श्रीमती वसुन्धरा राजे
माननीया मुख्यमंत्री, राजस्थान

राजस्थान सरकार

अपने शहर या गांव में RKCL का RS-CIT केन्द्र खोलें और स्वरोज़गार पाएं

लगभग 35 लाख लोगों को ट्रेनिंग दे चुके राजस्थान नॉलेज कॉर्पोरेशन लिमिटेड (RKCL) के आई. टी. ज्ञान केन्द्र खोलने के लिए इच्छुक व्यक्ति / संस्थान आवेदन करें

आई. टी. ज्ञान केन्द्र (ITGK) संचालन के फायदे

- ITGK पर RS-CIT कंप्यूटर कोर्स संचालित करने का अवसर
- ग्रामीण क्षेत्रों के लिये पंजीकरण शुल्क व अन्य शर्तों में रियायत
- सरकारी विद्यालयों में क्लिक योजना के संचालन का अवसर
- फायनेंशियल अकाउंटिंग व अन्य कोर्स का संचालन करें
- राज्य सरकार की डिजिटल साक्षरता योजनाओं से जुड़ें

ITGK केन्द्र खोलने हेतु आवश्यकता

- कुशल स्टाफ
- कंप्यूटर लैब
- ट्रेनिंग के लिये अन्य ज़रूरी उपकरण

आवेदन प्रक्रिया, सर्विस प्रोवाइडर्स की सूची, नियम एवं शर्तों की जानकारी के लिए **www.rkcl.in/ncr** देखें या **sp@rkcl.in** पर मेल करें।

Rajasthan Knowledge Corporation Limited
IT shapes future
(A Public Limited Company Promoted by Govt. of Rajasthan)
A Public Limited Company Promoted by Govt. of Rajasthan

NCR-PROCEDURE FOR SETTING UP OF AN ITGK

♣ NCR Process Timelines:

NCR process shall be open throughout the year as per eligibility criterias mentioned below. Applicant Organisation may submit application along with required documents & applicable fees to any of empanelled service providers. Received applications shall be processed at RKCL office for final approval.

♣ Application Fees:

The selected service provider shall submit NCR fees amount as mentioned below (subject to revision by RKCL from time to time) in form of DD to RKCL along-with application form and requisite documents for each Applicant Organization (AO) after complete validation of documents.

Fees	Gram Panchayat Level	Other Locations
Center Registration Fees for RS-CIT Course	Rs. 24,000/- (Including Taxes)	Rs. 38,000/- (Including Taxes)

*Registration charges for other courses if any shall be extra as applicable.
*DD is to be drawn in favour of "RKCL", payable at Jaipur

Note:
- ➢ Biometric Machines have to be purchased by ITGK on its own.
- ➢ Rs. 38,000/- registration fees shall be applicable for Gram Panchayats that are located at Panchayat Samiti/Tehsil Headquarters.
- ➢ Address change of centers created with a registration fees of Rs. 24,000/- shall be restricted to any Gram Panchayat of same Panchayat Samiti/Block except Panchayat Samiti/Block /Tehsil HQ.

♣ NCR Eligibility Criteria:

Legal Entity:
Any (Individual, Proprietorship, Partnership, Society, Private Limited Company, Limited Company, NGO, LLP etc.)

Infrastructure Requirements:
The suggested basic minimum infrastructure required for setting up an ITGK is as mentioned below:

Asset Type	Specifications	Minimum Criteria
Amenities at ITGK Location	• Computer Lab	With minimum 5 computers at District HQ and minimum 3 computers at all other locations
	• Theory/Lecture Room	15 seater at District HQ and 10 seater at all other locations
	• Reception/Counselling Area • Facilities	

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Asset Type	Specifications	Minimum Criteria
Server	• 2.0 GHz Processor (with 512Kb L2 Cache) or above or above • 2GB RAM • 80 GB Ultra SCSI-3 / SATA hard disk • 10/100 Mbps Ethernet Card • DVDROM Drive • Windows 2003 Standard Server with Service Pack 2 and CAL Licenses • Anti-Virus	Quantity 1
Computers (Clients)	• 1.3 GHz Processor (with 512Kb L2 Cache) or above • 40 GB IDE / EIDE Hard disk • 1GB RAM • 10/100 BaseT PCI Ethernet • Sound Card • Keyboard and Mouse (Recommended Brands: Logitech, Microsoft etc.) • Two Headphones per desktop • TFT/LED/LCD Monitor or above (Brand: LG, Samsung etc.) • Windows XP Professional with Service Pack 2 • Anti-Virus	Minimum 5 computers at District HQ and minimum 3 computers at all other locations
LAN	10/100 Mbps Network Switch (Server and all Desktops should be connected to this Network Switch) (Brand: D-Link, Linksys etc.) Electrical and LAN wiring should run perpendicular to each other. If they are parallel to each other, then a distance of 2 feet should be maintained between them to avoid interference	
Peripherals	Printer with minimum 600 dpi resolution Scanner with minimum 600 dpi resolution Headphone with Microphone Webcam	1 each
Power Back up	Adequate light arrangements must be there along with UPS or Inverter with Battery backup or Generator	Power back up to all computers
Internet Connectivity	2 Mbps ISN/Lease line/Dial up/Cable/DSL connectivity preferably for internet (Server and all Desktops should be able to connect to the Internet by using Internet Connection Sharing or Proxy Server)	2 Mbps preferably

