GOVERNMENT OF RAJASTHAN
Department of Information Technology & Communication

No. F 8(135)/DoIT/Gen/09 **/Z/29841/2015**   Jaipur, Dated: **16/03/2015**

Revised guidelines

Subject: Revised Guidelines *superseding* orders no. F8(135)/DoIT/Gen/09/3886 dated 16-07-2012 for State Government employees for appearing in Rajasthan Knowledge Corporation Limited's (RKCL's) course – Rajasthan State Certificate in Information Technology (RS-CIT)

Government of Rajasthan hereby permits all Government Employees to undertake RKCL's RS-CIT course. Detail of RS-CIT Course is as follows:

SN	Course	Duration	Eligibility	Total Fee in Rs.	Cash incentive on completion of the course in first attempt
1	RS-CIT	12 Weeks (132 hours) (approx. 3 months)	Open to all	2850/- (including Rs. 250/- exam fee)	25% of total fees paid

Application form: Application form for the course is to be collected from any Gyan Kendra (list available at www.rkcl.in) and to be submitted at the same and classes to be attended at the same centre.

Participants for the RS-CIT **should not be above the age of 55 years** as on 1st January of the year of admission.

Fee Reimbursement: The candidate will have to deposit his / her own course fees. After successful completion of the course, the fee will be reimbursed by DoIT&C. **Re-examination fee will not be reimbursed.** The candidate has to submit following documents with the claim to RKCL or at the respective IT Gyan Kendra:
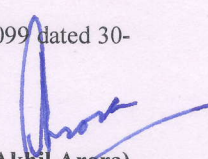
1. Forwarding note from the concerning department/office
2. The fee receipt in two copies
3. Attested copies of the Mark Sheet/Certificate/Degree as proof of completion of the course
4. **Pre-receipt in the format given below, duly signed by the candidate.**
5. Contact No., PAN No., Bank Account No., IFSC Code No., Bank Branch Name
6. Date of Birth Certificate.

FORMAT OF PRE PAYMENT-RECEIPT

> ### PRE-PAYMENT RECEIPT
>
> Received with Thanks a sum of Rs. (in words) .... Only by Demand Draft / Bankers Cheque from Department of Information Technology & Communication, Government of Rajasthan on account of RS-CIT course fees and incentive.
>
> Please deposit the amount in my bank account number .... in State Bank of Bikaner &
>
> Jaipur, Branch ....
>
> Home Address: Signature
> Mobile No.
> PAN No.
> IFSC Code No   Name
>   Father's Name
>   Office Address

Incentive Payment: Once the candidate successfully completes the course in the first attempt, he/she becomes eligible for cash incentive @25% of the total fee paid for the course.

This order for enhancing the fees will take effect from 01-07-2014 vide FD approval ID No. 171500099 dated 30-01-2015.

(Akhil Arora)
Secretary to Government

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Copy for information and necessary action to:
1. All Additional Chief Secretaries to Government
2. All Principal Secretaries to Government
3. All Secretaries to Government
4. All Heads of Departments
5. All District Collectors

Secretary to Government