

Effective for May-June 2015**Admission Process for Data Entry Operator Course**

Eligibility Criteria	10+2 pass in any stream with min. 50% marks & minimum age of 18 years
Registration Fee	Rs.250/-
Course Fee	Rs.5000/- + S.Tax as applicable Fee should be paid in the form of Demand Draft drawn in favour of 'NIELIT Centre, Delhi payable at Delhi'
Course Duration	6 weeks
Training hours	Evening Batch: From 2.30 pm to 5.30 pm <ul style="list-style-type: none"> • Theory Class: Monday to Friday -1 hour • Practical: Monday to Friday-1 hour • Typing Practice: Monday to Friday 1 hour per day • Lecture on soft-skills: Saturdays
Syllabus	Mentioned on Page 3
Placement	NIELIT will be facilitating placement of the DEO pass-outs and preference for placement will be given to CCC pass-outs. Students of DEO Course are therefore, advised to appear for CCC examination held by NIELIT at the earliest possible.
Admission procedure	
Documents to be submitted	<ol style="list-style-type: none"> i. Completely filled & duly signed <Application Form> ii. Rs.250/- towards Registration fee (SC/ST candidates have to submit registration fee.) iii. One recent passport size photograph iv. Duly attested copy of 10th pass certificate v. Duly attested copy of 12th pass certificate & marksheet vi. Duly attested copy of certificate of Graduation or higher qualifications, if any vii. Duly attested copy of Aadhar ID viii. Duly attested copy of Caste certificate in case of SC/ST candidates <p>Note:</p> <ul style="list-style-type: none"> • <i>Incomplete applications will be summarily rejected</i> • <i>Registration fee once paid will not be refunded or adjusted against any other fee.</i> • <i>SC/ST candidates are exempted from payment of Course Fee.</i>
Acceptance of application	Registration applications will be accepted during 25.05.2015 to 29.05.2015 from 10.00 am to 4.00 pm from eligible candidates (ie. 10+2 pass in any stream with min. 50% marks & minimum age of 18 years)
Selection of candidates for admission	<ul style="list-style-type: none"> • A merit list will be prepared by considering the total marks of best 5 subjects of 10+2 and granting additional 5 marks to graduates or above. • The top 45 candidates of the merit list based on 10+2 exam will be selected for training during June 2015 in the evening batch and the next 10 candidates will be put in wait list. Both the lists will be published on the website by 02.06.2015 • The remaining candidates have to apply afresh for future batches.
Admission	<ul style="list-style-type: none"> • The candidates selected for training should take admission by paying the tuition fee by 5th June 2015. • No training fee to be paid by SC/ST candidates but they should submit an undertaking to confirm their willingness for undergoing the training.

	<ul style="list-style-type: none"> • Candidates who are unable to pay the fees or submit undertaking in case of SC/ST candidates by 5th June 2015, will not be considered for training for any future batch. • Wait-listed candidates should pay their fee by 9th June 2015 in case seats are available. No separate intimation will be sent to such candidates.
Examination & Evaluation	
Eligibility	A minimum attendance of 60% is required; Those who are not meeting the attendance criteria will not be allowed to appear for the exam. In case, due to any reason, any such candidate has appeared for the exam, result of such candidates will not be processed
Exam	Theory Test, Practical Test and typing Test will be held on completion of training.
Evaluation criteria	For passing the course, minimum 40% in theory, 40% in practical and a typing speed of 30 wpm in English are required.
Re-test	Failed candidates may re-appear for the examination by paying a fee of Rs.300/- + Service Tax as applicable. Candidates can appear for the re-test only three times within one year of taking admission.

Syllabus

Introduction to computer: History, characteristics, components.
Concepts of Hardware and Software. Representation of Data/Information.
Concept of Data processing. Applications of IECT: e-governance & Multimedia and Entertainment
Introduction to GUI Based Operating System. Basics of LINUX, WINDOWS. The User Interface. File and Directory Management.
Elements of word processing. Text Creation and manipulation. Text Formatting- Paragraph Indenting, Bullets and Numbering, Changing case. Macros.
Table Manipulation: Draw Table, Changing cell width and height, Alignment of Text in cell, Delete / Insertion of row and column, Border and shading
Cross reference, table of contents. Mail Merge
Spread sheet elements. Manipulation of Cells: Entering Text, Numbers and Dates , Creating Text, Number and Date Series, Editing Worksheet Data, Inserting and Deleting Rows, Column, Changing Cell Height and Width
Using Formulas. Working with function and charts. Advanced filter, comments, protecting worksheet.
Power point presentations: Creation of Presentation, Preparation of Slides. Transition and Slide Timing and Automating a Slide Show
Basics of Computer Networks. Services on Internet. ISPs and examples (Broadband/Dialup/WiFi). TCP/IP and OSI layers. WWW, web browser and Search Engines.
Basics of E-mail. Opening Email Client. Mailbox: Inbox and Outbox. Instant Messaging and Collaboration.
Soft Skills: Personality Development, Writing Skills, File Handling

National Institute of Electronics and Information Technology (NIELIT), New Delhi.

