requisite documents for each Applicant Organization (AO) –

<i>Fees</i>	<i>For all Locations</i>
Center Registration Fees for RS-CIT Course*	Rs 38,000/- (inclusive of taxes and Rs. 1,000/- processing fees)

\*Registration charges for other courses if any shall be extra as applicable.

Other important points –

- ✓ Deliverables to ITGK:
  - Software Licenses (As required by RKCL, Microsoft Licenses are delivered)
  - Promotional Material Kit – may be provided by RKCL every year depending on budget availability and internal approvals
- ✓ Biometric Machines have to be purchased by ITGK on its own. Recommended Make and Model are –
  - Mantra - MFS100
  - Tatvik - TMF20
  - Startek - FM220
  - Cogent - CSD200
- ✓ Address change of centers shall be restricted within its own district on payment of applicable fees
- ✓ AO once approved as ITGK by RKCL, will not be able to change address for a period of 1 year

## NCR Eligibility Criteria

### 1) Legal Entity

Any (Individual, Proprietorship, Partnership, Society, Private Limited Company, Public Limited Company, NGO, Trust, LLP etc.)

### 2) Infrastructure Requirements

The suggested basic minimum infrastructure required for setting up an ITGK is as mentioned below:

<i>Asset Type</i>	<i>Specifications</i>	<i>Minimum Criteria</i>
Space/Area	Area (including Lab & Theory Room only)	<ul style="list-style-type: none"> <li>✓ Minimum 600 sq. ft.-<b>Urban Locations</b></li> <li>✓ Minimum 300 sq. ft.-<b>All other locations</b></li> </ul>
Amenities at ITGK Location	Computer Lab	<ul style="list-style-type: none"> <li>✓ Minimum 10 computers at Urban location and minimum 5 computers at all other locations</li> <li>✓ Computers can be either Desk Top or Laptop</li> </ul>
	Theory/Lecture Room	<ul style="list-style-type: none"> <li>✓ 10-seater in Urban locations and 5-seater at all other locations</li> <li>✓ Proper Ventilation &amp; required cooling arrangements (Fan, Cooler, etc.)</li> <li>✓ Adequate light arrangements</li> <li>✓ Suitable furniture for installing computers</li> <li>✓ Comfortable seating arrangements</li> <li>✓ Writing Board</li> </ul>
	Reception	<ul style="list-style-type: none"> <li>✓ 1 Counselling Table &amp; 1 Chair arrangement</li> <li>✓ 1 Notice/Display Board</li> </ul>
	Miscellaneous	<ul style="list-style-type: none"> <li>✓ Approachable Toilet facility</li> <li>✓ Drinking Water facility</li> </ul>
Desktop	<ul style="list-style-type: none"> <li>✓ Dual Core Processor 1.6 GHz</li> <li>✓ 2 GB RAM</li> <li>✓ 80 GB Hard Disk</li> <li>✓ Ethernet Port (10/100/1000 Mbps)</li> <li>✓ Sound Card</li> <li>✓ Keyboard and Mouse (Recommended Brand: Logitech, Microsoft etc.)</li> <li>✓ Headphone with Mic (Recommended Brand:</li> </ul>	<p>Minimum 10 computers at Urban locations and minimum 5 computers at all other locations.</p> <p>*Laptops are preferable because:</p> <ul style="list-style-type: none"> <li>✓ Consume less power</li> <li>✓ Require less space</li> <li>✓ Easy to maintain</li> <li>✓ Minimum 3-4 hours' power backup available in case of power failure</li> <li>✓ Inbuilt Web camera</li> </ul>

