

Important Instructions for **MS-CIT** Learners for the year 2023

1. Admission: Applicant should

1. Ensure that s/he is seeking admission only at the Authorized Learning Centre (ALC) for MS-CIT, which is duly authorized by MKCL and having its details published on MKCL **website**: www.mkcl.org/mscit [Click here](#)
2. Ensure that s/he has duly filled in the pre-printed Application Form available at ALC carefully and completely, signed the declaration and submitted to the ALC along with the prescribed fees before due date. Incomplete application shall not be accepted.
3. Attach a true copy of ID and Address as proof of identity including her/his name, photograph and signature and submit a signed photo copy of the same along with the application form.
4. School or College ID card or PAN card or Voter's ID card or Driving License or Passport or Government's ID card is also accepted as ID proof.
5. Study material shall be issued to the confirmed learner (Fee is paid by learner and is received by MKCL) for MS-CIT Course. Study material is available in three languages i.e. English, Marathi and Hindi.
6. Course Duration will be 2 Months by default but depend upon situation it may vary from either side for the MS-CIT Course with classroom and practical session on regular basis.
7. Finger print data will be captured through Biometric device at the time of admission for further usage.
8. Admission Modes: Learner has to contact ALC to select the appropriate admission mode. In normal circumstances, once mode is selected then it will not be changed. In case of any emergency situation, Learner has to use the appropriate mode communicated from time to time.
9. Admission Process: Learner can take the admission for MS-CIT Course by visiting to ALC
10. Exam Body will verify the details of the learners. In case of rejection by Exam Body learner will have to submit the correct information to their respective ALC and ALC will correct the same from their login and ensure that the data has been corrected before appearing the Final exam.

2. Course Details:

- 1. Medium of Instruction:** English, Marathi & Hindi
- 2. Mode of Learning:** eLearning through MKCL ERA (eLearning Revolution for All)
- 3. Learning Options: Option 1 – IT Awareness | Option 2 – Job Readiness**

MS-CIT Available in Two Modes IT Awareness and Job Readiness		
Particulars	IT Awareness	Job Readiness
Course Applicable for	a. School students b. Teachers c. Government and Semi-Government employees d. Homemakers e. Senior Citizens f. Or anyone who want to learn basic digital skills	a. Either searching for their first job or b. Preparing for competitive exams or c. Searching for new opportunities/better job d. Want to increase their productivity in job e. Want to start Freelancing
Learning Path	In MS-CIT IT Awareness, there is Fixed Path content and then the assessment in the form of Challenges and Session End Test.	In MS-CIT Job Readiness, there is Fixed Path content with Challenges followed by Self Path Learning with Challenges & Practical Questions.
Case Studies	In MS-CIT IT Awareness, the Office case studies are provided keeping in mind the learners from Schools/Junior Colleges.	In MS-CIT Job Readiness, the Office case studies focuses on Job Readiness.
Assessment Levels	In MS-CIT IT Awareness, the Questions (assessment) related to Office Skills are of low & medium difficulty levels.	In MS-CIT Job Readiness, the questions (assessment) related to Office Skills are of medium & higher difficulty levels.

- 4. Certification:** Joint Certification by MKCL & MSBTE (Maharashtra State Board of Technical Education)
- 5. Batch Calendar:** Batches will be available as under

Admission Period	Final Examination Month (Tentative) Last week of		Admission Period	Final Examination Month (Tentative) Last week of
January	March		July	September
February	May		August	November
March			September	
April	June		October	January
May	July		November	
June	September		December	March

- 6. Date(s) of Application and Fee Payment by Learner:** 1st - 25th day of each calendar month
- 7. Batch Start Date:** Every above mentioned batch will start on 25th of the respective month.

3. MS-CIT Fees

Fees structure for the year 2023

Revised MS-CIT fees applicable from March 2022 Batch onwards

For Mumbai Metropolitan Region Development Authority (MMRDA) Region:

Mode	Total Fee (Rupees)	1st Installment (Rupees)	2nd Installment (Rupees)
Single Installment	5000/-	5000/-	N/A
Two Installments	5200/-	2600/-	2600/-

Total fee is including of Course fees, Examination fees and Certification fees

Except Mumbai Metropolitan Region Development Authority (MMRDA) Region (for Rest of Maharashtra):

Mode	Total Fee (Rupees)	1st Installment (Rupees)	2nd Installment (Rupees)
Single Installment	4500/-	4500/-	N/A
Two Installments	4700/-	2350/-	2350/-

Total fee is including of Course fees, Examination fees and Certification fees

** MKCL reserves the right to modify the Fees of Courses during the year without any prior notice and MKCL shall not be liable to anyone for any such modification/s.*

