

## Comprehensive answers of Frequently Asked Question

### 1. General Eligibility for the Course and for Employees of Cat-IV (Bs-1 to Bs-6)

- A. Only Federal Govt Officials (LDC / UDC /Assistant) are eligible for the BIT Courses.
- B. GOVT employees in Category-IV (BS-1 to Bs-6), have to submit a letter from their office, stating that their minimum qualification is Matric and the have passed typing test securing speed of 30 w/m, to stand eligible for the exam.
- C. This course is not pre-requisite for applying to any post of LDC / UDC / Assistant in Govt Sector. Candidates may apply directly and after selection they will have to pass the requisite course during probationary period from NITB.

### 2. Information About How to attempt Online Exam

A demo video is prepared which explains how to attempt online BIT exam which is available at [www.nitb.gov.pk](http://www.nitb.gov.pk) under the tab “Services” → “Training” → “Basic IT Training” → “Step 3 Important Information” → “How to Attempt BIT Exam”.

### 3. Information About Exam

- a. After Every 30 days list of candidates **waiting** for Exam for upcoming Batch are updated. It is available at [www.nitb.gov.pk](http://www.nitb.gov.pk) under the tab “Services” → “Trainings” → “Basic IT Training” → “Waiting for Exam”. Here two lists are shown: (I) Valid Candidates (II) Invalid Candidates. Invalid Candidates are required to make correction in their data or provide letter from their office if belonging to Cat-iv employee (see para-1.). Tentative Exam Schedule of BIT Exam for year 2018 – 19 is as given Below:

Batch	Tentative Exam Date	Expected Result Date
Batch-7	Last Week Of July 2018	
Batch-8	Last Week Of October 2018	December 24, 2018
Batch-9	Last Week Of January / First Week of Feb. 2019	March 22, 2019
Batch-10	Last Week Of April/ First Week of May 2019	June 21, 2019
Batch-11	Last Week Of August / First Week of Sep 2019	Sep 30, 2019
Batc-12	Last Week of December 2019 / First week of Jan 2020	February 13, 2020
Batcvh-13	Last week of May, 2020 / First Week of June 2020	June 30, 2020
Batcvh-14	Last week of November, 2020	

- b. 10 days before the exam date, list of candidates registered for exam and exam date is displayed at [www.nitb.gov.pk](http://www.nitb.gov.pk) under the tab “Services” → “Training” → “Latest Exam Schedule”.
- c. One week before the exam, VU sends email and sms to each candidate

### 4. Information about Retake Exam

1. Those who declared Fail or Absent are called for retake Exam. 10 days before Retake exam, VU sends email and sms to each candidate who failed or got absent in any previous Batch of BIT. In email, Vu also sends Chalan Form to submit fee of Rs- 1000/- in National. Those who find themselves prepared for exam, should submit fee and send a picture of challan for to VU. Those candidates who do not receive email/sms from Virtual University or wish **to change email address, text NIC/VU Registration No, Old email and New email address at [conduct@vu.edu.pk](mailto:conduct@vu.edu.pk)**

## 5. Information about the Result

Just after declaration of result by VU, it is uploaded at [www.nitb.gov.pk](http://www.nitb.gov.pk) under the tab “Services” → “Training” → “Bit-Training” → “Result of “Basic IT Training”. After that, certificates of all successful candidates are initiated for Printing / Signature and dispatching to the addresses specified in nomination form.

🌟 **Visitors timing**      **9:00 a.m → 1.00 P.m**