

National Institute of Electronics & Information Technology (NIELIT), Kolkata

**(An Autonomous Scientific Society under Administrative control of Ministry of Electronics & Information
Technology (MeitY), Govt. of India
Jadavpur University Campus, Kolkata-32 Contact 03321416081/2414-6054**

Applications are invited from eligible persons to counsel and mobilize students and to provide requisite training as per NIELIT syllabus and guidelines at Bolpur IT Park.

Criteria:

- 1) A total remuneration of Rs 36,000/- for mobilization and training of a batch of 40 students.
- 2) A recommendation letter in the letter head is required from NIELIT accredited Institute/ESDM partner/ NIELIT Affiliate Centre/CSCs etc.
- 3) Educational & Professional qualification: Masters/Graduation with certification on Basic courses on Computer etc.
- 4) Experience: Minimum 2 years in teaching and student mobilization

Course details and process:

- 1) Course Name: Office Automation & practices.
- 2) Duration: 40 hours (1 & ½ months) (4 hrs x 10 days)
- 3) Subsidized Course Fees for students: Rs 500/- + GST
- 4) Students will apply online in NIELIT Kolkata portal.
- 5) Selection and admission of students will be as per NIELIT norm
- 6) The training will be held at IT Park Bolpur. Necessary infrastructure will be provided by NIELIT Kolkata

Download Application Format: http://nielit.gov.in/sites/default/files/Kolkata/AF_19012018.pdf