**Department of Electronics and Information Technology(Deity),
Ministry of Communications & Information Technology, Govt. of India)**

(Staple one Stamp size Photograph)

2nd Floor, Parsvnath Metro Mall, Inderlok Metro Station, Inderlok, New Delhi-110052

APPLICATION FORM

(FOR OFFICE USE ONLY)

1. COURSE NAME _____	
2. COURSE NO. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	3. ROLL NO. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

PASTE
SIGNED
PASSPORT SIZE
PHOTOGRAPH
(Do Not Staple)

4. NAME (Mr./Ms.)

5. FATHER'S NAME (Sh.)

6. MOTHER'S NAME (Smt)

7. DATE OF BIRTH Day Month Year

8. AGE AS ON 1.1.2015

9. SEX CODE 'M' FOR MALE
'F' FOR FEMALE
'O' FOR OTHERS

10. QUALIFICATION CODE 'D' For Doctorate
'P' For Post Graduate
'G' For Graduate
'U' For 10 + 2
'X' For Others

11. SUBJECT CODE 'E' For Engineering
'S' For Science
'A' For Arts
'C' For Commerce
'X' For Others

12. DIVISION CODE '1' For First
'2' For Second
'3' For Third
'4' For Result Awaited

13. EMPLOYMENT CODE 'E' For Employed
'U' For Unemployed

14. Indicate whether belong to Minority Community Y / N If yes, Please tick : Sikh Parsi Muslin Buddhism Christian the appropriate box

15. CATEGORY : - GENERAL - SC - ST - OBC (KINDLY TICK THE APPROPRIATE BOX)

16. Have you done any course previously at NIELIT, New Delhi, if yes write '1' otherwise '2'

17. DETAILS OF THE PREVIOUS COURSE ATTENDED IF ANY (LATEST)

COURSE NO. ROLL NO.

18. ADDRESS FOR CORRESPONDENCE (FILL IN CAPITAL LETTERS).

ADDRESS _____

PIN

(Landline)

TELEPHONE (Mobile)

E-mail _____

19. AADHAR ID NO: _____

20. PERMANENT ADDRESS :(FILL IN CAPITAL LETTERS)

21. Documents attached (Please put tick against the relevant columns) :

1.	One Stamp Size & one passportsize recent photographs	
2.	Self attested copy of 10 th pass certificate in support of Date of Birth.	
3.	Copy of certificate of Educational eligibility	
4.	Copy of aadhar ID	
5.	Caste certificate in case of SC/ST candidate	
6.	Demand Draft against course fee	

22. Course Fee details

DD no.	Date	Drawn on	Amount
OR			
RTGS/NEFT SD NO.	UTR No..	Date	Amount

23. Declaration:

I have read 'Training Programmes' Brochure, which is available on delhi.nielit.gov.in and I undertake to abide by the rules laid down in it.

I solemnly declare that the information provided above is true to the best of my knowledge

(Signature of the Candidate with Date)

24. Declaration only for SC/ST candidates:

I want to avail free training under SCCP/TSP scheme and that I undertake to complete the training programme

(Signature of the Candidate with Date)

Note:

- Training Prospectus is downloadable from the website delhi.nielit.gov.in and free of cost.
- NIELIT, New Delhi, reserves the rights to cancel/reschedule any course/practical or to cancel candidature of any candidate without assigning any reason.
- Registration fee once paid is not refundable / transferable
- Fee once paid is not refundable /transferable except in the case of cancellation of course.

For Office Use only

Checked & Accepted

FOC (Signature with Date)

Reg. Fee receipt
Amount Rs.250/-
Receipt no.
Signature with Date

Tuition Fee receipt
Amount Rs.
Receipt no.
Signature with Date

राष्ट्रीय इलेक्ट्रॉनिकी सूचना एवं प्रौद्योगिकी संस्थान (राइसूप्रौसं), दिल्ली केंद्र.

(इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी विभाग, संचार एवं सूचना प्रौद्योगिकी मंत्रालय भारत सरकार की स्वायत्त वैज्ञानिकी संस्था,
दूसरी मंजिल, पार्श्वनाथ मेट्रो मॉल, इंदरलोक मेट्रो स्टेशन, नई दिल्ली 110052)

(स्टैप आकार की फोटो चिपकाए)

आवेदन फॉर्म

(केवल कार्यालय प्रयोग हेतु)

पासपोर्ट आकार की
फोटो चिपकाए
(स्टैपल ना करें)

