



(An I.T & Vocational Training Awareness Programme)  
Initiated By: Richgyan India I.T. & Educational Development (India)

Registered Under Ministry of Corporate Affairs, Govt. of India.  
Registered under Govt. of India Trade Marks Act, 1999 Section 23 (2), Rule 56 (1)  
CIN - U80903AS2020PTC020686  
AN ISO 9001-2015 CERTIFIED ORGANIZATION

Certified/Licensed by Central Govt. of India Central Registration Center Certificate of  
IncorporationVide License. No. India /MCA/CIN/U80903AS2020PTC020686, ISO 9001 : 2015  
License. No. 305021020120Q, CVC. No. 2646357573

**APPLICATION FOR CENTER AUTHORIZATION**

*(Use Capital Letters)*

1. Name of Centre/Institutions/Organizations/NGO \_\_\_\_\_

2. Name of Owner/President/Director \_\_\_\_\_

S/o, D/o, W/o \_\_\_\_\_ D.O.B \_\_\_\_\_

3. Address of Centre/Institutions/Organizations/NGO

Near \_\_\_\_\_

Village/Town/City \_\_\_\_\_ P.O \_\_\_\_\_

Distt \_\_\_\_\_

State \_\_\_\_\_ PinCode \_\_\_\_\_ Ph.No \_\_\_\_\_

Mobile No \_\_\_\_\_ FaxNo \_\_\_\_\_

Active Email \_\_\_\_\_ WhatsappMobileNo \_\_\_\_\_

4. Date Opening Centre/Institutions/Organizations/NGO \_\_\_\_\_

5. Detail of Centre Infrastructure/Machinery/Equipment.

[A] No. of Computers/Machines (Required Min. 3 to 5) \_\_\_\_\_





[B] No. of Chairs (Required Min.10) \_\_\_\_\_

[C] Centre Area (Required Min. 500 Sq feet to 1000 Sq feet) \_\_\_\_\_

[D] Toilet/Urinal available (Yes/No) \_\_\_\_\_

[E] Scanner(Y/N)

[F] Printer (color/B&W) \_\_\_\_\_

[G] Internet Connectivity (Y/N) \_\_\_\_\_

[H] UPS/Inverter (Y/N) \_\_\_\_\_

#### 6. Number of Faculty Members (Required Min-1).

Sr. No.	Name	Qualification

#### 7. Applying for Centre Authorization of below Mentioned Zone/s (Tick on Require Zones)

Software Zone	Hardware Zone	Teacher Training Zone	Vocational Zone	All Zones

8.

Centre Affiliation Fee	Pay Date	Paid by NEFT/Online/Mobile Banking	Bank Name	Payment Slip No.

Signature of Centre Head	Left thumb Impression of Centre Head	Date of Submission	Place

#### Centre Head/Owner/Director Profile

Centre Head Name		Centre Head/Owner Color Photo
Centre Head Father/Husband Name		
Date of Birth		

<b>Religion</b>	
<b>Gender (Male/Female)</b>	
<b>Language Known</b>	
<b>Centre Head Permanent Address</b> (Street/Sector/Village, PostOffice, Tehsil/Taluka/City, District, State, Pin Code)	
<b>Qualifications</b> (Attach Copies of Certificates)	
<b>Experience</b> (If any)	
<b>Active Email-ID</b>	
<b>Centre Landline Number or Mobile No.</b>	
<b>Centre Head WhatsApp Mobile No.</b>	
<b>Tell about your Family</b>	

**Declaration by Centre Head**

I/We.....S/o,D/o,W/o.....  
 .....Aged.....R/o ..... **Permanent**  
**Address**.....  
 .....PinCode.....  
 Ph.No.....Mob.....EmailID.....



