



## **Expression of Interest (EOI)**

### **Inviting Training Partners for Implementation of Project**

**‘Employability Enhancement & Livelihood Training Program [EELTP] of SC/ST & EWS (Women) Youth through Capacity Building and Skill Development in IECT Training’ in Uttar Pradesh.**

#### **From**

NIELIT Accredited Institutes/ NIELIT Training Partners

#### **Sponsored by**

Ministry of Electronics & Information Technology (MeitY), GOI

**National Institute of Electronics and Information Technology,  
Gorakhpur**

**(An Autonomous Scientific Society of Ministry of Electronics and  
Information Technology, Government of India)**

Deoria Road, Gorakhpur Uttar Pradesh - 273010

Web: <https://nielit.gov.in/gorakhpur/index.php>

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## **EXPRESSION OF INTEREST**

### **1. Introduction**

NIELIT Gorakhpur is an Autonomous Scientific Society of Ministry of Electronics and Information Technology (MeitY), Government of India is engaged in education, training and consultancy services in advanced areas of IECT and/or intended to extend quality education to masses through various schemes and programs. NIELIT Gorakhpur has been awarded the project **“Employability Enhancement & Livelihood Training Program [EELTP] of SC/ST & EWS (Women) Youth through Capacity Building and Skill Development in IECT Training”** by MeitY. NIELIT Gorakhpur intends to partner with NIELIT Accredited Institutes/ NIELIT Training Partner with valid NSQF affiliation in the courses as required for the project in the state of **Uttar Pradesh**.

### **2. Scope of the Project**

The Project aims towards Capacity building/ Skill development of SC/ST, EWS(Women) youth in IT and Electronics Sectors for enhancing their employability& livelihood in most SC/ST populous districts of Uttar Pradesh (**except NIELIT own Centers and District covered under Aspirational Districts project of MeitY**) by imparting training in NSQF aligned courses.

### **3. Background**

The objective of Skill Development is to create a workforce empowered with the necessary and continuously upgraded skills, knowledge and recognized qualifications to gain access to decent employment or to make them employable and ensure India's competitiveness in the dynamic global market. It aims at increasing the productivity and employability of workforce (wage and self-employed) both in organized and unorganized sectors. It seeks increased participation of youth, women and other disadvantaged sections to synergize efforts of various sectors and reform the present system with the enhanced capability to adapt to changing technologies and Labour market demands.

Recognizing this need and to develop and connect the youths of these identified Districts with the mainstream development agenda and to facilitate them to contribute to the growing economy, NIELIT has conceptualized several skill development oriented course which are being conducted through its own Centers/ Extension Centers and accredited institutes / training partners. The objective is to develop and enhance individual competencies (skill, knowledge and aptitude), to enrich and enlarge resource pool of ready to deploy candidates for addressing large human resource needs of current and future industry needs in the country for the Government and private sector.

#### 4. Duration and Target of the Project

A total of **4707** youths from **09** districts in **Uttar Pradesh (Sitapur, Allahabad, Hardoi, Azamgarh, Kheri, Raebareli, Agra, Jaunpur & Unnao)** are targeted to train on **11 NSQF Aligned** skill development courses listed at Para 7 in the area of IECT over a period of 3 years.

The year wise/Category wise breakup of target for Uttar Pradesh is tabulated below.

<b>Category Year</b>	<b>TOTAL candidates</b>	<b>SC candidates (40%)</b>	<b>ST candidates (40%)</b>	<b>EWS (Women) candidates Only (20%)</b>
1st Year (20%)	941	376	376	189
2nd Year (40%)	1883	753	753	377
3rd Year (40%)	1883	753	753	377
<b>Grand Total</b>	<b>4707</b>	<b>1882</b>	<b>1882</b>	<b>943</b>

#### 5. Beneficiary Districts

<b>S.No.</b>	<b>Name of the State</b>	<b>Name of the district</b>
1	Uttar Pradesh	Sitapur
2		Allahabad
3		Hardoi
4		Azamgarh
5		Kheri
6		Raebareli
7		Agra
8		Jaunpur
9		Unnao

\*Applications are invited from the above districts for all the courses mentioned at para6.

#### 6. List of Skill Development Courses (NSQF aligned courses of NIELIT in the area of IECT)

The Theory/ Practical component in Hours will be as mentioned in the Qualification Pack of the course. The following ratio of Theory/Practical hours will be taken if not specifically mentioned in the Qualification File of the course.

**Theory :** 40%

**Practical:** 60%

S.No.	Qualification Name	Job Role	Eligibility	NSQF Level	Duration (in Hrs)
1	Certificate Course in ITES BPO, Soft Skills & Communicative English	Cabin crew , Front Desk Call Centre Executives , Sales domain, Trainer, Career Counselor	ITI/ 12th with English as one of the subjects Studied.	4	250
2	Certified Computer Application Accounting and Publishing Assistant	Office Assistant, Desktop Publisher, Account Assistant, Technical Assistant	10th Pass Or 8th Class Pass and pursuing continuous regular schooling Or 8th Class Pass + 2 Years ITI in relevant field Or 8th Class Pass + 1 Year of Experience in relevant field Or NSQF Level 2 with 1 Year of Experience in relevant field	3	360
3	Certified Data Entry and Office Assistant (Upskilling)	Data Entry Operator, Office Assistant	10th Pass Or 8th Class Pass and pursuing continuous regular schooling Or 8th Class Pass + 2 Years ITI in relevant field Or 8th Class Pass + 1 Year of Experience in relevant field Or NSQF Level 2 with 1 Year of Experience in relevant field	3	210
4	O Level (IT)	User Interface (UI) Designer, Web Designer, Web Publication n Assistant, Office Automation Assistant, IoT Application Integrator	10+2 /ITI Certificate after 10/ 2nd year of a Government recognized polytechnic engineering diploma after 10.	4	540

