



(An I.T & Skill Advancement Training Programme)

Initiated By- Sarva I.T & Educational Development (India)
An Autonomous National Organization For I.T, HRD & Literacy Programme

An ISO 9001:2015 Certified Organization

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Paste Here

Good Quality Passport Size

Color Photograph of Centre
Director/s

Because same will be
shown at website

APPLICATION FOR AUTHORIZATION

(USE CAPITAL LETTERS)

1. Name of Centre: _____

2. Name of Centre Owner/s: _____

3. Centre Location Address: Near _____

Village/Town/City _____ P.O _____

Tehsil/Taluka _____ Distt _____ State _____

Pin Code _____ Mobile No/s _____ Email _____

4. Centre Postal Address: Near _____

Village/Town/City _____ P.O _____

Tehsil/Taluka _____ Distt _____ State _____ Pin Code _____

5. Detail of Centre Infrastructure/Machinery/Equipment:

[A] No. of Computers/Machines (Required Min.3) _____ [B] No. of Chairs (Required Min.10) _____ [C] Centre Area (Required Min.100 to 200 Sq feet) _____

[D] Toilet/Urinal available (Yes/No) _____ [E] Scanner(Y/N) _____ [F] Printer (Y/N) _____ [G] Internet (Y/N) _____ [H] UPS/Inverter (Y/N) _____

6. Applying for Authorization of below Mentioned Non Formal Training Courses (Tick on Require Centre)

Software Courses	Hardware Courses	Skill Advancement Courses	All Courses
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7. Centre Authorization Fee- Payment Transfer Details:

Centre Authorization Fee	Payment Date	Paid by NEFT, Online/Mobile Banking	Bank Name	Payment Slip No. Or Transaction ID No.

SELF-DECLARATION BY CENTRE OWNER/S

- That Sarva I.T & Educational Development (SITED), head office has no sharing in trainee Admission fee/tuition fee/exam fee & all said fees will be prescribed/decided by me/us in my/our centre owner as per investment, infrastructure facilities, trainee & teacher ratio, backwardness & geographical condition of my/our area. SITED shall not be held responsible if any dispute arises for said fees & I/We shall be solely liable for the same. SITED shall charge onetime nominal registration fee as per the duration of course/s per trainee/s.
- That SITED shall issue authorization to run abovementioned non formal training Courses/s, for abovementioned single location/address of my/our centre & the same authorization shall not applicable to my/our franchise/branch at different locations, for this, I/we shall separately submit new application for authorization for that franchise/branch at different location/address.
- That SITED shall not invest/has not invested in my center/Institute set up, So all Investments, expenses and formalities relating to operation of my/our centre shall be managed, regulated & borne by me/us such as- computer systems, centre furniture, teacher appointment, centre teacher's salary, centre building (rented/self owned), Softwares, trainee security, Taxes (all types), NOC etc.
- That I/We shall get trainee/s diploma/certificate via post at my/our centre/postal address, which shall be certified/issued autonomously under authority of non formal self employment I.T & Skill Advancement Awareness education/Training Programmes of/by SITED. SITED is a regd. company Under Company Act and especially licensed by Central Govt of India as ngo under same Act.
- That all types of payments paid, to be paid to SITED, shall not be refundable in any case, whatsoever.
- That SITED shall not be liable for any training or commitment or any scheme or any advertisement or tie-up, with trainees, govt., corporate, universities, public & other organizations of same nature, which I/We run on my/our personal level in my/our centre.
- That at the time of taking new admission in my/our centre/institute, I/we shall explain verbally all terms & conditions prescribed for taking admission in concerned course to trainee.
- That I/We found involve in any criminal, financial, social or any other offence then the authorization of my/our centre shall automatically come to an end.
- That I/We shall check my/our centre login panel at website on daily basis for any alterations/updates in latest news/notifications, FAQs, any Forms, any Sample Format, Renewal Process, Admission/Exam Procedures, Rules/Regulations etc. & manage my/our centre accordingly & accept all said alterations/updates made by head office of SITED.
- That SITED shall have full right to introduce new courses as per present & future needs & right to edit, stop or close courses due to change/updates in govt or pvt. Job's policies, rules & regulations.
- That I/We shall send/produce all documents soft/hard copies pertaining to centre activation, renewal, Admission, Exam etc. whenever demanded by SITED, in case of not producing the same, I/We shall be fully liable.
- That the authorization of my/our centre/Institute/NGO will be renewed every year on due date, if I/we fulfill condition/s laid down for said renewal.
- That I/We have checked, read and understood all terms & conditions/ rules & regulations of the SITED & accept the same. In case of infringement/non compliance by me/us, of any terms & conditions/rules & regulations made in this application or in any other type of present/past/future- application form/s (online or offline) or in any type of form/any document/any file/any webpage & centre login panel of sarvaindia.com of SITED, which are/shall be acceptable to me/us, then, Director of SITED shall have full right to take decision upon further activation/authorization of my/our centre & in this regard, his/her decision shall be acceptable to me/us.