**Solemnly Affirm & Declare As Under:**

1. That I/We, have established/opened Centre at \_\_\_\_\_

- 2 . Name of my/our centre is \_\_\_\_\_
3. That I/We, have established/opened above mentioned Centre/Institute/NGO on (date)\_\_\_\_\_.
4. That I/We have fulfilled all requirements to run authorized **(Software Zone/Hardware Zone/Teacher Training Zone/Vocational Zone/All Zone Courses)**\_\_\_\_\_Centre/s or Course/s under RICHGYAN Education (An I.T & vocational Training Program me of RICHGYAN India) in my/our centre/Institute/NGO.
5. That RICHGYAN shall issue authorization to run abovementioned zone/s courses, 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 centre authorization for that franchise/branch at different location/address, The Branch Should not deal with any other organization on behalf of itself.
6. That I/We shall remain liable for every due towards RICHGYAN in every circumstance.
7. That RICHGYAN has no sharing in student Admission fee/tuition fee/exam fee & all said fees will be prescribed/decided by me/us in my/our centre as per investment, infrastructure facilities, student & teacher ratio, backwardness & geographical condition of my/our area. RICHGYAN shall not be held responsible if any dispute arises for said fees & I/We shall be solely liable for the same. RICHGYAN shall charge onetime nominal registration fee as per the duration of course/s per student/s.
8. That RICHGYAN 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 & borne by me/us such as- computer systems, centre furniture, centre teacher's salary, centre building (rented/self owned), educational legal Software, Centre Audit, Centre ITR, Centre Taxes (all types), local level NOC etc.
9. That I/We shall get student/s diploma/certificate via post at my/our centre/postal address, which are certified/issued under I.T. Vocational Training programme of RICHGYAN Education
10. That all types of payments paid, to be paid to RICHGYAN, shall not be refundable in any case, whatsoever.
11. That RICHGYAN shall not be liable for any commitment or any scheme or any advertisement or tie-up, with students, govt., corporate, universities, public & other organizations of same nature, which I/We run on my/our personal level in my/our centre.
12. 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.
13. That the authorization of my/our centre/Institute/NGO shall be valid from \_\_\_\_\_ & the same shall be renewed in the month of March every year (before 31st of said Month) if I/We fulfill the condition applied for the said renewal.
14. That RICHGYAN shall have full right to update/modify/change/add, any rules & regulations pertaining to my/our centre association/authorization/activation with RICHGYAN.
15. That I/We have read and understood the rules & regulations of the RICHGYAN & accept the same. In case of infringement/non compliance by me/us, of any rules & regulations made in any application/form/document/file/webpage of richgyan india.in of RICHGYAN, then, Director of RICHGYAN shall have full right to take decision upon further activation/authorization of my/our centre & in this regard, his decision shall be acceptable to me/us.
16. All the Data regarding the branch office should be sent on the E-Mail of the head office in excel sheet format before 10th of every month
17. At least 50 Admission Should be done in a Financial Year
18. All the Dues Should be submitted in the head office before 10th of every Month
19. ID-Cards are Compulsory for Teachers as well as for students.
20. Any Center Head (Branch) will not create any website with the Name of RICHGYAN.
21. If any Person found guilty in any wrong doings in the branch, then Head of the Branch Head will be responsible for those wrong doings and head office will not take any responsibility for those offences Only after complete satisfaction, this declaration is being made which can be used for legal purposes.

Appointed by the RICHGYAN -HR & its decision will be binding on all concerned or at the court & I/we will be liable to all the expenses. Therefore, I/we \_\_\_\_\_ Hereby declare & accept that the information furnished in this Declaration from and the information furnished in the Application for Centre Authorization & Centre head Profile for running courses under I.T & Vocational Training Programme of RICHGYAN are true to the best of my/our knowledge and belief and & will remain in force, binding & acceptable on me/us, my/our successor for the period of my/our center's association with the RICHGYAN.



**Note: Enclose/Attach the following documents along with this Application form:**

1. **Attach-** Centre Head/Owner/President/Director, Qualification copies, ID Proof- Aadhar Card, Voter Card.
2. **Attach-** Centre Front Photo, Centre Rooms/Lab Photo (If Centre Accommodation is not ready then send via email mentioned photos within One Month from the date of centre authorization)

richGyan<sup>®</sup>  
INDIA

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Branch head  
Signature