5	Certified Web Developer	Web Developer, Front end Designer	Basic Computer Knowledge	3	210
6	Certified Multimedia Developer	Web Designer, Animation Artist ,3D Graphics Designer, Multimedia Designer	12th pass and above Or 10th pass with pass in NSOF Level 3 IT/ITeS Course in IT/Multimedia discipline	4	200
7	Internet of Things (IoT) Assistant	IOT Developer	Grade 10th Pass, Grade 8th Pass with two year of (NTC/ NAC) after 8th Grade 8 pass and pursuing continuous schooling in regular school with vocational subject,	3	300
8	Internet of Things (IoT) Associate	IOT Developer	12th grade pass , Completed 2nd year of 3-year diploma (after 10th) and pursuing regular diploma, 10th grade pass plus 2-year NTC, 10th grade pass plus 1-year NTC plus 1 year NAC, 10th -grade pass and pursuing continuous schooling , Internet of Things (IoT) Assistant NOS from 1-6 will be exempted from Previous NSQF Qualification of Level 3	4	450
9	Certified Artificial Intelligence(AI)Associate “up skilling”	ML Associate / AI Associate, Data Analyst, Machine Learning Engineer, AI Engineer	Pursuing final year BE/BTech/MCA in any discipline Or BCA/ B.Sc. IT/ B.Sc. Electronics Or 3 Years Diploma after class 10th in Electronics/ IT/ Electrical with 1 Years of Experience in IT Sector	4	240
10	Assembly & Maintenance of Personal Computer	Service Technician	10th /12th / ITI/Polytechnic Diploma/ Graduation	3	300

11	Certified Cloud computing and Virtualization Expert	Cloud Engineer, Data Centre Manager, Data Centre Architect	2nd Year B.Tech /BE in Computer science/ Information technology/ Electronics/Electronics and Communication Engg Or 2nd Year MCA Or Final Year students of 3 Year Diploma in Computer science/ Information technology/ Electronics/Electronics and Communication Engineering	4	210
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## 7. Course wise Target (No. of Candidates to be certified)

S. No.	Qualification Name [A]	Batch Size Per District	No of Batches Per District	No of Candidates Per District
1	Certification Course in IT-ITeS BPO, Soft Skill Communicative English	30	4	120
2	Certified Computer Application Accounting and Publishing Assistant	30	2	60
3	Certified Data Entry and Office Assistant (Upskilling)	30	2	60
4	O Level (IT)	28	1	28
5	Certified Web Developer	30	2	60
6	Certified Multimedia Developer	30	2	60
7	Internet of Things (IoT) Assistant	30	1	30
8	Internet of Things (IoT) Associate	25	1	25
9	Certified Artificial Intelligence Associate "Upskilling"	25	1	25
10	Assembly & Maintenance of Personal Computer	30	1	30
11	Certified Cloud computing and Virtualization Expert	25	1	25
<b>Total</b>		<b>523</b>		

## 8. Hardware, Software requirements:

1. Certification Course in IT-ITeS BPO, Soft Skill Communicative English	
H/W Requirements	S/W Requirement
<ul style="list-style-type: none"> <li>Projector, Head phones with Microphones PC etc</li> </ul>	Open source audio/ video recording and editing software/ Open Source Office
2. Certified Computer Application Accounting and Publishing Assistant	
H/W Requirements	S/W Requirements



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<input type="checkbox"/> Processor: Core-2 or Above <input type="checkbox"/> Memory: Min. 2 GB RAM <input type="checkbox"/> Disk space: Min. 160 GB <input type="checkbox"/> UPS <input type="checkbox"/> Printer	➤ Microsoft-Office, Tally. ERP 9 ➤ Concepts of Image Editing & Advertising- Adobe InDesign, Adobe Photoshop ➤ Graphics Designing - Corel Draw, Adobe Flash
<b>3. Certified Data Entry and Office Assistant (Upskilling)</b>	
<b>H/W Requirements</b>	<b>S/W Requirements</b>
<input type="checkbox"/> Processor: Core-2 or Above <input type="checkbox"/> Memory: Min. 2 GB RAM <input type="checkbox"/> Disk space: Min. 160 GB <input type="checkbox"/> UPS <input type="checkbox"/> Printer	Typing Master, Libre Office, GUI based Operating System
<b>4. Certified Web Developer</b>	
<b>H/W Requirements</b>	<b>S/W Requirements</b>
<input type="checkbox"/> Processor: Core-2 or Above <input type="checkbox"/> Memory: Min. 2 GB RAM <input type="checkbox"/> Disk space: Min. 160 GB <input type="checkbox"/> UPS <input type="checkbox"/> Printer	MS-Office Software License required. Text editor software (any One): Notepad++/Sublime text/ Visual Studio Code etc. Other Software: WAMP/LAMP/XAMP/ MAMP etc
<b>5. Certified Multimedia Developer</b>	
<b>H/W Requirements</b>	<b>S/W Requirements</b>
Computer installed with Multimedia Software Minimum 4 GB RAM or Higher	Operating System- (Windows/Linux), Web Browser, Antivirus latest & Internet Connectivity Microsoft Office/ Libre Office Adobe – Photoshop, Premiere Pro, Animate, After Effects, Illustrator, Dreamweaver 3D Max, Corel draw, Sonic Sound forge
<b>6. Internet of Things (IoT) Assistant</b>	
<b>H/W Requirements</b>	<b>S/W Requirements</b>
Desktop computers with accessories Installed with Arduino IDE (Open Source), Sensors and actuators (DHT11, ultrasonic sensor, LDR, MQ3, MQ135, water level sensor, soil moisture sensor, Motor driver, Relay, Displays)	Operating System- (Windows/Linux), Web Browser, Antivirus latest & Internet Connectivity, Arduino IDE
<b>7. Internet of Things (IoT) Associate</b>	
<b>H/W Requirements</b>	<b>S/W Requirements</b>



