

## How to apply for Basic IT Course offered by NITB

- 1 Please ask the nominees to Fill the Nomination Form available at [www.nitb.gov.pk](http://www.nitb.gov.pk) under the Tab “Services” → “Basic IT Training” → “Nomination Form”, and send hard copy duly verified by the concerned authority, to NITB. (After filling and submitting the Nomination Form, Scroll mouse upward to top and click button “PreView Form” and a button “print” appears downside the filled form. On Clicking that tab, you can get hard copy of filled form)
- 2 The Course is being offered online. The nominees of the course can access the training material from the link available at [www.nitb.gov.pk](http://www.nitb.gov.pk) under the Tab “Services” → “Basic IT Training” → “Video Lectures”. Nominees for LDC / UDC are required to learn first three Modules of Video Lectures and those for Assistant are required to cover all the six Modules.
- 3 For further detail please do read instructions under the Tab “Services” → “Basic IT Training” → “How to apply”.
- 4 Virtual University will inform the nominee about the test center and test date for assessment by sending messages to their email addresses and on cell No also. So please give valid email address and type your cell no carefully.
- 5 Do watch the demo of “How to attempt Exam” available under tab Services→Trainings →Basic IT Training →How to attempt.
- 6 ►► **Candidates should ensure correct email address and Cell No and also ensure their attendance in exam.** Afterwards NITB will award certificates to the successful candidates.

► Those who failed or got absent need not apply again. These candidates will be called soon for retake exam using their old registration ID.

**Note:** The candidates while applying online should correctly write address and name of department in harmony with other candidates of same department (i.e all the candidates should write same office address and name of the office).