## DIRECTOR, TRAINING & EMPLOYMENT, ROZGAR BHAWAN, GURU GUVIND SINGH MARG, BASMANDI CHAURAHA LUCKNOW.U.P

## Website- www.vppup.in

Ref No 3086/एक / टी-1 / 0307 / अन्0आ0सो0/2014

Date 29-12-2014

Price of tender document	: Rs. 1000.00+5% VAT ( In the form of Bank Draft)
Earnest money	: Rs.1,50,000/- (In the form of Bank Draft)
Name of work	: Selection of Technical Man power Procurement Agency
	through outsourcing

Last date for Download of tender document: 19-01-2015 before 06:00 PM

Last date for submission of tender document: 21-01-2015 before 06:00 PM

Date for opening of Technical bid 23-01-2015 (If the opening date of technical bid is declared a holiday then the next working day will be the opening day for technical bids)

Only technically qualified tenderer's financial bid will be opened.

Tender documents duly filled -in should be dropped in a sealed box in the office of Director Training & Employment Lucknow. The Tender number and the name of work must be written on the top of the envelope. The tender fee is Rs.1000.00+5% VAT (demand draft) (Non refundable) payable at Lucknow in favour of the "Director, Training & Employment, Rozgar Bhawan, Guru Govind Singh Marg, Basmandi Chauraha Lucknow U.P.". Technical and Financial Bids will be opened in the presence of authorized representative of the Bidders. If any working day is observed as Holiday the next working day will be treated as last date. In case of any legal dispute, the legal Jurisdiction shall be the Court of law at Lucknow only. Director, Training & Employment, reserves the right to accept or reject the tender in part or full without assigning any reason thereof. The Director will not be responsible for any postal delay.

**DIRECTOR** 

#### TERMS AND CONDITIONS FOR TENDER

The following terms & conditions should be compiled with while submitting tender:-

- 1. Earnest money of Rs. 1,50,000/-(Rs. One lakh Fifty Thousand only) in the form of bank draft in favour of Director, Training & Employment, Lucknow must be attached with Technical Bid of the tender.
- 2. The tender terms and conditions should be clearly typed or legible written giving the full name and address of the tenderer's. The tenderer's should quote rates in figures as well as in words. Alteration, if any unless legibility attested by the Tenderes, should be signed by the tenderes himself/ themselves or his/ their authorized agent.
- 3. Subletting of contract is strictly prohibited. All the pages of tender document and its enclosures must be signed and stamped by the tenderers. No power of Attorney will be allowed.
- 4. Tenderes must fulfill the following requirements and submit the attested copies thereof in documentary support with the tender.
  - a. Certificate from Director General of Police, U.P. (Private Security Agency registration U.P. Govt.)
  - b. Valid I.S.O certification.
  - c. Valid E.S.I,P.F., VAT & Service Tax Registration.
  - d. Valid registration in accordance with labour.
  - e. Annual Turnover exceeding Rs. 5.0 Carors in each year of last three financial years.
  - f. Annual Income Tax paid exceeding Rs. 10.00 lakh in each year of last three assessment years.
  - g. TAN No./PAN No. in the name of tendering firm.
- 5. Tenderes must enclose following document:
  - a. An affidavit by notary mentioning that
    - i the tenderer has never been black listed and convicted by any Court of Law.
    - ii. there is no Police case/ Court case/Vigilance inquiry/ labour dispute/ tax recovery pending against the tenderer.

