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GOVERNMENT OF RAJASTHAN
Department of Information Technology & Communication
1st Floor, Yojana Bhawan, Tilak Marg, Jaipur

No. F 9(68)/DoIT/Trg/07 /1775

Jaipur, Dated: 30-07-

Special Scheme for Secretariat Employees
For
Rajasthan Knowledge Corporation Limited's RS-CIT course

REVISED GUIDELINES

For the comprehensive deployment of e-Governance in the State, it is necessary that the skills of Govt. employees are developed in a manner so as to facilitate the use of Information Technology and Communication. It has been decided that as part of on-going Capacity Building exercises, all employees should be encouraged to take up long term and short term courses related to Information Technology. Towards this initiative, DoIT&C has already floated a scheme of reimbursement of RS-CIT fees to all the Government employees.

'Rajasthan State Certificate in Information Technology (RS-CIT) is a Government approved short term 132 hours duration course offered by Rajasthan Knowledge Corporation Limited. RS-CIT course duration is offered in FOUR batches per year (on quarterly basis; January, April, July and October) as per admission schedule of RKCL. Vardhaman Open University, Kota is the examining and certifying authority. The prescribed course fee is Rs. 2300/- (inclusive of Rs. 250/- examination fees).

As a special incentive for Secretariat personnel, it has been decided to provide the RS-CIT course on special fees of Rs. 1000/- (Rupees One Thousand Only) (inclusive of Rs. 250/- examination fees.)

To facilitate the Secretariat personnel, the classes are held in the Training Lab situated within Secretariat premises at 21 – A Plant, 1st Floor Main Building, as per following norms:

1. There will be two batches of **3 hour duration, 5 days a week** as follows:
 - a. 1st batch: 10:30 AM to 1.30 AM
 - b. 2nd batch: 2.00 PM to 5.00 PM
2. All interested candidates will have to take the permission of their respective Head of Department or Deputy Secretary to attend the classes during office hours.
3. Interested candidates will have to opt for any one batch and attend classes regularly in the same batch. Change in batch timings after enrolment will not be permitted.
4. **Participants for the RS-CIT should not be above the age of 55 years as on 1st January of the year of admission.**
5. State Government shall reimburse to the employees, the prescribed fee (Rs. 1000/- inclusive of Rs. 250/- examination fees) for the above course through the Department of IT&C after they have successfully completed the course (**Re-examination fee will not be reimbursed**). In addition, cash incentive of 25% of the total fee paid would also be

provided to employees after their successful completion of the course in the first attempt.

a. The candidate will have to deposit the course fees on his / her own. After successful completion of the programme, 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:

- i. Forwarding note from the concerning authority.
- ii. The fee receipt in two copies.
- iii. Attested copies of the Mark Sheet/Certificate/Degree as proof of completion of the programme.
- iv. **Pre-receipt in the format given below, duly signed by the candidate:**

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:
Mobile No.

Signature
Name

Father's Name
Office Address

6. Incentive Payment: Once the candidate successfully completes the programme in the first attempt, he/she becomes eligible for cash incentive @25% of the total fee paid for the course.
7. **Reimbursement requests will be processed twice a year – in the month of May and the month of November every year.**

If any further clarification is required Office of the Commissioner, Department of IT&C may be contacted.

This issues with the approval of Finance Department, Government of Rajasthan vide its ID no. 100903303 dated 28.07.09.

This order supersedes this Department's previous circular number F. 9(68)/DoIT/Trg/07/865 dated 21.04.09.

4. Participants for the RS-CIT should not be above the age of 35 years as on 1st January of the year of admission.
5. State Government shall reimburse to the employees, the programme fees (inclusive of Rs. 250/- examination fees) for the above course through the Department of IT&C after they have successfully completed the course (Re-examination fee will not be reimbursed). In addition, cash incentive of 25% of the total fee paid would also be

M.K. 29/7/09

(Tanmay Kumar)
Secretary to Government