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Desktop computer with accessories Installed with Arduino IDE (Open source), Sensors and actuators (DHT11, ultrasonic sensor, LDR, MQ3, MQ135, water level sensor, soil moisture sensor, Motor driver, Relay, Displays)	Operating System- (Windows/Linux), Web Browser, Antivirus latest & Internet Connectivity, Arduino IDE
<b>8. O Level (IT)</b>	
<b>H/W Requirements</b>	<b>S/W Requirements</b>
Processor : 1 GHz or higher RAM : 4 GB or higher HDD : 100 GB or higher free space Monitor : SVGA or of latest Web Cam: Standard Printer : Standard Projector : Standard Others Arduino UNO or equivalent board sensors and motors	Arduino IDE, Python IDE, Any relevant word processing/spreadsheet/ presentation like Libre Office 6.0,
<b>9. Certified Artificial Intelligence Associate “Up skilling”</b>	
<b>H/W Requirements</b>	<b>S/W Requirements</b>
Computer installed with 4 GB RAM or Higher	Operating System- (Windows/Linux), Web Browser, Antivirus latest & Internet Connectivity, Python
<b>10. Assembly &amp; Maintenance of Personal Computer</b>	
<b>H/W Requirements</b>	<b>S/W Requirements</b>
Personal Computer Trainer or individual Trainers of 01 No. Monitors, SMPS, Key Board and other subsystem, Components – Resistors, Capacitors, Inductors, Coils, 05 Nos. Complete Transformers, all types of Diodes, Transistors, UJTs, Opto Sets Devices, Fuses, Batteries, Connecting wires, Solder metal	NIL
<b>11. Certified Cloud computing and Virtualization Expert</b>	
<b>H/W Requirements</b>	<b>S/W Requirements</b>
Computer installed with 4 GB RAM or Higher	Operating System- (Windows/Linux), Web Browser, Antivirus latest & Internet Connectivity, Python



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**Note: In addition to the given requirement, the following is also required**

1. Power Backup & internet connectivity with at least 2 mbps line
2. Color Printer & Scanner
3. Multimedia Projector for Teaching
4. Eligibility of Faculty should be as per the criteria of respective job roles as mention in the qualification file.(For qualification file please visit the link <https://www.nqr.gov.in/>)

**9. Selection of Training Partner (TP):**

NIELIT Regional Center will publicize project in the districts under their jurisdiction so that both TP and beneficiaries get the information about the project. Those TP's who are already registered with NIELIT for any of the 11 NSQF courses under the project need not take affiliation for that course. However, if an institute which is not registered for NSQF aligned course with NIELIT want to start the Project may take affiliation from NIELIT for the course as per procedure already defined & available at <http://www.nielit.gov.in/content/nsqf> for affiliation for NIELIT NSQF courses.

**Strategy for the selection of TPs:**

- 1 Publish Expression of Interest in Local Newspaper and also upload EOI on the respective NIELIT website for inviting the Training Partners (TP) for accreditation for NSQF Courses (except O Level- IT)
- 2 Affiliate interested Training Institutes for NSQF Accreditation for EELTP courses (By following the procedure available at <https://www.nielit.gov.in/content/nsqf>)
- 3 Eligible NSQF Accredited Institutes will be shortlisted for the EELTP project according to the criteria mentioned below at point 9.a
- 4 To become TP for EELTP project, shortlisted NSQF Accredited Institutes will sign an agreement (**Annexure-I**) with NIELIT Gorakhpur Centre as per the districts allocated.
- 5 NIELIT Gorakhpur Centre will issue work order to their respective NSQF Accredited Institutes(**Annexure-II**)

**9. a) Short listing of TP:** A three-member committee Chaired by Center Head or his nominee will short list the TP based on the criteria below:

S. No.	Criteria	Marks Distribution	Max. Marks
1	No. of students trained during the last 3 years	0-49 = 2 50-99 = 4 100-249 = 8 250-299 = 12 300-499 = 17 500 & above = 20	20
2	No. of training centres in Districts/States	1 centre = 1 2 centres = 3 More than 2 centres = 5	5
3	No. of years existence in education field (particularly in IT & Electronics courses)	0-3 years = 2 3-5 years = 3 5 years and above = 5	5
4	Placement of trained candidates	Less than 25% placed = 2 25% to 50% = 6 Above 50% = 10	10



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5	Experience in implementation of IECT and skill Development program funded by Government	Same District (more than 2 years' experience) = 10 Other parts of India (more than 2 years' experience) = 5 Any other (1-2 years) = 3	10
	<b>Total</b>		<b>50</b>

## 10. Selection of Candidates:

A three-member committee comprising of Nodal officer from NIELIT center, head/authorized signatory of training partner and one member from Dept. of Social Welfare / Dept. of SC/ST development/ Dept. of Women and Child Development of the concerned State Government / Local employment exchange may select the candidates fulfilling minimum eligibility criteria for admission as per qualification file of the course and on merit basis. Candidates with higher qualifications may be preferred.

It will be the responsibility of TP to ensure that no student is enrolled multiple times in one course. However, the student can pursue higher NSQF level courses under the project after having been certified in a lower level course. Further, there will be provision also in the portal to check duplicity of student records.

## 11. Implementing Strategy

### (A) Mobilization & Selection of candidates:

- i) **Mobilization of Candidates:** Applications of interested candidates shall be invited through online portal/also along with other physical modes with a transparent process of publicity in regional or local dailies/ web-site/ direct counseling at educational institutions or names/list or data of candidates may be provided by Dept. of Social Welfare / Dept. of SC/ST Development/ Dept. of Women and Child Development of the concerned State Government / Local employment exchange etc. All these activities will be looked by Nodal Officer of respective NIELIT Center.
- ii) **Selection of candidates:** A three-member committee comprising of Nodal officer from NIELIT center, head/authorized signatory of training partner and one member preferably from Dept. of Social Welfare / Dept. of SC/ST development of the concerned State Government / Local employment exchange or any other Officer nominated by District Authority may select the candidates fulfilling minimum eligibility criteria for admission as per qualification file of the course and on merit basis.
- iii) **Registration Process:** Preliminary Registration for admission in any course will be done in online by candidates and TP will assist candidates in Registration. Admission in any course will be granted to registered students after due process of short listing / scrutiny by the three-member committee mentioned in Selection Criteria. Opening of registration in any course will be notified on website /portal of NIELIT well in advance and also TP and NIELIT RC will publicize the same. While admitting a candidate training partner will thoroughly check caste/EWS certificate, educational qualification certificate, ID Proof and other necessary documents in person of every student in a batch. In case in late candidate, document of beneficiary is found fake, then TP will not get any



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**(B) Training & Assessment**

The training shall be conducted through NIELIT NSQF Aligned and Accredited training partner (TP) only. Only those districts are covered under this project, where SC & ST population is maximum. Also, the districts covered under Aspirational District project are excluded. Biometric Attendance should be maintained by the TP for all the candidates attending the courses. The training will be conducted in-person at Training Partner location as per the criteria of NSQF qualification guidelines and guidelines issued by NIELIT.

