

# Important Instructions for **MS-CIT** Learners for the year 2021

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## 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](http://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 a choice to select any one of the following admission mode.
    - MS-CIT@ALC
    - MS-CIT Online
    - MS-CIT@Home
    - MS-CIT from Mobile
  - 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 either by visiting to ALC or by visiting [www.mkcl.org/join](http://www.mkcl.org/join)
- If Learner will select the [www.mkcl.org/join](http://www.mkcl.org/join) then
  - Learner has to select the correct (nearest) ALC
  - Once ALC is selected, it cannot be changed.
  - Learner is expected to call the ALC before transferring the online fees from [www.mkcl.org/join](http://www.mkcl.org/join)
  - Once fee is transferred then it will not be refunded.
  - Learner has to contact ALC and complete the admission process within time.

**10. For MS-CIT Online, MS-CIT@Home and MS-CIT from Mobile:**

- Learner has to ensure the proper internet and bandwidth connectivity at their level.
- Learner has to ensure the availability laptop / desktop computer / smartphone of recommended configuration as per the learning mode selected.
- Learner has to ensure the availability of required essentials software's / antivirus on laptop / desktop computer / smartphone.
- Learner has to bear the internet / bandwidth connectivity / electricity charges at their level.
- MKCL will not be responsible for any damage / problem occurred to Learners laptop / desktop computer / smartphone / software's.
- Learner has to ensure the regular maintenance of Learners laptop / desktop computer / smartphone / software's.
- 'MS-CIT Final Online Examination' will be held at selected ALC only irrespective of the admissions mode selected by the Learners. Learner has to appear for the 'MS-CIT Final Online Examination' at ALC location only. In normal circumstances, 'MS-CIT Final Online Examination' will not be held at home / online.

**11. 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.**

## Course Details:

1. **Medium of Instruction:** English, Marathi & Hindi

2. **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
<b>Course Applicable for</b>	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 or d. Want to increase their productivity in job or e. Want to start Freelancing
<b>50 Session Course</b>	1. <b>Sessions 01 to 05</b> focus on Computer Basics & World of Games. 2. <b>Session 06 to 40</b> on Office Skills and other skills that are helpful in our day to day activities. 3. <b>Session 41 to 50</b> has Elective Modules more focused on basics of Scratch Programming and basic Freelancing opportunities.	1. <b>Sessions 01 to 05</b> focus on Basics of Job Readiness like understanding job readiness, introduction to various job opportunities and job roles, job readiness tool kit etc. 2. <b>Session 06 to 40</b> focus on Office Skills and other skills that are helpful in our day to day activities. 3. <b>Session 41 to 50</b> has Elective Modules from different sectors.
<b>Learning Path</b>	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.
<b>Case Studies</b>	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.
<b>Assessment Levels</b>	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.
<b>Electives</b>	<ul style="list-style-type: none"> <li>▪ Basics of Programming</li> <li>▪ Scratch Programming Basics</li> <li>▪ Scratch Programming 01 - 10</li> <li>▪ Photo Retouching and Editing</li> <li>▪ Photo Background Remover</li> <li>▪ World of Graphic Design</li> <li>▪ Certificate Designer</li> <li>▪ Newspaper Advertisement Designer</li> <li>▪ Business Card Designer</li> <li>▪ Corporate Gift: T-Shirt Designer</li> <li>▪ Corporate Gift: Mug Designer</li> <li>▪ Social Media Promotional Creatives</li> <li>▪ Brochure Designer</li> </ul>	<ul style="list-style-type: none"> <li>- Book Cover Designer - Excel Template Designer - Photo Retouching and Editing - Data Organiser in Excel - Photo Background Remover - Excel Workbook Manager - Corporate Gift: T-Shirt Designer - Basic Dashboard Creator in Excel - Business Card Designer - Data Analyser in Excel using Pivot Table - Chart Creator in Excel - Basic Financial Analyser in Excel - Scenario Manager in Excel - Excel Form Creator - Brochure Designer - Digital Tracing (Vector) - Certificate Designer - Wedding Invitation Designer - Social Media Promotional's Designer and Marketer - Flyer Designer - Corporate Gift: Mug Designer - Corporate Event Invitation Card Designer - Web Banner Designer - Magazine Cover Designer - Slideshows &amp; Promo Videos Creator - Poster Designer - Data Entry Operator - Newspaper Advertisement Designer - Web Design Assistant (Wix)</li> <li>- World of Graphic Design - Social Media Promotional Creatives - Basics of Programming - SCRATCH Programming (Basics) - 3D Modelling Product Design - 3D UV Texturing and Mapping Artist - Studio Lighting</li> </ul>