- tenders has never been defaulter in filing timely returns of E.S.I, P.F., VAT, Income Tax & Service Tax in last three financial years.
- iv. tenderer will deposit ESI,PF,VAT, Income Tax & Service Tax in time.
- v. tenderer has good record in past. No action has been taken by any authority with whom, the tenderer has undergone in contract as service provider.
- b. All attested copies of monthly, quarterly, half yearly and annual returns as, the case may be, filed by the tenderer in last three years with regard to E.S.I., P.F., VAT, Income tax & Service tax.
- c. Original copies of Character and experience certificates issued by two or more concerned authorities of large Institute/office with whom the tenderer had undergone in contract as service provider during last three years.
- 6. Sealed tenders should be submitted in two-bid system (in two identical copies) consisting earnest money, technical offer & price bid.
- 7. Tender envelope should be sealed by sealing wax. The envelopes containing technical Bids & Financial Bid should be in separate sealed covers.
- 8. The tenderer should take care that the rates and amounts are written in such a way that interpolation may not possible. No blank space should be left, which would otherwise make the tender liable for rejection.
- 9. The tenderer submitting his tender would be deemed to have considered and accepted all the terms and conditions. No Enquiries, verbal or written shall be entertained in respect of acceptance or rejection of the tender.
- 10. The number of man power required will be communicated from time to time to the successful tenderer. But man power once deployed by the tenderer against the demand of Director/Principal GITI shall be appointed by him not for more than 180 days.
- 11. The manpower procured by the successful tenderer must be well qualified and experienced according to requirement of the post and must be honest, obedient and hard working. The number of post and qualification required as per enclosed schedule Annexure-C
- 12. The normal working period will be as per the concerning GITI rules and regulations but in emergency man power may be deployed after working hours of the concerning GITI also and no overtime payment will be payable however compensatory leave may be given to the manpower.
- 13. Holidays declared by the concerning GITI shall be admissible but on other working days. The successful bidder shall provide either from his regular man power or by replacement of any absentee, the full strength of man power as directed by the

Director/Principal GITI from time to time. Absence of any manpower shall be deducted from the total wage bill of the bidder.

- 14. All the manpower procured by the agency will be the employee of the agency. As and when a regular/permanent employee for Director/Principal GITI will be recruited, then the related post through agency will be cancelled and man power will be posted in different GITI of U.P. as per requirement.
- 15. The salary and wages of the man power must be in accordance with the responsibility and category of the post and must not be less than minimum wages declared by the UP Govt. from time to time
- 16. (a) The Directorate reserve the right to negotiate with qualifying bidder/ single quoting bidder.
  - (b) The Directorate reserves the right to rejected any unreasonably low and unrealistic bid without assigning the reasons there of.

#### 17. WAGE PAYMENT AND DISTRIBUTION

The wages will be payable by the successful tenderer to the worker up to 7th day of every month without waiting for the payment of bill to the successful tenderer by the concerning GITI. If the successful tenderer fails to do so, a fine of Rs.1000.00 (Rs. One Thousand) per day will be imposed.

The worker must have their identity card to receive wages. The payment of wages will be done through current coin or currency note or in both. Bills with EPF deduction challan of individual worker, Service Tax deposit challan and proof of wages disbursement should be submitted for claiming the payment along with deployment chart. The GITI Training work however should in any way be not disturbed on account of wage disbursement.

- 18. The loss incurred due to negligence of the Man Power will be reimbursed by the agency.
- 19. Any financial liability arising to the Directorate under this contract shall be deducted from the bills of the successful tenderer and if the full amount is not recovered then the same shall be recovered from the security money of the successful tenderer. There would be no liabilities of any kind on the Director toward the workers of the successful tenderer.
- 20. Shift wise Duty may be allotted to the Man Power by principal of concerning GITI.
- 21. The bidder should be able to provide a bank Guarantee of Rs. 70,00,000/- Seventy lacs only during the contract which will be renewed from time to time as per further renewals of the contract.

#### 22. NOTICE PERIOD FOR ABANDOMENT OF CONTRACT:

Neither party shall be entitled to abandon the contract during initial period of one year. However if after one year the contract is renewed either party shall be entitled to abandon the contract after serving three month notice in writing to the other party regarding abandonment of contract. However, the successful Tenderer cannot abounds the contract till an alternative arrangement is made by the Director.

23. Agreement for the procurement of the Man Power will be done between the successful tenderer and Director, Training & Employment for one year but agreement may be extended for the next year with mutual consent.

#### 24. TERMINATION OF AGREEMENT:

After giving opportunity of being heard to the successful tenderer, Director may terminate/ cancel the agreement on the following grounds:

- a. Breach of anyone or all terms and conditions of agreement
- b. Non-performance or unsatisfactory performance of work
- c. Wrongfully alleging any officer of the institute