**(i) Training:**

All NIELIT Regional Centres shall enroll the Training Partners (TP's) for implementing the scheme. The revenue sharing model shall be as mentioned in payment terms under Post Certification Activities Section.

The training shall be imparted as per the prescribed syllabus and format mentioned in Qualification files of the 11 courses available at [National Qualification Register \(nqr.gov.in\)](http://NationalQualificationRegister(nqr.gov.in))

Training Partner (TP) shall maintain record of shortlisted candidates and biometric attendance of students during the training and provide to NIELIT Regional Centres for inspection. Promotion of project, study material and library facility shall be provided to students by training partner at no additional cost. The Training fee includes all these expenses. Training shall be conducted as per course curriculum mentioned in the qualification files.

**(ii) Assessment:**

After completion of training assessment will be carried out by Exam Wing NIELIT HQ as per the defined guidelines/norms of NIELIT.

**(iii) Monitoring Mechanism:**

- TP may be asked to submit the CCTV footage/ Photographs/ of class sessions as and when asked by concerned authorities.
- Online interaction with students and faculty may be done by the respective Nodal Officer, RPCU or any associated NIELIT Official during the training sessions.

**(iv) Placement Assistance:**

NIELIT Regional Centre through TP of concerned district may conduct Job fairs, tie-up with industry or conduct online remote interviews, to facilitate certified candidates to get suitable placements.

NIELIT Regional Centre & TP shall be responsible for facilitating placement related activity for their assigned districts.

**(v) Impact Assessment or Project Implementation Review:**

An impact assessment of the project would be carried out through third party like DTU, IIM / Recognized Universities etc. so that the learnings /mid-course corrections, if any, could be carried out during the balance period of implementation of the project.

If required, NIELIT may also take feedback from beneficiary or other stake holders at regular intervals, to review the implementation of project and make necessary changes through due procedure. First Impact Assessment shall be carried out after 1<sup>st</sup> year of execution of the project and second Impact Assessment shall be carried out after 3<sup>rd</sup> year of execution.



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## 12. Coordination & Roles & Responsibilities:

### a) NIELIT J&K:

NIELIT J&K shall be Nodal Centre for the implementation of the project with following designated staff.

- Chief Investigator
- Co Chief Investigator -1
- Co Chief Investigator -2
- Project Coordination/ Monitoring Unit (PMU)

NIELIT HQ Project Section would be responsible for the overall management of the Project and will be supported by the NIELIT J&K and NIELIT Centres.

### b) Project Management Unit (PMU)

Considering the involvement of multiple Centres/ training partners and other stakeholders in the implementation of project and the need for overall aggregation and integration at the national level, it is appropriate to implement project, with well-defined roles & responsibilities of each concerned involved, and to create an appropriate project management structure.

Following table shows the levels and unit responsible for management of the Progress of training work force:

Level	Unit Name	No.'s
NIELIT HQ	Project Coordination & Monitoring Unit (PMU)	One Unit - One RP and Two EA at HQ Level
NIELIT J&K	Project Coordination & Monitoring Unit (PMU)	One Unit - Comprising of One CRP (Chief Resource Person), Two RP Technical cum Management, One RP Admin and Finance, and One Executive Assistant (EA) at Nodal Centre J&K
NIELIT Centre Level	Nodal Officer	One at each NIELIT Regional Centre responsible for all trainings in his/her jurisdiction.

### c) Role of Project Monitoring Unit (PMU) at NIELIT J&K & HQ Level

A project monitoring Unit shall be setup to monitor the project for imparting training to 52300 beneficiaries. PMU & Nodal Officers of the Centres/Centre Heads will meet over Video conferencing (VC) to review the progress of project every month. Representatives from Ministry, NIELIT HQ, NIELIT J&K, Centre Level Nodal Officers, will meet to review through VC or physically and analyse reports prepared by PMU. The Unit will report to Chief Investigator and Co-Investigator at NIELIT J&K and will play roles for:

- Assist/ sup
- Develop M



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- Advice on Implementation Models.
- Guidance in Capacity Building.
- Strategic Control.
- Support in Project Monitoring and advice.
- To review the target achieved during the said period.
- To discuss the issues raised during review meeting and suggesting appropriate action.
- To review the status of funds given and its utilization.
- Collecting UC's from all participating NIELIT centres and further submission to HQ for processing.
- Monthly Submission of Project Status to HQ and MeitY.
- To review the target set and target achieved.
- Overall coordination of the project.

**The responsibilities of this unit are:**

**Awareness and Communication:** As this unit is responsible for implementing the strategy to achieve objective of training 52,300 candidates, therefore it becomes important that information and guidelines in implementing the programme must be made aware to all the concerned centres and branch. The information may be in the form of courses to conduct, add/ de-list any course, technology to be used, objective of the project and target to be achieved in a particular year.

**Progress Assessment:** The unit shall review the progress of the programme in a meet to be held twice in a year. The unit shall also decide on action to be taken in case some issue arises in terms of mismatch of target and achievement in consultation with CI and Co-CIs.

**Strategic and Operational Issues:** The committee shall resolve the strategic and operational issues encountered during the implementation of programme.

**Monitoring and Evaluation:** A comprehensive MIS will be developed to keep track and evaluate targets met, financial results i.e. availing and utilizing the funds. These MIS reports would be discussed in the annual meetings of the unit. Some of the MIS reports are listed below.

