

## PROCEDURE FOR SELECTION OF C-DIT EDUCATIONAL PARTNERS (CEP)

1. Applications in the prescribed format should be submitted to C-DIT in the following address.

The Registrar  
Centre for Development of Imaging Technology (C- DIT)  
Chitranjali Hills, Thiruvallom  
Thiruvananthapuram - 695 027.

2. Each Partner institutions shall provide the space and facilities for starting the IT education centre. Tentatively, the requirement will be as follows for the Centres to be set up in the respective local body limits:-

Panchayat limits: 1 server+5 PCs + 1 printer + UPS & approx. 600 sqft floor area

Municipality limits: 1 Server + 10 PCs+ 1 Printer + UPS & approx. 1000 sqft area

Corporation limits: 1 Server + 10+1-2 PCs +1-2 printers + UPS & approx. 1000-2000 sqft area.

3. The applications shall be accompanied by a sum of Rs. 3000/-+(applicable taxes) towards processing fee (non- refundable).The payments should be done through SB Collect. After payment, the reference number, date of payment and name of bank must be entered in the application form. Applications submitted without processing fees will be summarily rejected.
4. The applications will be processed separately for each local body area and district. The envelope containing the applications should be superscribed with the name of the Panchayat/ Municipality/ Corporation and the District in which the applicant wishes to set up the institution.
5. C-DIT has the right to decide the maximum number of CEPs permissible in a local body and new centers will be allocated as per the internal guideline.
6. The details of the existing facilities may be provided in the relevant columns in the application and authorised signatory should sign the form. Steps for screening and selection of CEP are:
  - a) An evaluation committee to be constituted by C -DIT, will grade the Applicants, after a process of physical inspection and discussions.

- b)** The following documents should be submitted along with application form/ at the time of inspection:
1. Local body license
  2. Receipt of building tax paid last
  3. Copy of building ownership / Certificate or rental agreement
  5. Copy of minutes (Not applicable for individual ownership)
  6. Authorization letter (Not applicable for individual ownership)
  7. Any other relevant documents asked for by the inspection team.
- c)** The applicants who are first in the grading will be selected as the C-DIT Educational Partner for the area and has to sign a Memorandum - of Understanding- cum- Agreement with C- DIT.
- d)** The CEP has to remit the Registration fees for affiliation on signing of MOU, failing which registration will not be granted.

The registration fees if paid in one installment will be Rs.1,00,000+(applicable tax) for Centres in the Corporation areas, Rs. 70,000+(applicable tax) in Municipalities and Rs. 50,000+(applicable tax) in Panchayat. Those who pay the registration fees in part should pay an additional amount of Rs. 10,000, Rs. 10,000, Rs. 5,000 in Corporation, Municipality and Panchayat areas respectively. The registration fees can be paid in two equal installments, as follows.

Installment	Panchayat	Municipality	Corporation
First, at the time of Registration	Rs.27,500+(*applicable tax)	Rs.40,000+(*applicable tax)	Rs. 55,000+(*applicable tax)
Second, before the commencement of second year	Rs.27,500+(*applicable tax)	Rs.40,000+(*applicable tax)	Rs. 55,000+(*applicable tax)

\*Current GST rate: 18%

**d)** C-DIT have the right to take any decision regarding evaluation and registration and the application for registration submitted by any firm may be rejected by C-DIT without

assigning any reason whatsoever.

e) The registration will be normally valid for four years. However this will be subject to renewal every year, based on the performance of the institution.

7. Renewal fee, after 4 years, is Rs.10,000/ + GST for all CEPs, subject to the performance of the institution. Registration of CEP may be cancelled due to reasons of malpractice, fraud or any other similar behavior on the part of the CEP institution.

8. Fee once remitted is not refundable.

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