4. Applicant should

1. Demand system printed receipt and verify the amount printed on fee receipt and ensure that it is equal to the amount s/he has actually paid to the ALC.
2. Verify her / his name printed on this fee receipt and get it corrected, if required, within 24 hours of last date of payment. This name shall appear on her / his MS-CIT Certificate. The request for the change of name on the Certificate shall not be entertained later. As per the guidelines given by MSBTE, there will not be any change in name, photo, gender, sign and other details.
3. Ensure that the fees are paid before the stipulated due dates.
4. We consider the learner as registered learner, only after admission, procedure is completed and fees are fully paid by him / her.
5. In case of learners who have opted for Installment Mode, such learners should pay the 2nd installment in prescribed schedule. If 2nd installment is not paid by such learners, then they will not be considered eligible for Final Examination.
6. If the complete payment is not done, then the Applicant will not be considered as registered learner.
7. Note that fees once paid are non-refundable and non-transferable under any circumstances.

5. Academics

1. Learner should refer to Academic Calendar and Day-wise Breakup of the syllabus as published on MKCL website or made available at the ALC.
2. Learner should record his/her attendance through Biometric device on daily basis.
3. Please ensure that you have received the ERA login ID and Password for accessing the e-Content in ERA (eLearning Revolution for All) by using the headphone.
4. Please ensure that you have received the printed study material in English/Marathi/Hindi (If applicable).
5. Daily attendance and completion of session through ERA is mandatory. If not done learner will lose the marks. MKCL will not be responsible for loss of marks.
6. Exam will be scheduled on basis of marks received to MKCL by the ALC.
7. Learner will be able to learn through ERA Login and login will expire after the completion of course duration selected while taking the admission.
 - a. As the course is of 2 Months Batch Duration, login will be valid for 2 months from the date of admission confirmation
 - b. In case learner does not complete the learning within specified batch duration then learner's course validity will be extended till next 2 months.
 - c. If Learner fails to become eligible for exam even after the validity extension, s/he will have to register afresh again by paying full Course Fees.

6. Examination

- **Eligibility to Appear for Final Examination:**
 - Completion of minimum 20 marks before prescribed schedule
 - Completion of minimum 40 Sessions before prescribed schedule

Those learners who will not satisfy all the above-mentioned eligibility criteria, they will not be able to appear for Final Examination.

- **Passing Criteria:**
 - Minimum 20 marks are mandatory in Internal to become eligible to appear for Final Examination.
 - Minimum 40 marks out of 100 marks.
 - Individual Passing in Internal Score and Final Examination .

7. Guidelines:

- It is mandatory to use biometric device at the time of Final Examination.
- Learner has to mark his/her attendance through biometric device to appear for Final Examination.
- If ALC has marked the concerned Learner for 'Postpone Facility' from their login, then such Learners will not be considered for further exam processing of that particular exam event.
- Final examination will be conducted under surveillance of camera. Hence learners Photo and Video will be captured by the camera throughout the exam period.
- MKCL and Exam Body will use the Photo and Video data for further processing.
- Collect appearing certificate printout after the final exam from the exam center.
- Normally exam will be schedule in same center where learner is learning the course. But in some case exam will be scheduled in another center. In this case learner has to travel to the exam center at his/her own cost.
- While appearing for the examination, learner has to carry the printout of Hall Ticket and original Identity proof.
- It is hereby declared that all rights regarding the conduction of Maharashtra State Certificate Course in Information Technology (MS-CIT) vests with Maharashtra Knowledge Corporation Ltd. (MKCL). Further, Maharashtra State Board of Technical Education (MSBTE) is the examining body for MS-CIT and all norms, rules, regulations, policies, etc. regarding the conduction of the examination of MS-CIT is decided by MSBTE. Therefore, MKCL is not responsible regarding matters concerning conduction of MS-CIT examination.
- It is further declared that as MKCL is not responsible regarding matters concerning conduction of MS-CIT examination, any person registering for the MS-CIT Course understands that no guarantee, promise can be made either by MKCL or by its Authorized Learning Centers (ALCs) regarding the dates, timing, venue, etc. of conduction of the MS-CIT examination. The same is decided by MSBTE. Learners are cautioned to note the aforesaid and accordingly take informed decision while registering for MS-CIT.
- MSBTE may conduct the examination through Quasi-Online Mode depend upon the situation. MSBTE reserves the right to change the Examination Mode without any prior notice and MKCL shall not be liable to anyone for any such modification/s.

- MKCL reserves the right to modify the terms and conditions without any prior notice and MKCL shall not be liable to anyone for any such modifications.
- MKCL reserves the right to modify the Academic Pattern, Evaluation Patter and Certification Pattern without any prior notice and MKCL shall not be liable to anyone for any such modification/s.
- MKCL may use the learners' information for marketing & communication purpose.
- MKCL reserves the right to modify the Fees of Courses during the year without any prior notice and MKCL shall not be liable to anyone for any such modification/s.