- i Summary of the target set and achieved during the said period
- ii Centre wise, no of candidates trained
- iii Category wise number of candidates trained
- iv State wise number of candidates trained
- v Statement of expenditure incurred
- vi Feedback report
- vii List of issues to be discussed related with strategy, policy and the relevant
- viii Operational matters

**d) Role of NIELIT Regional Centres and Nodal Officer**

One Nodal Officer at each NIELIT Regional Centre has been nominated for this project. Centre Head of each NIELIT Regional Centre would be responsible for the management of the project in the states of their region.

The role of Nodal Officer is to oversee the implementation of the project at the regional centre level.



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**The responsibilities of Nodal Officer are:**

- i Affiliation of Training Partners.
- ii Allocation of targets to affiliated training partners.
- iii Collaboration with Social Welfare Department of respective State/Employment Exchanges and other organizations for getting list of eligible list of candidates.
- iv Placement and counseling support to the successful candidates.
- v Providing all financial details of the project from the Finance wing of the respective NIELIT Regional Centre to the PMU for the purpose of compilation and onward submission to HQ.
- vi Responsible for providing Utilization Certificates for submission to NIELIT HQ through NIELIT J&K as and when required.
- vii Monthly progress report shall be submitted by the Nodal officer of the NIELIT Regional Centres to PMU at NIELIT J&K for onward submission to HRD division of MeitY through NIELIT HQ.

**e) Role of Training Partner (TP):**

The TP selected by NIELIT Regional Center after following the due process to implement the project in their respective district, shall have following roles:

- i To promote the project/program at District Level.
- ii Shall play active role in selection of beneficiary/candidate to be certified in the ratio as mentioned in the work order.
- iii To conduct training of candidates as per Qualification File of courses, strictly as per NSQF norms and support in conduction of examinations.
- iv To guide students and help them in training & certification related matters.
- v To submit invoices in proper format along with all requisite documents to NIELIT Regional Center.
- vi To comply with all the guidelines laid down by respective NIELIT Regional Centre.

**13. Examination & Certification System:**

Examination would be conducted by NIELIT HQ in line with the syllabus prescribed in Qualification file of the course.

**i) Examination:**

Examination would be conducted through online mode by Examination Section NIELIT HQ, at the end of the course for assessing the overall knowledge of the participants along with NSQF Course Exams.

**ii) Certificate:**

All the successful participants would be issued Online Certificate downloadable from NIELIT student portal.

**14. Post Certification Activities:**

**(i) Raising invoice by Training Partner (TP):**

After completion of training and certification of a batch, invoice will be prepared by the TP along with biometric attendance of students and other necessary documents in that batch after due attestation and forward it to Nodal Officer of the respective NIELIT Regional Center. Nodal Officer shall verify these details, process the payments after due approval of competent authority.

**(ii) Payment Terms:**

Reimbursement will  
NIELIT Regional Ce



Course fee per certified candidate as per norms.  
25% of the Course fee.  
of 30.  
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## 15. Grievance Handling

All grievances of training partner and students will be addressed by NIELIT Gorakhpur Center. Head of NIELIT Gorakhpur Center will be solely responsible for smooth conduction of training in districts under the jurisdiction of concerned NIELIT Center. Matters related to changes in policy/implementation strategy of the project will be dealt by NIELIT HQ.

## 16. Submission Guidelines & Condition:

1. Application form (Annexure-V), Covering letter (Annexure-IV) & all supporting documents in sealed cover super scribed, as “EOI for engagement as TP for EELTP Project” shall be sent to NIELIT Gorakhpur.
2. TPs are informed to submit all the documents with proper page numbering and signature on each page, without proper page numbering and signature on each page their EOI may likely to be rejected.
3. The EOI is not an offer and is issued with no commitment. NIELIT Gorakhpur reserves the right to withdraw EOI and or vary any part thereof at any stage. NIELIT Gorakhpur further reserves the right to disqualify any bidder, should it be so necessary at any stage

**NIELIT Gorakhpur account details are as below for depositing Application fee**

1.	<b>Name of the payee as in bank account</b>	NIELIT Gorakhpur
2.	<b>Name of the Bank</b>	Punjab National Bank
3.	<b>Bank Account Number</b>	1914002100094252
4.	<b>Account type</b>	Current Bank Account
5.	<b>Mode of Electronic Transfer available in bank/Branch</b>	NEFT/RTGS
6.	<b>IFSC Code of the Bank (under RTGS)</b>	PUNB0191400
7.	<b>PAN No.</b>	AAATD0315M
8.	<b>GSTIN</b>	09AAATD0315M2ZU

The Expression of Interest must be delivered to the below address by 17:00 hrs on 28<sup>th</sup> Jun 2024.

**The Director  
NIELIT Gorakhpur  
Deoria Road  
Gorakhpur Uttar Pradesh -  
273010**

### Contact details:

**Ritesh Pratap Rao**

**Scientist-C/Nodal Officer**

Email: [riteshpratap@nielit.gov.in](mailto:riteshpratap@nielit.gov.in)

Phone: +91-8317093893

## 17. Schedule for submission of documents

S. No.	Name of the activity	Date
1.	Date of Publishing the invitation on website/daily newspaper	05/06/2024
2.	Last date for submission of all supporting documents	28/06/2024 05:00 PM



with all documents  
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**ANNEXURE I**  
**(Agreement)**  
**(on Rs. 100/- stamp paper)**

This agreement entered into on this.....day of ..... between **NIELIT Gorakhpur** (a unit of **NIELIT Society**, which is an autonomous scientific society of Ministry of Electronics & Information Technology, Government of India), NIELIT, Gorakhpur Centre, M.M.M. University Campus, Deoria Road, Gorakhpur-273010 (hereinafter referred to as **First Party** which term and expression shall mean and include its successors and assignees) represented by its Head/Director on the **ONE PART**:

AND

The <.....Training Partner.....> (hereinafter referred to as **SECOND PARTY** which expression shall include its successors and assignees) and represented by authorized signatory Mr. XXX, Head /Director on the **OTHER PART**:

WHEREAS First Party invited applications for providing training for <Project title>with assistance of MeitY, Govt. of India and whereas the SECOND PARTY tendered to provide the same.