3. Learning Mode:

Details	MS-CIT Regular Mode	MS-CIT@Home Mode	MS-CIT Online Mode	MS-CIT from Mobile
<b>MS-CIT Learning</b>	ALC Classroom and Lab2Option (Classroom and Lab) 1 Option ALC Classroom and on Learners Smartphone with Mobile App or at ALC's Lab	Learning at learners computer at Home via Quasi-Online	Online Learning at learners computer at Home	Learning on learners Smartphone at Home
<b>MS-CIT Course Content available</b>	Classroom, Lab and Mobile App Content will be available at ALC	Classroom, Lab and Mobile App Content will be provide in learners Computer	Classroom, Lab and Mobile App Content will be available online	Classroom Content will be available in Mobile App
<b>Internet</b>	To sync the data internet is required once and later internet is not required to access ERA content	To sync the data internet is required once and later internet is not required to access ERA content	Continuous internet is required to access the content in Online Mode	Internet is required to perform the Computer practice through Chrome Remote Desktop and to attend the theory scheduled by Learning facilitator from the Center

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 Online Examination Month (Tentative) Last week of	Admission Period	Final Online 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:** 1<sup>st</sup> - 25<sup>th</sup> day of each calendar month

7. **Batch Start Date:** Every above mentioned batch will start on 25<sup>th</sup> of the respective month.

## 2. MS-CIT Fees

### Fees structure for the year 2021

#### For Mumbai Metropolitan Region Development Authority (MMRDA) Region:

Mode	Total Fee (Rupees)	1 <sup>st</sup> Installment (Rupees)	2 <sup>nd</sup> 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

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

Mode	Total Fee (Rupees)	1 <sup>st</sup> Installment (Rupees)	2 <sup>nd</sup> Installment (Rupees)
Single Installment	4000/-	4000/-	N/A
Two Installments	4200/-	2100/-	2100/-

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

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MS-CIT fee is same for all the admission modes (i.e. for MS-CIT@ALC, MS-CIT Online, MS-CIT@Home and MS-CIT from Mobile)

\* 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.

## **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 Online 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.

## **3. 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.

## 4. Examination:

- **Eligibility to Appear for Final Online 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 Online Examination.

- **Passing Criteria:**

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

## Guidelines:

- It is mandatory to use biometric device at the time of Final Online Examination.
- Learner has to mark his/her attendance through biometric device to appear for Final Online 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 Online 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 or Online (Mobile App and Web Browser) 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.

## **5. Re-Examination:**


Re-Exam fees: Rs.355/-

- Please note that in the case of failure or absenteeism in the first available final online 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 (i.e. MS-CIT@ALC, MS-CIT Online, MS-CIT@Home and MS-CIT from Mobile)*



# Application Form:



## Application Form

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

Form No.: L1000001  
Date:

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**MS-CIT**  
Work Based Computer Course

Job Readiness  
 IT Awareness


Select Learning Mode :-

 Learn at Center  
 Learn Online @ Home  
 Learn from Smartphone


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अभिकर्ता फ़ॉर्म




MKCL Courses  
Gateway to Knowledge & Careers



MS-ACIT  
Education Technology for Teachers



MKCL Mastering  
Competence Through Practice



BBA@Workplace  
Work Based Degree by IGNOU & MKCL

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\*First Name:

Middle Name:

\*Last Name/ Surname:

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

\*Date of Birth:

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\*Marital Status:  Single  Married

\*Gender:  Male  Female  Transgender

\*Aadhaar Number:

\*Mobile No. (Own):

+91

\*Mobile No. (Other):

+91

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\*Address for Correspondence:

House No./Building No.:

City/Village/Suburb:

District:

Street/Colony:

Tehsil/Block:

Pin Code:

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\*Educational Qualification: (What do you do?)

Student : 1<sup>st</sup>-4<sup>th</sup> Std.  5<sup>th</sup> Std.  6<sup>th</sup> Std.  7<sup>th</sup> Std.  8<sup>th</sup> Std.  9<sup>th</sup> Std.  10<sup>th</sup> Std.

11<sup>th</sup> Std.  12<sup>th</sup> 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

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

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

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**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:

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

\*Selected Course:


\*Medium of Book:

\*Batch:

\*ALC Code:

\*Number of Fee Installments:  Single  Two Installments

\*ALC Signature and Seal:



## Application Form

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

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**For School Students:**

School Board:  State Board  CBSE  ICSE  Other

**For College Students:**

Stream:  Art  Commerce  Science  Engineering  Architecture  
 Medical  Management  Other

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School / College Name:

Travel Details: Distance From Home To Center (in K.M.) :   
Mode of Transportation to come to Center :

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

Facebook

Google

Twitter

Blogger

LinkedIn

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Email ID:

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**Bank Account Details:**

Bank Account Number:

Bank IFSC Code:

Bank Name:

Branch Name:

**For Digital Freelancing (Learning to Earning):**

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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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**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