<i>Asset Type</i>	<i>Specifications</i>	<i>Minimum Criteria</i>
	Phillips, Intex, I-Ball etc.) for every PC. ✓ Minimum 14 inch SVGA Monitor or above (Recommended Brand: LG, Samsung etc.) ✓ Antivirus (like Sophos, Quick Heal, AVG etc.)	✓ Easy to move ✓ Wi-Fi connectivity ✓ Mobile Hotspot ease
LAN <sup>#</sup>	10/100 Mbps Network Switch (all Desktops should be connected to this Network Switch) (Recommended Brand: D-Link, Linksys etc.) OR 100 Mbps Wi-Fi Network (Recommended Brand: Ruckus, Aruba, Cisco etc.) Electrical and LAN wiring should run perpendicular to each other. If they are parallel to each other, then a distance of 2 feet should be maintained between them to avoid interference	
Internet Connectivity	At least 2 Mbps Broadband Connection (wired / wireless) (All computers should be able to connect to the Internet by using Internet Connection Sharing or Proxy Server)	Minimum 2 Mbps in Rural Areas Minimum 4 Mbps in Urban Areas
Peripherals	✓ Printer - minimum 600 dpi resolution (Recommended Brand: HP, Canon, Epson etc.) ✓ Scanner <sup>#</sup> - minimum 600 dpi resolution (Recommended Brand: HP, Kodak etc.) ✓ Webcam- Minimum 5 megapixels	1 Printer per center 1 Web-cam per center
Power Back Up <sup>#</sup>	UPS (Recommended Brand: APC, Microtek, iBall etc.) Or Inverter with Battery backup (Brands: APC, Microtek etc.)	Backup to all Computers

# *Desirable (Non-mandatory)*

### **3) Faculty Count & Qualification**

Each ITGK must have at least 1 active full time faculty. An owner can also act as Faculty subject to qualification eligibility.

Minimum Qualification of Faculty should be:

**1) *Graduation from a recognized university (mandatory),***

AND

**2) *Any one of the following IT certifications (Non-mandatory for B.E./B.Tech/BCA/MCA/BSc IT/MSc IT or equivalent)***

"O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India.

Or

Computer operator & Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) certificate organized under National/ State Council of Vocational Training Scheme.

Or

Diploma in Computer Science/Computer Applications from a University established by law in India or from an institution recognized by the Government.

Or

Diploma in Computer Science & Engineering from a polytechnic institution recognized by the Government

Or

Rajasthan State Certificate Course in Information Technology (RS-CIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited,"

AND

**3) *Approval of an ITGK will also involve a Faculty evaluation based on an Online/Offline Test and Personal Interaction which will be held on site by RKCL officials at a prescribed time & further verification of educational qualification documents of faculty.***

## **Terms & Conditions**

- SP is expected to communicate all terms and conditions clearly to AO before starting online application process.
- AO is not allowed to carry out any marketing activities of any of the RKCL courses before final approval by RKCL. In case a verified complaint is received before final approval, RKCL may reject the application and RKCL may also take action or impose financial penalty on SP post investigation.
- Payment should be made within 30 days of online application date else application may be rejected.
- In case an AO is found not be compliant or not eligible in any regard, AO may be rejected by RKCL. If the application is rejected by RKCL, Application Fee amount excluding processing

fee of Rs. 1000/- and GST charges shall be refunded in the bank account as given by AO in the application.

- In case AO is found not be compliant or not eligible in any regard at the time of DPO visit and requests for another visit, RKCL timelines for final approval/rejection will vary. Next DPO visit (if required) may take another 30 days. Until then, AO application will be put on hold. A maximum of 2 DPO visits will be made to AO.
- RKCL reserves the right to terminate ITGK event after final approval of AO, if minimum eligibility criteria are not fulfilled for any ITGK during RKCL-Jaipur official visits.