AND WHEREAS **FIRST PARTY** awarded the contract for the said training to SECOND PARTY, after due process of Shortlisting the training partner.

AND WHEREAS **SECOND PARTY** has a security deposit in favor of **FIRST PARTY** for the due fulfillment of his obligation under this deed – Deposit amount of `XXXX/- being 5 percent of the TP's training fee for batch of 30 (wherever applicable) candidates for the course <Course Name> (in the form of DD or Bank Guarantee No. dated)

WHEREAS **FIRST PARTY** and **SECOND PARTY** desire to mutually associate with each other to commence the **training program in <Project title>**through its training Centres in the said district of said state.

Now it is hereby agreed by and between the two parties hereto as follows:

1. **SCOPE:** SECOND PARTY will conduct training program in <Project title>through its centre in <District & State name>for the course <Course Name>.

1.1. **Training program:** <Project title>as per details strictly as per NIELIT NSQF norms, Qualification file of the course and project guidelines.

1.2. **SECOND PARTY** through its respective district coordinators will ensure the availability of necessary infrastructure and qualified and trained faculty suitable for conducting the respective training programs at the respective training centre.

1.3. The maximum number of candidates to be trained in the district of <District & State name>for the course <Course Name> is 30 per batch (wherever applicable).

2. **OBLIGATION**



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**2.1.** <Project title> for the <District name> for the course <Course name>, **SECOND PARTY** proposing to conduct the training program shall furnish an undertaking that it fulfils all the necessary requirements in terms of infrastructure, hardware, software, faculty and library if applicable, etc for conducting the training programs and shall allow the **FIRST PARTY** personnel or its representatives for inspections of the training centre if they so desire.

Shall appoint a Coordinator for this activity.

Shall mobilize students and select the students for the courses as per the eligibility criteria for respective courses and batch size and complete the admission procedure as per the instructions provided by funding agency and NIELIT Gorakhpur

If the training is not carried out to the satisfaction of **FIRST PARTY**/end user and if the behavior or character or conduct of the personnel engaged by the **SECOND PARTY** are found to be unsatisfactory at any time during the period of operation of the contract, **FIRST PARTY** reserves the right to terminate the contract with one month's notice and if the contract is so terminated the **SECOND PARTY** shall not have any claim whatsoever for compensation for the remaining period of contract. The security deposit of the **SECOND PARTY** shall be forfeited in such cases.

**SECOND PARTY** or its district office shall monitor and coordinate the training programs conducted through its training centre and ensure that the training programs are conducted as per the criteria mentioned in Qualification File (QF) of the courses available at National Qualification Register <https://nqr.gov.in/>, NIELIT NSQF norms, and project implementation Sop/norms.

**SECOND PARTY** shall ensure that the persons employed for training possess the minimum essential qualification(s) and maintain a trainee: PC/lab practical training instruments ratio of 2:1 to ensure quality of the program

**SECOND PARTYs** Training charges for the Courses (includes GST and other applicable overhead charges) as per NSQF training fee rates per candidate which covers cost of publicity & study material also.

**SECOND PARTY** shall maintain a Student Registration Register, a Student Record Register and Student Attendance Register as given below.

- (a) **Student Registration Register:** Student Registration Register shall contain details like Serial No.; Student Name & Address; Student ID Number; Date of Admission; Course Name, Course Code & Duration; Batch Code, Start Date & End Date, Sex, date of birth, caste, community details
- (b) **Student Record Register:** Student Record Register shall contain details like Serial No.; Student Name; Student ID; Course Name; Period of Study; Assignment/ Test paper/Model Exam Nos. & marks/Grades awarded.

- (c) **Attendance Register:** with signatures of the candidates for each of the day's attendance

**SECOND PARTY** will be responsible for the verification and maintaining record of all relevant documents of the beneficiary like educational qualification, caste certificate etc.

**21.1. SECOND PARTY** shall provide the necessary documents/material/handouts for the program as per the mentioned qualification



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212. **SECOND PARTY** will ensure the quality of the training programme by implementing a Two-Tier Evaluation Project: (1) Continuous evaluation by means of Assignments & Class Tests and (2) Final Evaluation by NIELIT as per Examination for NIELIT NSQF aligned courses.
213. **SECOND PARTY** shall tie-up with the local industries for providing placement assistance for the candidates.
214. **SECOND PARTY** shall provide any other reports or information required by **FIRST PARTY** in connection with this training program.
215. **SECOND PARTY** shall nominate a **Co-Ordinator/ authorized contact person** for this project.
216. **SECOND PARTY** shall not sub-contract the whole or part of the contractor assign the contract or any part thereof to any other third Party

3. **OBLIGATION OF FIRST PARTY:**

- 3.1. **FIRST PARTY** shall coordinate the selection of the candidates based on the applications received.
- 3.2. **Payment terms:** Payment shall be made on completion of the courses and further certification of candidates based on the actual number of candidates certified on receipt of invoice along with relevant documents online through portal to **SECOND PARTY**.

4. **Tenure /Renewal of the Agreement**

This agreement shall come into force when duly signed by the representatives of both the parties and shall be valid for a period of **One Year** from the date of such signing. On the expiry of One year, parties hereto shall be entitled to renew by mutual consent on such terms as may be then be agreed upon. If not renewed, **SECOND PARTY** shall be entitled to stop conducting the training program for the candidates in this project. Before such action, both the parties shall ensure that the Courses already started are fully completed, examination conducted and certificates issued. This agreement shall not be terminated until successful completion of any pending Course.

5. **Breach of Terms of this Agreement**

If either party commits breach of any of the terms of this agreement, the other party may bring the fact of breach to the notice of the former and the former shall immediately take steps to rectify the breach and in case he fails to do so and the breach continues for a period of 1 Month, the aggrieved party may treat this agreement as repudiated by the other party and forthwith serve a notice of termination and the aggrieved party will have the right to claim from the other party the damages in respect of losses already sustained by him for the unexpired period of the agreement on account of such termination of the agreement. The agreement will automatically be terminated within 1 month after the receipt of such notice, subject to the liability and arbitration clause. In the event of breach of any of the terms of this agreement signed by the **SECOND PARTY**, the security deposit will be forfeited.