Pressurizing any officers for undue favour

- 25. Police verification of the Manpower, will be the responsibility of agency
- 26. If any negligence detected during the duty of Manpower the financial penalty may be imposed on agency
- 27. The Manpower procuring agency must comply the rules & Regulations of labour Laws of state government and Central Government.
- 28. The Director reserves the right to cancel/reject in full or any part of the tender which generally do not fulfill the conditions stipulated in the tender without assigning any reason.
- 29. Any action on the part of the tenderer against anybody of the Institute will make his tender or contract liable for rejection.
- 30. The number of manpower will be as per actual requirement of the GITI's.
- 31. All disputes and question, if any arise between the Director and the bidder out of or in connection with the terms and conditions contained herein or as to the construction of application thereof, or the respective right and obligation of the parties there under or as to any clause or thing herein contained or by reasons of the supply or failure or refusal to these presents shall be referred to the sole Arbitration, Director /Principal of the Institute or his nominee. The decision of the sole arbitrator shall be final and binding upon both parties and subject to adjudication of Lucknow Court. Place for

arbitration shall be at Lucknow (U.P.), India. Venue of such arbitration proceedings shall be the Director. Arbitration and conciliation and Rules made there under shall be applied to the proceedings under this clause.

32. Agency service charges should be quoted separately

Director
Training & Employment,
UP Lucknow

#### Enclosure:-

- 1- Annexure-A (Format of Technical Bid)
- 2- Annexure-B (Format of Financial Bid)
- 3- Annexure-C (Approximate No. of man power required as per qualified)

## Format of Technical Bid

l .	Name of firm & Address
2.	Registration copy of the Firm in company law/shop/trade law etc
3.	Registration copy of P.F.
4.	Registration copy of E.S.I.
5.	Registration copy of Service Tax.
5.	Registration No. of Contract Labour (U.P. Labour Deptt.)
7.	Earnest money details

(Signature & Seal of Tenderer)

# **Format of Financial Bid**

Role o	Role of Man power pre man win detail									
S.No	Type of Man power	Salary (par month)	ESI	PF	Agency Charges	Service Tex	Total			
1-	Man power for trade instructor/ Subject instructor	14,000 Fix (In hand)								

**Note-** Special Allowance will only be quoted in those categories, where it is permissible under any rule or compulsion due to any reason whatsoever but no agency charges will be levied on that amount, Reasons for charging special allowance should be clarified in writing.

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(Signature & Seal of Tenderer)

### For 355 Post

**Qualification:-** Must have passed the High School Examination of the Board of High School and Intermediate Education. Uttar Pradesh or an Examination recognized by the Government as equivalent thereto.

S.No.	Name of Trade/ Subject	Technical Qualification	Preferential Qualification to provide training/teaching in the relevant trades	No. of Post
1	Draughtsman (Mechanical)	<ol> <li>50% posts to be filed from amongst the candidates having National Trade Certificate (NAC) in the relevant trade OR National Apprenticeship Certificate (NAC) in the relevant trade.</li> <li>50% posts to be filed from amongst the candidates having Diploma in Mechanical Engineering from the Board of Technical Education, Uttar Pradesh or equivalent OR Degree in Mechanical Engineering from a recognised Institute/ University.</li> </ol>	Certificate under one year Craft Instructor Training Scheme (CITS) in the trade and Certificate in Course on Computer Concepts (CCC) form NIELIT (Formerly DOEACC Society of India) or form other equivalent recognized Institution.	22
2	Draughtsman (Civil)	<ol> <li>50% posts to be filed from amongst the candidates having National Trade Certificate (NAC) in the relevant trade OR National Apprenticeship Certificate (NAC) in the relevant trade.</li> <li>50% posts to be filed from amongst the candidates having Diploma in Civil Engineering from the Board of Technical Education, Uttar Pradesh or equivalent OR Degree in Civil Engineering from a recognised Institute/ University.</li> </ol>	Certificate under one year Craft Instructor Training Scheme (CITS) in the trade and Certificate in Course on Computer Concepts (CCC) form NIELIT (Formerly DOEACC Society of India) or form other equivalent recognized Institution.	3