## NCR Application Process

- 1) AO (Applicant Organization) will view all the information published on RKCL website [www.rkcl.in](http://www.rkcl.in) and contact any one of the empaneled Service Provider for submitting application to ensure compliance to eligibility criteria & application process.
- 2) Selected SP (Service Provider) will guide AO on all aspects, check eligibility, collect key AO documents like Business Registration/PAN/AADHAAR/Address Proof/NCR Form, etc. & register basic contact AO details on concerned RKCL portal. This involves OTP verification of Mobile and Email address of AOs.
- 3) AO will receive SMS/Email confirmation of Basic AO registration.
- 4) SP uploads key documents of AO on concerned RKCL portal & approves it.
- 5) At this point, ITGK/AO Code is generated & AO receives RKCL Portal login/password via email/SMS from RKCL to AO's linked email/mobile.
- 6) AO will now enter all basic details like Infra/Banking/HR/Faculty Name/Faculty Qualifications, etc. on RKCL portal and pay prescribed NCR fees by online mode.
- 7) Payment should be made within 30 days of online application date else application may be rejected.
- 8) SP team then visits AO location, checks authenticity of address. During visit, SP will register biometrics of Owner as well as Faculty nominated by AO.
- 9) Post this visit, SP uploads visit form, visit photos on RKCL portal and approves AO for next step. Personal Visit by SP is mandatory.
- 10) Once SP visit of AO is complete and approved, AO will have to sign an ITGK Agreement (inclusive of SLA details) with SP as per RKCL format within next 7 days. Henceforth SP scans the signed agreement and uploads it onto RKCL portal.
- 11) RKCL will check documents of all applications uploaded on RKCL portal. Incomplete applications if any may be put on hold along with discrepancy remarks and concerned SP will be communicated for the document correction.  
Note: Applicant organization (or individual) should not have been blacklisted / debarred by any State Government / Central Government / PSU / Corporation / Company / Institution / Procuring Entity in last 3 years including year of bidding.
- 12) If uploaded documents are found complete, RKCL will direct concerned DPO (District Project Officer) to visit the AO site preferably within next 20 working days to verify the same and conduct the On Site Faculty Test for each AO.
- 13) DPO will visit the site with prior notice (at least 1 day / 24 Hrs in advance) to both AO and concerned SP.
- 14) AO must ensure that center is open and owner & faculty both are present during DPO visit. Absence of any nature without intimation may disqualify AO from ITGK eligibility.

- 15) Faculty identification will be done through biometrics. DPO will carefully check important parameters like address/infrastructure/faculty qualification and conduct an Online / Offline IT Knowledge Test for Faculty inside the premises. DPO will also have personal interaction / interview with Faculty and collect CV during visit.
- 16) Once DPO Visit report is received at RKCL, concerned RM (Regional Manager) will cross check the details as per NCR norms & also consider Faculty Test score. If all found ok, concerned RM will approve the AO finally.
- 17) Once an AO (ITGK) is confirmed, AO will have to apply for RS-CIT Course EOI from its own login. Henceforth it will be eligible for doing RS-CIT admissions on RKCL portal.
- 18) In case an AO is found not be compliant or not eligible in any regard, AO may be rejected by RKCL. If the application is rejected by RKCL, Application Fee amount excluding processing fee of Rs. 1000/- and GST charges shall be refunded in the bank account as given by AO in the application.
- 19) Final Approval/Rejection of AOs may be done by RKCL within a maximum of 60 days from the date of SP Final Approval (subject to completion of application in all aspects). In case AO is found not be compliant or not eligible in any regard at the time of DPO visit and requests for another visit, RKCL timelines for final approval/rejection will vary. Next DPO visit (if required) may take another 30 days. Until then, AO application will be put on hold. A maximum of 2 DPO visits will be made to AO.
- 20) Final Approval of AOs will be however at discretion of RKCL at all times. RKCL reserves the right to terminate ITGK event after final approval of AO, if minimum eligibility criteria are not fulfilled for any ITGK during RKCL-Jaipur official visits.
- 21) All approved AOs are expected to undertake a basic Orientation training from their respective SPs regarding RKCL software's and processes within 15 days of final approval.

## ITGK Renewal

- ITGK will be renewed every year. Renewal will be due every 12 months from the center login creation/center renewal date.
- ITGK will have to comply with the SLAs mentioned in RFP/Agreement in order to be eligible for renewal (Note: 25 admission SLA is applicable only for ITGKs at Gram-Panchayat Level excluding cases where GP is located at Panchayat Samiti HQ or Tehsil HQ.)
- Eligible ITGKs will need to get themselves renewed within 3 months of authorization expiry date after which ITGK will not be renewed and fresh application will have to be submitted for New Center Registration. However, ITGK login will be deactivated after 12 months.

### **RKCL reserves the right -**

- a) To modify the terms and conditions of the New Centre Registration (NCR) Process at any time;
- b) Of granting and/or rejecting authorization to any applicant/s, without assigning any reason/s whatsoever to anyone.



## NCR Document Checklist

### 1) Phase I -

- Application Form duly filled & signed.
- Latest paid Electricity/ Telephone bill copy or Rent Agreement (should highlight total space in sq. ft.) of the proposed location.
- Cancelled Cheque
- 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).