Only after complete satisfaction, this self-declaration for taking training course/s authorization is being made by me/us & In the event of any dispute/matter, it will be settled by the committee appointed by the SITED-HP & its decision will be binding on all concerned or at the court Palampur, Dharamshala (HP) & I/we will be liable to all the expenses.

Therefore, I/we _____ Hereby declare & accept that the informations, rules & regulations furnished/mentioned in this application form/self-declaration & Centre Owner/s Profile Page/s for running courses outside of formal education under I.T & skill advancement Training Programme of SITED, are true to the best of my/our knowledge and belief & will remain in force, binding & acceptable on me/us, my/our successor.

Signature of Centre Owner/s	Left thumb Impression of Centre Owner/s	Date of Submission	Your Place

Create this same profile page for 2nd partner/Owner (if you are two Owners/partners) otherwise mention your details below)

Centre Owner Name		Paste Here Good Quality Passport Size Color Photograph of Centre Director/s Because Same will be shown at website
Centre Owner Father/Husband Name		
Date of Birth		
Religion		
Gender (Male/Female)		
Language Known		
Married/Unmarried		
Centre Owner Permanent Address <small>(Street/Sector/Village, Post Office, Tehsil/Taluka/City, District, State, Pin Code)</small>		
Qualifications <small>(Attach Copies of Certificates)</small>		
Experience (If Any)		
Active Email-ID		
Website (If Available)		
Home Landline Number		
Home Mobile Numbers		
Centre Landline Number		
Centre Mobile Numbers <small>(Provide At least two Active Numbers)</small>		
Centre Owner Whatsapp No.		
Centre Owner Active Email IDs		
Tell About Your Family		

Signature of Centre Owner/s	Left thumb Impression of Centre Owner/s	Date of Submission	Your Place

Attach Following Documents along with Scan Copy of Authorization Application form in Email:

- Attach-** Centre Owner/s- Good Quality Passport Size Color Photo, Qualification copies, ID Proof- Aadhaar Card or Voter Card. Centre Authorization Fee Transfer details like- Payment Screenshot or Transaction ID number or Receipt etc.
- Attach-** Centre Front Photo, Centre Rooms/Lab Photos in email. (If Still, Your Centre Accommodation is not ready, then you can send centre photos via email within **2 Months** from the date of your booking/authorization for particular training course/s, centre name & location address)
- While sending scan copies of centre application form & other documents by emailing at sarvaeducation@gmail.com, Also Type your centre name, centre address, postal address and mobile number in email with correct spellings.
- After Sending email of all documents to head office, you have to send hard copies of all docs by post within 10 days at National Head Office Address- Sarva Education, Bhawarna. P.O. Bhawarna, City Palampur, Dist Kangra, HP-176083.
- On receiving your email head office will activate your authorization code & send activation email within 24 hours at your given email address. Thereafter Head office will send start-up kit including prospectus, admission forms, Trainee ID cards, posters, Authorization certificate etc. by post at your given centre postal address. Before filling up this application form, more details & Clarification check/read all links given at homepage of www.sarvaindia.com. Because after filling up, declaring & signing up this form, no excuse will be entertained.