1 पाठ्यक्रम का नाम			
2 पाठ्यक्रम सं.	<input type="text"/>	3. अनुक्रमांक	<input type="text"/>
4. आधार संख्या.	<input type="text"/>		
5. नाम श्री/श्रीमति/सु श्री)	<input type="text"/>		
6.पिता का नाम (श्री)	<input type="text"/>		
7.माता का नाम (श्रीमति)	<input type="text"/>		
8. जन्म तिथि दिन/माह/वर्ष	दिन <input type="text"/> माह <input type="text"/> वर्ष <input type="text"/>	9.आयु इसतिथि में 1.1.2015	<input type="text"/>
11. योग्यता कोड	<input type="checkbox"/> 'डी' डॉक्टरेट के लिए 'पी' पोस्ट ग्रेजुएट के लिए 'जी' ग्रेजुएट के लिए 'यू' 10+2 के लिए 'एक्स' अन्य के लिए	12. विषय कोड	<input type="checkbox"/> 'इ' इंजीनियरिंग के लिए 'एस' विज्ञान के लिए 'अ' मानविकी के लिए 'सी' वाणिज्य के लिए 'एक्स' अन्य के लिए
13. श्रेणी कोड	<input type="checkbox"/> '1' प्रथम के लिए '2' द्वितीय के लिए '3' तृतीय के लिए '4' परीक्षाफल प्रतीक्षित के लिए	14.कर्मचारी कोड	<input type="checkbox"/> 'इ' रोजगार के लिए 'यू' बेरोजगार के लिए
15. यदि आप अल्पसंख्यक वर्ग हैं /नहीं	<input type="checkbox"/> यदि हां तो उपरोक्त बाक्स में चिह्नित करें सिक्ख <input type="checkbox"/> पारसी <input type="checkbox"/> मुस्लिम <input type="checkbox"/> बौद्ध <input type="checkbox"/> क्रिश्चियन		
16. जातिवर्ग: (कृपया उचित बाँक्स में चिन्ह लगाए)	- सामा <input type="checkbox"/> -अनु जाति <input type="checkbox"/> -अनु जन-जाति <input type="checkbox"/> - अपिव <input type="checkbox"/>		
17. आपने इससे पहले राइसूप्रौसं. दिल्ली केन्द्र का कोई कोर्स किया है, यदि हा '1' अन्यथा '2'लिखें	<input type="checkbox"/>		
18. यदि कोई कोर्स किया है तो पूर्व कोर्स का विवरण दें (नवीतम)	कोर्स का माह और वर्ष	<input type="text"/>	
कोर्स सं	<input type="text"/>	अनुक्रमांक.सं.	<input type="text"/>
19. पत्राचार का पता (बड़े अक्षरों में).	पता _____ _____ _____		
टेलीफोन	<input type="text"/>	(लेडलाइन)	
	<input type="text"/>	(मोबाइल)	
ई-मेल	_____		
20. स्थायी पता :(बड़े अक्षरों में)	_____		

21. संलग्न दस्तावेज (कृपया उपयुक्त कॉलम में चिन्ह लगाए) :

1.	एक स्टैप आकार का और एक पासपोर्ट आकार का फोटोग्राफ	
2.	10वीं का स्वप्रमाणित प्रमाण पत्र जो जन्मतिथि का समर्थन करता हो.	
3.	शैक्षणिक योग्यता प्रमाण पत्र की प्रतिलिपि	
4.	आधार आईडी की प्रतिलिपि	
5.	यदि अनु/अनुजन के अभ्यर्थी हैं तो जाति प्रमाण पत्र	

22. कोर्स फीस का विवरण

डीडी सं.	दिनांक	जारी किया गया	राशि
या			
आरटीजीएस/एनड्रएफटी एसडी सं.	यूटीआर सं.	दिनांक	राशि

23. घोषणा:

मैंने delhi.nielit.gov.in पर उपलब्ध 'प्रशिक्षण कार्यक्रम' की विवरणिका, पढ़ ली है और मैं इसमें निर्धारित नियमों का पालन करने के लिए वचनबद्ध हूँ।

मैंने सत्यनिष्ठा से यह घोषित किया है कि ऊपर दी गई जानकारी मेरे ज्ञान से सच है।

(अभ्यर्थी के हस्ताक्षर दिनांक सहित)

24. घोषणा केवल अनुजाति/अनुजनजाति अभ्यर्थी के लिए:

मैं एससीएसपी / टीएसपी योजना के तहत नि: शुल्क प्रशिक्षण का लाभ उठाने और मैं प्रशिक्षण कार्यक्रम को पूरा करने का वचन देते हूँ

(अभ्यर्थी के हस्ताक्षर दिनांक सहित)

नोट:

- प्रशिक्षण प्रारंभिकतः delhi.nielit.gov.in वेबसाइट से डाउनलोड करें जो मुफ्त है।
- राइसूप्रॉस.नई दिल्ली, बिना कोई कारण बताए किसी भी उम्मीदवार की उम्मीदवारी को रद्द करने और पाठ्यक्रम को पुनर्निर्धारित का अधिकार रखता है।
- पंजीकरण शुल्क एक बार भुगतान होने पर हस्तांतरणीय / वापस नहीं होगा।
- शुल्क एक बार भुगतान होने के बाद पाठ्यक्रम छोड़ने पर हस्तांतरणीय / वापसी योग्य नहीं होगा।

केवल कार्यालय प्रयोग हेतु

जाँच और स्वीकृत है

पंजी. रशीद
राशि रु 250/-
रशीद सं.

ट्यूशन शुल्क की रशीद
राशि रु
रशीद सं.

मु.का.स. (हस्ताक्षर दिनांक सहित)

हस्ताक्षर दिनांक सहित

हस्ताक्षर दिनांक सहित