For 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

### 2) 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 (should clearly mention total space in sq. feet) with latest paid Electricity Bill copy for the proposed location (if rented)

Governing Document for firm (Tick whichever is applicable)

- For Proprietorship: Rajasthan Shops & Establishment Act or Bank Certificate
- For Partnership: Rajasthan Shops & Establishment Act & Partnership Deed or 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

### 3) Phase III –

At the time of Site Inspection by DPO (District Project Officer)

- Property documents with latest paid Electricity/Telephone Bill copy for the proposed location (if owned)
- Rent Agreement (should clearly mention total space in sq. feet) with latest paid Electricity Bill copy for the proposed location (if rented)
- Identity Proof of Owner (AADHAAR or Driving License or PAN Card)
- Identity Proof of Faculties (AADHAAR or Driving License or PAN Card)



- Educational Qualification document of Faculties (Graduation Certificate, etc.)

## NCR Application Form

(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
	Panchayat samiti	Tehsil	Gram Panchayat 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:**

- 1) I have read all terms and conditions of New Center Registration 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. 38000/- (Including All Taxes and processing fee is Rs. 1000/- (including all taxes)
- 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 or application withdrawn by me then the processing fee of Rs. 1000/- plus GST charges will not be refunded and balance shall be refunded in the bank account 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 and comply with all SLAs.
- 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. I shall upload the documents in online application form as informed by SP 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. I understand that my application may be rejected by RKCL if any verified complaint is received before final approval by RKCL.
- 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 location 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.

**In case we are granted authorization-**

- 17) 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
- 18) I shall sign an agreement with Service Provider within seven days from the date of approval
- 19) 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:**

**1) Phase I -**

- Application Form duly filled & signed.
- Latest paid Electricity/ Telephone bill copy or Rent Agreement (should highlight total space in sq. ft.) of the proposed location.
- Cancelled Cheque
- 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).

For 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

**2) 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 (should clearly mention total space in sq. feet) with latest paid Electricity Bill copy for the proposed location (if rented)

Governing Document for firm (Tick whichever is applicable)

- For Proprietorship: Rajasthan Shops & Establishment Act or Bank Certificate
- For Partnership: Rajasthan Shops & Establishment Act & Partnership Deed or 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

**3) Phase III –**

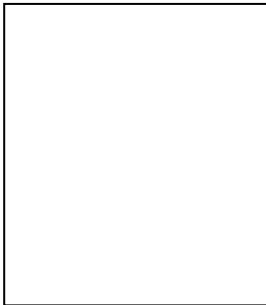
At the time of Site Inspection by DPO (District Project Officer)

- Property documents with latest paid Electricity/Telephone Bill copy for the proposed location (if owned)
- Rent Agreement (should clearly mention total space in sq. feet) with latest paid Electricity Bill copy for the proposed location (if rented)
- Identity Proof of Owner (AADHAAR or Driving License or PAN Card)
- Identity Proof of Faculties (AADHAAR or Driving License or PAN Card)
- Educational Qualification document of Faculties (Graduation Certificate, etc.)

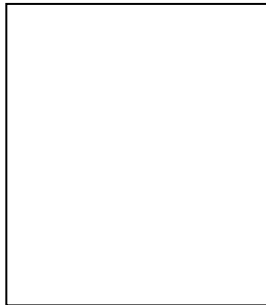
Date  
Place

Seal & Signature of Applicant Organization

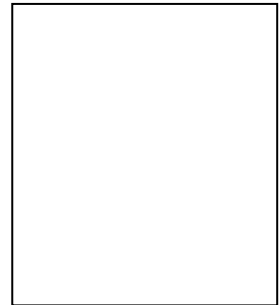
Please affix passport size photographs at space given below:



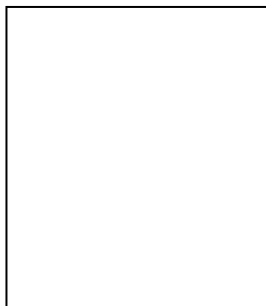
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Signature: \_\_\_\_\_



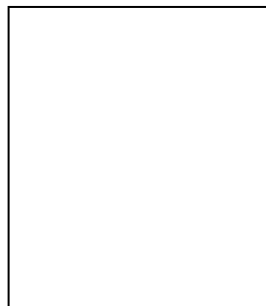
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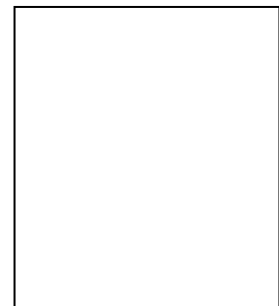
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Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Signature: \_\_\_\_\_