Faculty Selection/ Qualification

• Qualification of Faculty should be:

    A. Graduation from a recognized university,

                And

B. "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India.

Or

Computer operator & Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) certificate organised under National/ State Council of Vocational Training Scheme.

Or

Diploma in Computer Science/Computer Applications from a University established by law in India or from an institution recognised by the Government.

Or

Diploma in Computer Science & Engineering from a polytechnic institution recognised by the Government

Or

Rajasthan State Certificate Course in Information Technology (RS-CIT) conducted by Vardhman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited,"

NCR Application Process

1) AO will view all the information published on RKCL website www.rkcl.in before submitting application to the service provider to ensure compliance to eligibility criteria & application process.
2) Applicant organization (AO) has to submit 2 copies of Application Form (available on RKCL website) duly filled and signed along with the applicable fees to any of the Service Providers (as enlisted on RKCL website).
3) Service Provider will validate eligibility criteria at its level and hand over physical applications to RKCL (separate file for each application) and upload AO details (along with infrastructure details) online through RKCL's portal.
4) RKCL will check documents of all applications received at RKCL office. Incomplete applications if any will be rejected. Applicant organisation (or individual) should not have been blacklisted / debarred by any State Government / Central Government / PSU / Corporation / Company / Institution / Procuring Entity in last 3 years including year of bidding.
5) Proposed site/location will be inspected by officials nominated by RKCL before approval.
6) Final Approval will be at discretion of RKCL based on various parameters like:
   - Population of the proposed area/location
   - Business potential of the area/location
   - Any other parameters as specified by RKCL
7) If the application is rejected by RKCL, Application Fee amount excluding processing fee of Rs. 1000/- shall be refunded in the account number as given by AO in the application.
8) Approved ITGKs will enter into an Agreement with service providers as per the format specified by RKCL within 7 working days from the date of approval of the centre.

RKCL reserves the right-
a) To modify the terms and conditions of the New Centre Registration (NCR) Process at any time;
b) Of granting and/or rejecting authorization to any applicant/s, without assigning any reason/s whatsoever to anyone.

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NCR Document Checklist

Phase I-
- ❖ Application Form duly filled & signed
- ❖ Demand Draft in favour of RKCL payable at Jaipur
- ❖ Photographs of proposed Center location
- ❖ Latest paid Electricity/ Telephone bill copy of the proposed location
- ❖ Cancelled cheque
- ❖ Passport size Photographs and Identity card (having address proof) of Proprietor/All Partners/All Directors including MD/All members of executive body (Photographs to be affixed on last page)
- ❖ PAN Card (Tick whichever is applicable)
    - Proprietorship - *Individual Applicants PAN Card*
    - Partnership – *Firm's PAN Card*
    - Trust – *Trust's PAN Card*
    - Society – *Society's PAN Card*
    - Cooperative Society – *Cooperative Society PAN Card*
    - Public & Private Ltd. Co. – *Public & Private Ltd. Co. PAN Card*
    - *Others-Others PAN Card*

Phase II-At the time of Site Inspection by Service Provider
- ❖ Property documents with latest paid Electricity/Telephone Bill copy for the proposed location (if owned)
- ❖ Rent Agreement with latest paid Electricity Bill copy for the proposed location (if rented)

Governing Document for firm (Tick whichever is applicable)
- For Proprietorship: Rajasthan Shops & Establishment Act or Bank Certificate
- For Partnership: Rajasthan Shops & Establishment Act & Partnership Deed or Bank Certificate
- For Trust: Registration Certificate & Trust Deed & List of Executive body
- For Society: Registration Certificate and Rules & Regulations & List of executive body
- For Cooperative Society: Registration Certificate and Rules & Regulations & List of executive body
- For Public & Private Ltd. Co.: Certificate of Incorporation and Memorandum & Article of Association & List of all Directors including Managing Director