

**Instructions for filling up the application forms and  
Procedure for selection of C-DIT Educational Partners**

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

State Co-ordinator (CEP)  
Centre for Development of Imaging Technology (C-DIT)  
Second Floor  
Cherunniyoor Towers  
District Court Jn  
Vanchiyoor (PO)  
Thiruvananthapuram – 695 035.  
Phone: 0471-3076905

Separate application forms shall be submitted for each centre/local body. The maximum number of Centres to be permitted for a single individual or firm will be one per local body and twenty five (25) per district. C-DIT reserves the right to give exemptions in this regard in exceptional cases, at its sole discretion.

2. The applications shall be accompanied by a sum of Rs. 1000/- towards processing fee (non-refundable) in the form of DD from a scheduled bank in favour of C-DIT, payable at Thiruvananthapuram. Applications without this processing fess will be summarily rejected.
3. The applications will be processed separately for each local body area and district. The envelope containing the applications should be super scribed with the name of the Panchayat/Municipality/Corporation and the District in which the applicant wishes to set up the institution.
4. The details of the existing facilities, investment etc may be provided in the relevant columns. For new firms, Not Applicable (NA) may be indicated. Authorised signatory shall sign on al pages of the application.

### **Steps for screening and selection of CEP**

1. After preliminary screening, a list of applicants/firms short-listed for each local body area will be prepared and published.
2. The short-listed firms shall submit an undertaking to C -DIT for arranging the facilities, faculty etc. as stipulated by C-DIT, within 30 days of notice, if selected.
3. An evaluation committee to be constituted by C -DIT, will grade the Applicants, after a process of physical inspection and discussions, if required. A grade list for each local body will be published.
4. 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 within ten days of notice, agreeing to set up of the Centre with the required facilities, faculty etc and other details of the educational partnership.
5. The CEP has also to remit the Registration fees for affiliation along with the signing of MOU, failing which registration will not be granted.
6. Those who fail to set up the IT Centre under the scheme and confirm readiness for starting the courses within the stipulated period will forfeit their registration. The registration fees remitted by them will be refunded after deducting administrative charges of Rs. 10,000/-.
7. The selected firms who fail to execute the MoU and remit the registration fees within 10 days of notice will forfeit their candidature and the next ranked firm in the grade list will be considered for registration as CEP.
8. C-DIT will 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.
9. 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. In case the registration is not renewed by C -DIT due to reasons of non-performance, proportionate amount of the registration fees paid may be refunded to the CEP institution, after deducting 25% of the balance amount due, towards C -DIT's administrative expenses, subject to a minimum of Rs. 10000/- However, no refund will be payable to the institution in case of cancellation of registration due to reasons of malpractice, fraud or any other similar behaviour on the part of the CEP institution.