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



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

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

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

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

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

# SP NCR AO Visit Form

Verification Report By Service Provider

**AO Details (Filled By SP in capital letters)**

AO Name:																				
AO Address																				
<b>Urban</b>	Mohalla	Ward No.				Police Station														
<b>Rural</b>	Village	Police Station				Gram Panchayat														
	Panchayat samiti	tehsil				Pin Code														
Name of Center Head/ Owner						Mobile No.														
Email ID																				
Name of Faculty (Attach Bio Data)						Mobile No.														
Name of Lab Assistant/ Faculty						Mobile No.														
Name of Counsellor						Mobile No.														

**Infrastructure Report**

AO Infrastructure						Compulsory	
Sr. No.	Department	Qty.	Area in Sq. Feet	Seating Capacity	Remark if any	Photograph	Attached Yes/No
1	Reception					Reception	
2	Waiting Area					Front & Side View	
3	Theory Room					Theory Room	
4	Computer Lab					Computer Lab	
5	Toilet						
6	Drinking Water						

**IT Infrastructure**

System Details (Available in IT LAB)							Other			
Sr. No.	Processer	RAM	HDD	Qty.	Type (S/C)	Remark	Description	Remark	Description	Remark
1							Printer		LAN	Yes/ No
2							Scanner		Webcam/ CCTV	Available/ Not Available
3							Internet		Power Backup	
4							Headphone	Qty.	Biometric Device -	
5										

**Declaration**

I .....authorised signatory of M/s .....(SP) hereby declare that all the details provided in this form are true and correct and supported by valid documents enclosed and site visit done by myself.

I further agree to indemnify and keep RKCL indemnified from any loss, damage, claim, action, cost, charges, expenses which RKCL may suffer or incur as a result of any defects/misrepresentation made in above details.

Sign & Seal of SP Official

## Guidelines for filling up NCR Application Form

**नये ज्ञान केंद्र के लिये आवेदन भरने हेतु दिशा निर्देश।**

Applicant Organization (AO) Details			
Name of SP	सर्विस प्रोवाइडर का नाम	District	जिला
Course for which applying	RS-CIT		
Name of AO	संस्था का नाम		
Type of AO	Proprietorship/Partnership/individual/Company/Society/Trust: If Other please specify: संस्था का प्रकार		
PAN Number	पैन नंबर		
Name of Head of AO	संस्था के मुखिया का नाम	Mobile	मोबाइल नंबर
Designation	पद का नाम	E-mail ID	ई-मेल
Address of AO	(Proposed Centre Address) आवेदक संस्था का पता		
Urban <input type="checkbox"/> संस्थान शहरी है तो <input checked="" type="checkbox"/> करें तथा दिये गये सभी फील्ड आवश्यक रूप से भरें।	Shop No./H.No./Mohalla:- इस स्थान पर दूकान नंबर / मकान नंबर तथा मोहल्ला का नाम भरें।		Ward No. वार्ड संख्या लिखें।
	Police Station: थाना	Municipal Town: म्युनिसिपल शहर का नाम	Pin Code: पिन कोड
Rural <input type="checkbox"/> संस्थान ग्रामीण है तो <input checked="" type="checkbox"/> करें तथा दिये गये सभी फील्ड आवश्यक रूप से भरें।	Village: गाँव का नाम	Police Station: थाना	Gram Panchayat ग्राम पंचायत
	Panchayat samiti: पंचायत समिति का नाम	Tehsil तहसील का नाम	Pin Code: पिन कोड
Landmark	ऐसा चिन्ह जिससे आम आदमी आसानी से पहुँच सके।	Status	Rented/Owned
No. of Years of Operation (If already in same business)	अगर संस्थान कंप्यूटर प्रशिक्षण के क्षेत्र से जुड़ा है।	Total Area (Sq. Ft.)	कुल माप
Lab Area (Sq.ft) Classroom Area (Sq.ft) Reception (Sq.ft)	1. लैब का माप 2. क्लासरूम का माप 3. रिसेप्शन एरिया का माप	Photos attached आवश्यक रूप से संलग्न करना है।	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।**