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In case of any such termination of this agreement, in the middle of a Course, which has already been started, both the parties should take sufficient steps so as to complete the Course, already started. Termination of the agreement should be implemented in such a way that the future of the students/trainees is not affected by the termination. In case of such termination of the agreement, both the parties shall ensure that the Courses already started are fully completed, examination conducted and certificates issued.

## 6. Termination of contract

The contract is liable to be terminated by either side on one month's notice. Abrupt termination or breach of the contract by the **SECOND PARTY** for reasons attributable to the **SECOND PARTY** will entail forfeiture of the Security Deposit of the **SECOND PARTY**.

If the **SECOND PARTY** (a) abandons the contract or has failed to proceed with the work or does not adhere to the committed schedules or technological requirements due to negligence or the progress on any particular item or items is slow (b) has failed to execute the work in accordance with the terms and conditions of the contract, (c) is persistently or frequently neglecting to carry out their obligation under the contract, then **FIRST PARTY** shall be competent to terminate the contract unilaterally at its discretion at any time without notice and without paying any compensation or any other amounts and to proceed with the balance of the work through any other agencies and the **SECOND PARTY** is liable to compensate **FIRST PARTY** for losses incurred by it in such cases. In such termination of the contract, the Security Deposit made by the **SECOND PARTY** shall also be forfeited

## 7. Jurisdiction

This Agreement shall be governed by the Laws of Indian Union in force. Both the parties here in agree that all disputes between them shall be subject to the jurisdiction of courts in <District of Office of **SECOND PARTY** >

## 8. Arbitration or Mediation

Any dispute arising between the parties if not resolved between them shall be referred after mutual consent of both the parties to an arbitrator or mediator. The selection of the arbitrator shall be decided by the above parties mutually.

In case of termination of this agreement, in the middle of a Course, which has already been started, both the parties should take sufficient steps so as to complete the Course, already started. Termination of the agreement should be implemented in such a way that the future of the students/trainees is not affected by the termination. In case of such termination of the agreement, both the parties shall ensure that the Courses already started are fully completed, examination conducted and certificates issued.

## 9. Modifications

The modification of the contract shall be done with the mutual consent of both the parties but strictly



be done with the mutual consent of both the parties. Documentation

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10. The application, submitted documents by **FIRST PARTY to SECOND PARTY** and the record of the negotiation meeting held between **FIRST PARTY** and **SECOND PARTY** also form part and parcel of this agreement.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed in duplicate on the day and the year first above written

AGREED:

For (**FIRST PARTY**)

For (**SECOND PARTY**)

(Institute Head signature & stamp)

(Institute Head signature & stamp)

(Name in Block Letters)

(Name in Block Letters)

Name of <b>FIRST PARTY</b>	Name of <b>SECOND PARTY</b>
Address	Address
Contact Details	Contact Details
E-mail ID	E-mail ID
Web	Web

Witness 1:  
Signature.....

Witness 2:  
Signature.....

Name .....  
(in Capital Letters)

Name .....  
(in Capital Letters)

Address .....  
.....  
.....

Address .....  
.....  
.....

Contact No. ....

Contact No.....



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**ANNEXURE II**  
**(Work Order)**

Ref. No.

Date:

<Name and Address of Training Institute>

**Sub: Allocation of seats under the Employability Enhancement & Livelihood Training Program [EELTP] of SC/ST& EWS (Women) Youth through Capacity Building and Skill Development in IECT in \_\_\_\_\_ District of \_\_\_\_\_ State/UT**

Sir/Madam,

With reference to the subject mentioned above, we are pleased to inform that <Name of the Training Institute> < Address> is identified as Training Partner to impart Skill training for empowering SC/ST/EWS(Women) candidates in \_\_\_\_\_ District of \_\_\_\_\_ State/UT under the project **Employability Enhancement & Livelihood Training Program [EELTP] of SC/ST& EWS(Women) Youth through Capacity Building and Skill Development in IECT** as per the terms and conditions given in the Standard Operating Procedure (SoP) and the Agreement signed with the NIELIT Regional Centre <Name>

The details of the initial training target allocated under the project are as below-

S. No.	Name of NSQF Course [Code]	No. of Batches	Total Candidates	Course Duration

As per SoP of the project, a candidate is allowed to take training in only one of the courses under the scheme which has to be ensured by the Training Partner.

Kindly acknowledge the receipt of this communication and confirm your acceptance.

Thanking You,

<Name>

<Designation of issuing authority>



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**Annexure III**  
**(Compliance Sheet for Training Partner)**

1. To promote the project/program at District Level.
2. To ensure that no student is enrolled multiple times in one course.
3. Head/authorized signatory of training partner will mobilize candidates in coordination with Nodal officer and Dept. of Social Welfare / Dept. of SC/ST Development/ Dept. of Women and Child Development of the concerned State Government / Local employment exchange etc.
4. Head/authorized signatory of training partner will be one of the members of selection committee.
5. Play active role in selection of beneficiary/candidate to be certified in the ratio as mentioned in the work order.
6. TP shall assist candidates in online Registration process.
7. While admitting & enrolling a candidate, training partner shall verify from the concerned authorities the following:
  - a. Caste certificate
  - b. EWS certificate
8. Besides this, the TP shall also verify the following:
  - a. Educational qualification certificate
  - b. ID Proof and other necessary documents of every student in a batch before uploading on NIELIT MIS portal.
9. Maintain the following:
  - a. **Student Registration Register:** Student Registration Register shall contain details like Serial No.; Student Name & Address; Student ID Number; Date of Admission; Course Name, Course Code & Duration; Batch Code, Start Date & End Date, Sex, date of birth, caste, community details
  - b. **Student Record Register:** Student Record Register shall contain details like Serial No.; Student Name; Student ID; Course Name; Period of Study; Assignment/Test paper/Model Exam Nos.& marks/Grades awarded.
  - c. **Biometric Attendance Report:** Shall be submitted by TP with the sign and stamp of authorized signatory on monthly basis.
10. To conduct training of candidates as per Qualification File of courses, strictly as per NSQF norms and support in conduction of examinations.
11. Maintain record of shortlisted candidates and biometric attendance of students during the training and provide to NIELIT Regional Centres for inspection.
12. Promotion of project, study material and library facility shall be provided to students by training partner at no additional cost. The Training fee includes all these expenses.
13. To submit the CCTV footage/ Photographs/ of class sessions as and when asked by Regional Centre.
14. Allow online interaction with students and faculty may be done by the respective Nodal Officer, RPCU or any associated NIELIT Official during the training sessions.
15. NIELIT Regional Centre & TP shall facilitate placement related activities for their assigned districts.
16. To submit invoices in proper format along with biometric attendance of students and all requisite documents to NIELIT Regional Center.
17. TP shall bear the Registration Fee of the candidate.



