

➤ **For students-at-large (Direct Applicants) :**

10 + 2, ITI (One Year) after Class 10, followed in each case by one-year relevant experience. (Relevant job experience connotes job experience in IT, including teaching in a recognized institution as faculty member, excludes coaching).

OR

A pass in the NCVT - DP & CS (Data Processing & Computer Software) Examination conducted by DGE & T (Govt. of India)

- **Registration**

Registration is pre-requisite for appearing in DOEACC examinations. Candidates should apply for registration in the prescribed form, which is available at **ITC** & at DOEACC web-site,(www.doeacc.org.in). Each candidate gets a unique identification (Registration) number. The cutoff date for filling registration form for DOEACC 'O' Level are 30th June (to appear in January exams) and 31st December (to appear in July exams). The registration fees for DOEACC 'O' Level course is Rs. 300. Once registered the registration is valid for ten consecutive examinations.

- **Course Syllabus**

The syllabus for 'O' level has been diversified. Consequent on diversification, it contains three compulsory modules and one elective module. In the diversified syllabus, new subjects have been added and certain amendments have been made to the syllabus on some of the subjects. Examination for 'O' level, are being held only under the diversified syllabus from January 2003 onwards. Certificate will be issued to candidates, who are registered at 'O' level and have successfully completed theory examinations of all modules, practical examination and project under the diversified syllabus for 'O' level. Such candidates have to pay a fee of Rs.300/- per module by Demand Draft in favour of DOEACC payable at New Delhi.

For reference, the detailed syllabus for 'O' level is available in the library or can be obtained by post or in person from the DOEACC Society, New Delhi.

The papers for 'O' Level are as under :

M1	IT Tools and Applications
M2	Business Systems
M3	Internet & Web Design
M4	Elective III
	M4.1 Programming & Problem Solving through 'C' Language
	M4.2 Programming through Visual Basic
	(one subject out of M4.1/M4.2 is to be chosen)
PR	Practical
PJ	PROJECT

- **Practical**

The Students have to devote half of the total time allotted to each module of the course for the practical sessions. The Practical examination will be based on the syllabi of all modules of 'O' level course.

- **Project**

At 'O' level there is one project. No marks are assigned. Candidates are expected to carry out a project successfully and submit certificate in the prescribed format from the head of the institute running the accredited course or the organization of which the candidate is an employee.

- **Examinations**

Theory Examinations are held at all examination centres throughout the India starting from second Saturday of January & July each year. While Practical Examination conducted throughout the country in February & August. Application form for examination is different from Registration form, costing Rs. 25/- per form. The time schedule of examination is as under :

Calendar of Events	Examinations	
	January	July
A. Sale of Examination Application Forms		
i) Commencement Date	1 st Sept	1 st Mar
ii) Closing Date		
- From the office of the DOEACC through Post /Courier	15 th Oct	15 th Apr
- From Counseling Centres	27 th Oct	27 th Apr
- From DOEACC Society counter at New Delhi	31 st Oct	30 th Apr
B. Closing date for receipt of filled forms		
- at DOEACC Society	31 st Oct	30 th Apr
- With late fee*	7 th Nov	7 th May
C. Commencement of Theory Exams	2 nd Saturday in Jan	2 nd Saturday in Jul
D. Practical Exams	February	August