3 4 5 6	Welder (Gas & Electric) Turner Machinist	(2)	50% posts in each trade to be filed from amongst the candidates having National Trade Certificate (NAC) in the relevant trade <b>OR</b> National Apprenticeship Certificate (NAC) in the relevant trade.  50% posts in each trade to be filed from amongst the candidates having Diploma in Mechanical Engineering from the Board of Technical Education, Uttar Pradesh or equivalent <b>OR</b> Degree in Mechanical Engineering from a recognised Institute/ University.	Certificate under one year Craft Instructor Training Scheme (CITS) in the relevant trade and Certificate in Course on Computer Concepts (CCC) form NIELIT (Formerly DOEACC Society of India) or form other equivalent recognized Institution.	12 20 6 4
7	Mechanic (Refrigeration & Conditioner)	(2)	50% posts to be filed from amongst the candidates having National Trade Certificate (NAC) in the relevant trade <b>OR</b> National Apprenticeship Certificate (NAC) in the relevant trade.  50% posts to be filed from amongst the candidates having Diploma in Mechanical/Electrical Engineering from the Board of Technical Education, Uttar Pradesh or equivalent <b>OR</b> Degree in Mechanical/Electrical Engineering from a recognised Institute/ University.	Certificate under one year Craft Instructor Training Scheme (CITS) in the trade and Certificate in Course on Computer Concepts (CCC) form NIELIT (Formerly DOEACC Society of India) or form other equivalent recognized Institution.	29
8	Electrician	(2)	50% posts to be filed from amongst the candidates having National Trade Certificate (NAC) in the relevant trade <b>OR</b> National Apprenticeship Certificate (NAC) in the relevant trade.  50% posts in each trade to be filed from amongst the candidates having Diploma in Electrical/ Electrical Electronics Engineering from the Board of Technical Education, Uttar Pradesh or equivalent <b>OR</b> Degree in Electrical/Electrical Electronics Engineering from a recognised Institute/ University.	Certificate under one year Craft Instructor Training Scheme (CITS) in the trade and Certificate in Course on Computer Concepts (CCC) form NIELIT (Formerly DOEACC Society of India) or form other equivalent recognized Institution.	33

9	Wireman	(2)	The candidates having National Trade Certificate (NAC) in the relevant trade <b>OR</b> National Apprenticeship Certificate (NAC) in the relevant trade.  The candidates having Diploma in Electrical/ Electrical Electronics Engineering from the Board of Technical Education, Uttar Pradesh or equivalent <b>OR</b> Degree in Electrical/Electrical Electronics Engineering from a recognised Institute/ University.	Certificate under one year Craft Instructor Training Scheme (CITS) in the trade and Certificate in Course on Computer Concepts (CCC) form NIELIT (Formerly DOEACC Society of India) or form other equivalent recognized Institution.	1
10	Mechanic (Motor Vehicle)	(1)	The candidates having National Trade Certificate (NAC) in the relevant trade <b>OR</b> National Apprenticeship Certificate (NAC) in the relevant trade.	Certificate under one year Craft Instructor Training Scheme (CITS) in the trade and Certificate in Course on Computer Concepts	1
11	Mechanic (Diesel)	(2)	The candidates having Diploma in Mechanical/ Automobile Engineering from the Board of Technical Education, Uttar Pradesh or equivalent <b>OR</b> Degree in Mechanical/ Automobile Engineering from a recognised Institute/ University.	(CCC) form NIELIT (Formerly DOEACC Society of India) or form other equivalent recognized Institution.	1
12	Mechanic (Tractor)	(2)	50% posts in each trade to be filed from amongst the candidates having National Trade Certificate (NAC) in the relevant trade <b>OR</b> National Apprenticeship Certificate (NAC) in the relevant trade.  50% posts in each trade to be each trade to be filed from amongst the candidates having Diploma in Mechanical/ Automobile Engineering from the Board of Technical Education, Uttar Pradesh or equivalent <b>OR</b> Degree in Mechanical/ Automobile Engineering from a recognised Institute/ University.	Certificate under one year Craft Instructor Training Scheme (CITS) in the trade and Certificate in Course on Computer Concepts (CCC) form NIELIT (Formerly DOEACC Society of India) or form other equivalent recognized Institution.	2

