

**Government of Rajasthan**  
**Department of Information Technology & Communication**

No. F 8(135)/DoIT/Gen/09 /1462

Jaipur, Dated: 3.7.09

**Subject: Revised Guidelines superseding orders no. F7(103)/DoIT/Deptt/08/04 dated 02.01.09 and F7(103)/DoIT/Deptt/08/ML-64 dated 02.04.09 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 Programme is as follows:

SN	Programme	Duration	Eligibility	Total Fee in Rs.	Cash incentive on completion of the programme in first attempt
1	RS-CIT	12 Weeks (132 hours) (approx. 3 months)	Open to all	2300/- or as decided by RKCL (including Rs. 250/- exam fee)	25% of total fees paid

**Application form:** Application form for the Programme is to be collected from any Gyan Kendra (list available at [www.rkcl.in](http://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 1<sup>st</sup> January of the year of admission.

**Fee Reimbursement:** *Reimbursement requests will be processed twice a year in the month of May and November every year.* The candidate will have to deposit his / her own course fees. 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:

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 programme
4. Pre-receipt in the format given below, duly signed by the candidate.

**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:  
Mobile No.

Signature  
Name  
Father's Name  
Office Address

**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.

This issues with the approval of F.D. ID No. 100902660 Dated 05.06.2009.

*3.7.09*

(Tanmay Kumar)  
Secretary to Government

Government of Rajasthan  
Department of Information Technology & Communication

No. F 8(135)/DoIT/Gen/09/ 1462

Jaipur, Dated: 3.7.09

All Principal Secretaries to Government  
All Secretaries to Government  
All Heads of Departments  
All District Collectors

**Amended order for RS-CIT fees reimbursement**

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 our-going Capacity Building exercises, all employees should be encouraged to take up long term and short term courses related to Information Technology.

Rajasthan Knowledge Corporation Limited is organizing a Government approved short term 132 hours duration (2 hours daily) course titled 'Rajasthan State Certificate in Information Technology (RS-CIT)'. State Government shall reimburse to the employees, **not above the age of 55 years as on January 1<sup>st</sup> of the year of admission**, the prescribed fee (Rs. 2300/- or as decided by RKCL, 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.

RS-CIT course duration is of 3 months and offered in FOUR batches per year (on quarterly basis; January, April, July and October) as per admission schedule of RKCL. **Reimbursement requests will be processed by DoIT&C twice a year in the month of May and November every year.**

If any further clarification is required you may contact Commissioner, Department of IT&C. All relevant details are also being placed at our State Govt. website [www.rajasthan.gov.in](http://www.rajasthan.gov.in).

This issues with the approval of the Chief Secretary, Government of Rajasthan and the approval of FD vide ID No. 100902660 Dated 05.06.2009.

This order supersedes the Department's earlier order number F7(103)/DoIT/Dept/08/03 dated 02.01.09 and order number F7(103)/DoIT/Dept/08/ML-65 dated 02.04.09

*13.7.1209*  
(Tanmay Kumar)  
Secretary to Government