8. Re-Examination

Re-Exam fees: Rs.355/-

- Please note that in the case of failure or absenteeism in the first available final exam attempt, Learner can appear for re-examination for next two consecutive available exam events by paying requisite fees at enrolled MS-CIT Center. If Learner remains absent or fails in these two attempts, s/he will have to register afresh again by paying full Course Fees.

All the rules, guidelines and instructions mentioned as above are applicable for all the MS-CIT admission modes

Application Form:




Application Form

Form No: M1000001

Please fill in the form in English and CAPITAL letters only.
All fields marked with * are MANDATORY. Tick the appropriate bracket. ✓ Date:


To be filled in by the Applicant only




MS-CIT
Master Skills Certification Computer Course

Job Readiness


IT Awareness



MKCL KITE Courses
Gateway to Knowledge & Careers



MKCL KITE Diploma
Gateway to Knowledge & Careers



MKCL Mastering
Competitive Exams
Pathfinder Through Practice

First Name*:

Middle Name:

Last Name/ Surname*:

Name of the applicant as it should appear on the Fee Receipt, Hall Ticket and Final Certificate.*

3.5 cm

Please affix the applicant's passport size photograph.

This photograph will appear on Hall Ticket and Certificate

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(Photo with front facing. Face and preferably both ears should be clearly visible.)

Date of Birth*:

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Marital Status*: Single Married

Mobile No. (Own)*:

+91

Mobile No. (Other)*:

+91

Gender*: Male Female Transgender

Aadhaar Number :

Address for Correspondence:

House No/ Building No*:

City/Village/Suburb*:

District*:

Street/Colony*:

Tehsil/Block*:

Pin Code*:

Educational Qualification*(What do you do?)

Student: 1st-4th Std. 5th Std. 6th Std. 7th Std. 8th Std. 9th Std. 10th Std.

11th Std. 12th Std. Diploma FY to TY Graduate Post Graduate Other

Current Profile of Applicant*: (You may tick multiple options)

School Student Collegians Teacher Employee Self-Employed Housewife

Unemployed Retired Farmer Govt. / Semi Govt. Employee Industrial Worker

Building Construction Worker Applicant of Competitive Exams (such as MPSC/ UPSC...)

Senior Citizen Trader Other

Are you Physically Challenged?*: No Yes Nature of Disability:

Proof of Identity (Photocopy)*: School/College ID Voter ID Passport License Aadhaar Card

Declaration by Applicant: I hereby solemnly affirm that my name, photograph and signature on this application form matches with the copy of "proof of identity" attached herewith by me. I undertake to carry this proof in person at the time of appearing for final online examination. I have read and understood the information about course and instructions given on www.mkcl.org and I will abide by them.

Signature of Applicant*

To be filled by the Authorized Learning Center (ALC) only


Selected Course*: Number of Fee Installments*:

Medium for Book*: Single

Batch*: Month/Year (MM/YYYY) Two Installments

ALC Code*:

ALC Signature and Seal



Application Form

Please fill in the form in English and CAPITAL letters only.
Tick the appropriate bracket. ✓

School Board: State Board CBSE ICSE Other

For School Students :

Stream: Art Commerce Science Engineering Architecture Medical Management Other

For College Students :

School / College Name:

Travel Details : Distance From Home To Center (in K.M.) :

Mode of Transportation to come to Center :

Do you have Social Media Account ? (You may tick multiple options)

Facebook Google Twitter Instagram LinkedIn

Email ID:

For Digital Freelancing (Learning to Earning):

Bank Account Number :

Bank IFSC Code :

Bank Name :

Branch Name :

Bank Account Details :

Are you interested in Work-based Degree Program

BBA@ Workplace

Work-based Degree by IGNOU & MKCL

BBA in Services Management (SM)

ignou.mkcl.org

Certification by IGNOU

B.Sc@ Workplace

Work-based Degree by YCMOU & MKCL

B.Sc. in Computer System Administration (CSA)

ycmou.mkcl.org

Certification by YCMOU

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Work-based Degree by YCMOU & MKCL

Business Process Management

ybba.mkcl.org

Certification by YCMOU

Source of Admission: (You may tick multiple options)

- Reference: Ex-Students Friends Family
- Mass Media: Newspaper Radio TV
- Events & Activities: Seminars Send-off e-Test
- Outdoors: Hoardings Center Board Train Bus
- Print Media: Pamphlet Standee Leaflet Posters
- Social Media: WhatsApp Facebook Twitter Email Blog
- Other :

Back Side