13	Mechanic (Radio & Television)	(1)	50% posts to be filed from amongst the candidates having National Trade Certificate (NAC) in the relevant trade <b>OR</b> National Apprenticeship Certificate (NAC) in the relevant trade.	Certificate under one year Craft Instructor Training Scheme (CITS) in the trade and Certificate in Course on Computer Concepts (CCC) form NIELIT	2
14	Electronic Mechanic	(2)	50% posts to be each trade to be filed from amongst the candidates having Diploma in Electronics/ Electronics Communication Engineering from the Board of Technical Education, Uttar Pradesh or equivalent <b>OR</b> Degree in Electronics/ Electronics Communication Engineering from a recognised Institute/ University.	(Formerly DOEACC Society of India) or form other equivalent recognized Institution.	2
15	Painter (General)	(1)	50% posts to be filed from amongst the candidates having National Trade Certificate (NAC) in the relevant trade <b>OR</b> National Apprenticeship Certificate (NAC) in the relevant trade. 50% posts to be filed from amongst the candidates having Diploma in Civil Engineering from the Board of Technical Education, Uttar Pradesh or equivalent <b>OR</b> Degree in Civil Engineering from a recognised Institute/ University.	Certificate of Training Methodology/Principals of Teaching Module (POT) under Craft Instructor Training Scheme (CITS) in the trade and Certificate in Course on Computer Concepts (CCC) form NIELIT (Formerly DOEACC Society of India) or form other equivalent recognized Institution.	23
16	Plumber	(1)	50% posts to be filed from amongst the candidates having National Trade Certificate (NAC) in the relevant trade <b>OR</b> National Apprenticeship Certificate (NAC) in the relevant trade. 50% posts to be filed from amongst the candidates having Diploma in Civil /Mechanical Engineering from the Board of Technical Education, Uttar Pradesh or equivalent <b>OR</b> Degree in Civil /Mechanical Engineering from a recognised Institute/ University.	Certificate of Training Methodology/Principals of Teaching Module (POT) under Craft Instructor Training Scheme (CITS) in the trade and Certificate in Course on Computer Concepts (CCC) form NIELIT (Formerly DOEACC Society of India) or form other equivalent recognized Institution.	23

17	Stenography (Hindi)	(2)	50% posts in each trade to be filed from amongst the candidates having National Trade Certificate (NAC) in the relevant trade <b>OR</b> National Apprenticeship Certificate (NAC) in the relevant trade.  50% posts in each trade to be filed from amongst the candidates having Diploma in Modern Office Management & Secretarial Practice/ Business Administration from the Board of Technical Engineering from the Board of Technical Education, Uttar Pradesh or equivalent <b>OR</b> Degree in Modern Office Management & Secretarial Practice/ Business Administration from the Board of Technical /Mechanical Engineering from a recognised Institute/ University.	Certificate of Training Methodology/Principals of Teaching Module (POT) under Craft Instructor Training Scheme (CITS) in the trade and Certificate in Course on Computer Concepts (CCC) form NIELIT (Formerly DOEACC Society of India) or form other equivalent recognized Institution.	2
18	Cutting & Sewing	(1)	50% posts to be filed from amongst the candidates having National Trade Certificate (NAC) in the relevant trade <b>OR</b> National Apprenticeship Certificate (NAC) in the relevant trade.	Certificate under one year Craft Instructor Training Scheme (CITS) in the trade and Certificate in Course on Computer Concepts (CCC) form NIELIT (Formerly DOEACC	2
19	Dress Making	(2)	50% posts to be filed from	Society of India) or	16
20	Fashion Technology		amongst the candidates having Diploma in Dress Making/Fashion Designing & Garment Technology/ Technology from the Board of Technical Education, Uttar Pradesh or equivalent <b>OR</b> Degree in Fashion Technology from a recognised Institute/ University.	form other equivalent recognized Institution.	16

21	Computer Operator & Programming Assistant (COPA)	(2)	50% posts to be filed from amongst the candidates having National Trade Certificate (NAC) in the relevant trade <b>OR</b> National Apprenticeship Certificate (NAC) in the relevant trade.  50% posts to be filed from amongst the candidates having Diploma in Computer Science/Engineering/ Technology from the Board of Technical Education, Uttar Pradesh or equivalent <b>OR</b> MCA/Degree in Computer Science/Engineering/ Technology from a recognised Institute/University <b>OR</b> BCA/B.Sc. Computer Science/DOEACC 'A' Level from recognised Institute University.	Certificate under one year Craft Instructor Training Scheme (CITS) in the trade and Certificate in Course on Computer Concepts (CCC) form NIELIT (Formerly DOEACC Society of India) or form other equivalent recognized Institution.	28
22	Hair & Skin Care	(2)	50% posts to be filed from amongst the candidates having National Trade Certificate (NAC) in the relevant trade <b>OR</b> National Apprenticeship Certificate (NAC) in the relevant trade.  50% posts to be filed from amongst the candidates having Diploma in Beauty & Health Care from the Board of Technical Education, Uttar Pradesh or equivalent	Certificate under one year Craft Instructor Training Scheme (CITS) in the trade and Certificate in Course on Computer Concepts (CCC) form NIELIT (Formerly DOEACC Society of India) or form other equivalent recognized Institution.	30
23	Mechanic Consumer Electronics	(1)	50% posts in each trade to be filed from amongst the candidates having National Trade Certificate (NAC) in the relevant trade <b>OR</b> National Apprenticeship Certificate (NAC) in the relevant trade.	Certificate under one year Craft Instructor Training Scheme (CITS) in the trade and Certificate in Course on Computer Concepts (CCC) form NIELIT	12
24	Mechanic Communication Equipment Maintenance	(2)	50% posts in each trade to be filed from amongst the candidates having Diploma in Electronics/ Electronics Communication Engineering from the Board of Technical Education, Uttar Pradesh or equivalent <b>OR</b> Degree in Electronics /Electronics Communication Engineering from a recognised Institute/ University.	(Formerly DOEACC Society of India) or form other equivalent recognized Institution.	2

