

# MS-CIT Center Renewal Process- 2017

## OnCeT Guidelines

### A. OnCeT Registration:

ALC need to register their candidates for OnCeT as per following details:

Sr. No.	Head	Minimum No. of Candidates Need to be Enrolled	OnCeT Registration Fee Per Candidate
1	Center Coordinator	1	Rs. 100/-
2	Learning Facilitator	1 (Maximum 3 can be enrolled)	Rs. 100/-
3	Counselor	1	Rs. 100/-

### Guidelins to Register OnCeT Candiadte:





1. Same Center Coordinator, Learning Facilitator & Counselor of one ALC can not be enrolled in any other ALC.
2. Same Center Coordinator can also register for Learning Facilitator & Counselor in that ALC only.
3. Aadhar Number is mandetory for OnCeT regustration of Center Coordinator, Learning Facilitator & Counselor.
4. If we found that same Center Coordinator or Learning Facilitator or Counselor is working/applied at any other ALC/AO, then his/her score will not be considered for any OnCeT exam.

## B. Examination Details:

Head	Center Coordinator	Learning Facilitator (Faculty)	Counselor
Question Type	Objective (MCQ)	Objective & Practical	Objective (MCQ)
Total Questions	60	60	60
Total Marks	60	60	60
Passing Criteria	24	24	24
Negative Marking	No	No	No
Marks per question	1 Question 1 Mark	1 Question 1 Mark	1 Question 1 Mark
Exam Duration	60 minutes	60 minutes	60 minutes

- Individual passing is mandatory for Center Coordinator, Learning Facilitator & Counselor.

## C. OnCeT Syllabus:

 <b>Center Coordinator</b>	 <b>LF (Faculty)</b>	 <b>Counselor</b>
<ul style="list-style-type: none"> <li>• Offering Details</li> <li>• ALC Administration</li> <li>• Marketing</li> <li>• Process Details</li> </ul>	<ul style="list-style-type: none"> <li>• MS-Office 2013</li> <li>• Windows 7</li> <li>• Google Tools</li> <li>• IT Peripherals</li> </ul>	<ul style="list-style-type: none"> <li>• Product Knowledge</li> <li>• Communication Skill</li> </ul> 

## **D. Exam Conduction Details:**

1. OnCeT exam will be conducted at respective ALC's LLC location.
2. Schedule for the OnCeT exam will be communicated by respective LLC.
3. All registered OnCeT Candidate (Center Coordinator, Learning Facilitator & Counselor) has to produce Aadhar Card copy at the time of OnCeT exam.
4. OnCeT Exam will be conducted under Web Camera.
5. MKCL will display the result of OnCeT exam immediate the completion of exam & exam data uploding.

**Note:** *All MS-CIT ALCs are requested to guide their Center Coordinator, Learning Facilitator & Counselor to start preparing for these examination.*