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18. To comply with all the guidelines laid down by respective NIELIT Regional Centre.
19. Reimbursement will be made to TP @75% of Course fee per certified candidate as per norms.
20. All grievances of training partner and students will be addressed by concerned NIELIT Regional Center.
21. Fully comply with all the terms mentioned in the work order and agreement.

I, the Head/authorized signatory of the following Training Institute hereby declare that I will comply all the terms mentioned above, in the work order and agreement signed with NIELIT Gorakhpur for the successful implementation of EELTP project in the District of \_\_\_\_\_

**Name of Head/authorized signatory:**

**Name of the Training Partner:**

**Address:**

**Date:**

**(Signature with Seal of the Training Institute)**



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**ANNEXURE IV**  
**(Covering Letter)**

Format for covering letter (To be submitted on the Letter head of the applicant institution)

Ref: \_\_\_\_\_.

Date.

To

The Director  
NIELIT, Gorakhpur Centre  
Deoria Road, Gorakhpur-273010

Sir,

Subject: EOI for conduct of Employability Enhancement & Livelihood Training Program [EELTP] of SC/ST & EWS (Women) Youth through Capacity Building and Skill Development in IECT Training

1. Having examined the EOI document, we, the undersigned herewith submit our response to your EOI for Imparting Skill Training for Empowering SC/ST/EWS (Women) in the state of Uttar Pradesh- Sitapur, Allahabad, Hardoi, Azamgarh, Kheri, Raebareli, Agra, Jaunpur, Unnao (please select district name)
2. We have read the provisions of the EOI document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our EOI shall not be given effect to.
3. We would like to declare that we are not involved in any litigation with any State/Central Government in India and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
4. We hereby declare that all the information and statements made in this EOI are true and accept that any misrepresentation contained in it may lead to our disqualification.
5. We understand that NIELIT Gorakhpur is not bound to short-list / accept any proposal received in response to this EOI.
6. We understand that Empanelment with NIELIT Gorakhpur does not guarantee that every /any of the applicants be awarded a project /assignment.

Our correspondence details / authorized person to deal with regard to this EOI is:

	Information	Details
1	Name of the Contact Person	
2	Designation and contact address of the person to whom all references shall be made regarding this EOI	
3	Mobile number & email id of the Contact Person	
4	Email Id for correspondence	



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We hereby declare that our proposal submitted in response to this EOI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

Signature:

Name:

Designation:

Seal of the organization

Encl: Duly filled Application form **along with full supporting documents**



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Website:- [www.tenderstime.com](http://www.tenderstime.com)

**ANNEXURE V**  
**(Application Form)**

**Application Performa for Expression of Interest for Empanelment of Training Institutes for the conduct of Skill Training for Empowering SC/ST/EWS (women)**  
***(Separate application to be submitted for each Training Centre)***

1.	Name of the institute	
2.	Full address with Mobile no. & email address	
3.	EOI submitted for (district)	
4.	EOI submitted for Course(s)	1. 2. .. .. 11.
5.	Date / year of establishment	
6.	Legal status / registered under	
7.	NSQF Affiliation for Courses	1. 2. .. .. 11.
8.	Courses running at present	
9.	Infrastructure details (Hardware)	
10.	Infrastructure details (Software)	
11.	No. of computer laboratories & Details of internet connectivity	
12.	Distance from District Head quarter	
13.	Details of power backup	
14.	Details of faculties in the area of IECT who can be spared for this program	
15.	Number of class rooms available	
16.	Contact Person	



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17.	Date from which the project Can be start.	
18.	No. of students trained(in Govt. Recognized Courses) during the last 3 years	
19.	No. of training centres in Districts/States	
20.	No. of years existence in education field (particularly in IT & Electronics courses)	
21.	Placement of trained candidates	
22.	Experience in implementation of IECT and skill Development program funded by Government	
<b>Attach additional sheet, if the space is not sufficient and mark as ANNEXURE --- (with Sr. No).</b>		
<b>Attach documentary proof for all the points as mentioned above.</b>		

#### 19. Details of registration fee paid

Amount*	Online Transaction Details (Please mention UTR details)	Date of Payment
Rs 1000/-		

\*Only Rs 1000/- is to be paid by the Training institute even if applying for multiple courses.

#### 20. Signature of Authorized person with Name

#### 21. Declaration

(i) I, \_\_\_\_\_ son of \_\_\_\_\_ have read and understood the RULES / GUIDELINES of EOI for Empanelment of Training Institutes for the implementation of project “Employability Enhancement & Livelihood Training Program [EELTP] of SC/ST & EWS (Women) Youth through Capacity Building and Skill Development in IECT Training” in the state of Uttar Pradesh.

(ii) I certify that, I am the competent authority, by virtue of the administrative and financial powers vested in me by \_\_\_\_\_ to furnish the above information and to undertake the above stated commitment on behalf of my /our institution.

(iii) I am aware that in case any information given by me is false or misleading, the Institute would be debarred from the conduct of training programs and / or debarred besides being subjected to any other action that may be deemed fit by NIELIT Gorakhpur.



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(iv) I agree to abide by the decisions of the NIELIT Gorakhpur in respect of my application for permission to empanel our Institute for the implementation of Project.

**Signature:**

**Name:**

**Designation:**

**Seal of the organization**



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