25	Information Technology & Electronics System Maintenance	(2)	50% posts to be filed from amongst the candidates having National Trade Certificate (NAC) in the relevant trade <b>OR</b> National Apprenticeship Certificate (NAC) in the relevant trade.  50% posts in each trade to be filed from amongst the candidates having Diploma in Electronics /Electronics & Communication Engineering/Information Technology from the Board of Technical Education, Uttar Pradesh or equivalent <b>OR</b> Degree in Electronics/Electronics Communication Engineering/ Information Technology from a recognised Institute/ University.	Certificate under one year Craft Instructor Training Scheme (CITS) in the trade and Certificate in Course on Computer Concepts (CCC) form NIELIT (Formerly DOEACC Society of India) or form other equivalent recognized Institution.	25
26	Network Technician	(2)	50% posts to be filed from amongst the candidates having National Trade Certificate (NAC) in the relevant trade <b>OR</b> National Apprenticeship Certificate (NAC) in the relevant trade.  50% posts to be filed from amongst the candidates having Diploma in Computer Hardware & Networking from the Board of Technical Education, Uttar Pradesh or equivalent <b>OR</b> Degree in Information Technology from a recognised Institute/ University.	Certificate of Training Methodology/Principals of Teaching Module (POT) under Craft Instructor Training Scheme (CITS) in the trade and Certificate in Course on Computer Concepts (CCC) form NIELIT (Formerly DOEACC Society of India) or form other equivalent recognized Institution.	2
27	Computer Aided Embroidery & Needle Work	(2)	50% posts to be filed from amongst the candidates having National Trade Certificate (NAC) in the relevant trade <b>OR</b> National Apprenticeship Certificate (NAC) in the relevant trade.  50% posts to be filed from amongst the candidates having Diploma in Fashion Technology from the Board of Technical Education, Uttar Pradesh or equivalent <b>OR</b> Degree in Fashion Technology from a recognised Institute/ University.	Certificate of Training Methodology/Principals of Teaching Module (POT) under Craft Instructor Training Scheme (CITS) in the trade and Certificate in Course on Computer Concepts (CCC) form NIELIT (Formerly DOEACC Society of India) or form other equivalent recognized Institution.	2

28	I.T. lab	(1)	Graduate in Computer Science/ Computer Engineering/ Information Technology with at least 1 year experience or Diploma in Computer Science/ Computer Engineering/ Information Technology with 2 year experience or NTC/NAC in COPA with 3 years experience. The experience should be in a reputed Industrial concern or in a training Institute.	Certificate under one year Craft Instructor Training Scheme (CITS) in the trade and Certificate in Course on Computer Concepts (CCC) form NIELIT (Formerly DOEACC Society of India) or form other equivalent recognized Institution.	17
29	Employability Skill	(2)	BBA with two years experience or Social MBA with one year experience OR Graduate in Sociology/Social Welfare/Economic with Two year experience OR Graduate/Diploma with Two years experience and trained in Employability Skill form DGET institutes.  Must have studied English/Communication Skill and Basic Computer at 12 <sup>th</sup> /Diploma level and above.	Certificate in Course on Computer Concepts (CCC) form NIELIT (Formerly DOEACC Society of India) or form other equivalent recognized Institution.	17