

Admission to Vocational Education courses is open throughout the year. Entry requirements for various courses are given in Table I from page 12 onwards. The lower age limit is 14 years and 18 years for some courses. There is no upper age limit. Seats are limited and admission is given on *First Come First Served* basis. NIOS has introduced the facility of On-line admission for the benefit of learners.

2.1 Procedure for Admission

Application for admission must be made in the prescribed form in duplicate given in Appendix 'C'. Photocopy of the form cannot be used but you may download a form from NIOS website at www.nios.ac.in. Please read carefully the instructions given in Appendix 'B' before filling in the Application Form.

The filled in Application Form along with relevant documents and the requisite fee should be submitted to the AVI/SAIED in which you wish to take admission. List of these AVIs/SAIEDs with available courses is given at Appendix 'A' (page 31 onwards).

Application Form will not be accepted by NIOS directly either at its counter or by post.

2.1.1 Procedure for On-line Admission

- Log on to the NIOS website www.nios.ac.in.
- Complete the information about online admission/examination including the fees details and its submission is displayed.
- Learners can register himself/herself with NIOS website by submitting the e-mail ID and password.
- Access / display of Online Admission Form and filling-up of the Admission Form and submission of form.
- Uploading of student's photograph is optional, however the student has to paste his/her photograph on the printed filled in application form.

2.2 Documents Required for Admission

Items	Documents required
Educational Qualifications	A certificate issued by a recognized Board of Education in case of Secondary/ Sr. Secondary. A certificate issued by a recognized school in other cases* or a self attested certificate.
Age Proof	Attested copy of Birth Certificate from the admission register of the school last attended (school leaving certificate/transfer certificate) or from Registrar of Births and Deaths or from a recognized hospital** or an affidavit from parents/guardians countersigned by first class/sub divisional magistrate. ***
Proof of Permanent Address	(Ration Card/Election I-Card/ Certificate from Gram Panchayat Officer/ Zilla Parishad/Block Development Officer/SDM/Gazetted Officer or Competent Government Functionary)/UID card.

*A student who possesses a High School/Secondary Certificate from a Foreign Board/University, seeking admission to NIOS Vocational Education courses will be required to produce a certificate to the office that the examination passed by him/her is equivalent to the Indian High School/Secondary School Examination. Equivalency certificate may be obtained from the Association of Indian Universities, Kotla Road, New Delhi 110002.

** Hospital should assess the age of the candidate.

***An affidavit, countersigned by Notary Public etc., is not acceptable. Admission will be rejected and fee will be forfeited.

Please state the correct date of birth.

Date of birth once given in the Admission Form will not be changed.

2.3 Cut off Dates

The Prospectus and the Admission Form will be available at all AVIs/SAIEDs and NIOS Regional Centres throughout the year. The student will be permitted to appear in the next or subsequent examinations on completion of requisite study period of a course.

To regulate the eligibility for the purpose of examination, the cut-off dates will be: **30th June 2012 and 31st December 2012**. This means that the students admitted till these dates will be eligible to take the forthcoming examinations as per their eligibility.

2.4 Minimum Age

These cut off dates are also applicable for age criteria. This means that your minimum age should be 14 years for Vocational Education courses upto secondary level and 15 years for senior secondary level courses as on **30th June, 2012**. If you have taken admission between January to June 2012 and your minimum age should be 14 years for vocational Education courses upto secondary level and 15 years for senior secondary level as on 31st December, 2012 if you have taken admission between July to 31st December, 2012 except for the courses listed below for which the minimum age for admission should be 18 years.

- Bakery and Confectionery (Course Code-256)
- Welding Technology (Course Code-257)
- House Wiring and Electrical Appliance Repairing (Course Code-601)
- Motor and Transformer Rewinding (Course Code-602)
- TV Repairing (Course Code-604)
- Construction Supervision (Civil) (Course Code-620)
- Fire Prevention and Industrial Safety (Course Code-626)
- Electrical Technician (Course Code-701 & 702)
- Radio and T.V. Technician (Course Code-703 & 704)
- Refrigeration and Air Conditioning (Course Code-709 & 710)

2.5 Confirmation of Admission

The AVI/SAIED will give you provisional admission, which will be confirmed by NIOS by issue of Identity Card through your AVI/SAIED.

Please check your admission particulars carefully. Mistakes, if any, may be brought to the notice of your AVI/SAIED immediately. You should keep your Identity Card under safe custody as it also serves as “Hall Ticket” during Examinations.

2.6 Duplicate Identity Card

You may get a duplicate identity card if the original card is lost. Lodge an FIR in this regard with the concerned Police Station. Apply to the concerned Head of the Regional Centre on a plain paper through your AVI/SAIED and attach:

1. Copy of FIR ,
2. A Bank Draft of Rs.100/- (Rs. One hundred only) drawn in favour of Secretary, NIOS payable at the city of concerned Regional Centre,
3. A photograph, and
4. Your specimen signatures on the Application Form which have to be attested by the Coordinator of your AVI/SAIED.

2.7 Fee

The amount of admission fee payable for various vocational courses is given in Table I (pages 12 to 18). **Admission fee payable for Vocational Education courses includes charges for registration, Identity Card, cost of study material, contact classes, practical training etc.**

The Admission fee should be paid to the AVI/SAIED either in cash or through a Bank Draft drawn in favour of “Coordinator (Name of AVI/SAIED)”, where you are seeking admission. The AVI/SAIED will issue you a receipt for this.

2.7.1 Fee for On-line Admission

The fee for on-line admission to be deposited through Credit Card (Master/Visa)/Bank draft.

Once the application is submitted for processing to NIOS, an Acknowledgement Receipt is generated and sent back to the candidate’s email ID indicating his unique Reference Number, his personal details, fees details etc.

The learner will be required to send a printout of the internet filled in application form (not the acknowledgement receipt) after pasting his/her recent photograph and putting his/her signature at the relevant space and the bank draft of requisite amount if the fee is not paid online in favour of Secretary, NIOS payable at

Noida alongwith required document to the address mentioned in the acknowledgement receipt within 10 days of the admission of the online form.

Confirmation of admission of On-line learners will be subject to the receipt of the Application Form along with the required documents and requisite fees.

Note: It is to be noted that only 25% of admissions over and above the maximum allotted seats for each trade to every AVI, can be made through on-line mode.

2.8 Contact Hours

To bring uniformity in vocational programmes and make teaching and learning more effective, contact hours have been mentioned in Table No.-I (Pages 12 to 18). **AVI need to issue a certificate of completion for pre-defined hours of theory and practical classes that learner is necessarily required to complete before he/she becomes eligible to appear in the examination.**

Provision has been made for organizing the practical session of learners at workplace.

CANCELLATION OF ADMISSION

Your admission will be cancelled and fee will be forfeited on the following grounds:

- Incomplete application form
- Shortage of fee
- Age below the prescribed limit
- Lack of required educational qualification
- Required document of age, qualification and experience are not attached
- Any other discrepancy

Note : Admission once cancelled will not be reconsidered.