

# Registration open for FREE Course for SC/ST/EWS (Woman) of Haridwar District

Course Name	<b>Certified Data Entry and Office Assistant(Upskilling)</b>
NSQF Level	Level 3
Target Group	<b>Only for SC/ST and EWS (Woman) Youth of Haridwar District</b>
Project/Scheme & Sponsoring Ministry	<b>“Skill Development of youths in Aspirational Districts in area of IECT leading to enhancement in Employability”</b> sponsored by: Ministry of Electronics & Information Technology, Government of India
Duration (in Hrs)	210
Eligibility	10th Pass Or 8th Class Pass and pursuing continuous regular schooling Or 8th Class Pass + 2 Years ITI in relevant field Or 8th Class Pass + 1 Year of Experience in relevant field Or NSQF Level 2 with 1 Year of Experience in relevant field
Fee	<b>NIL</b>
Batch Size	30 [12 SC, 12 ST, 6 EWS (Woman)]
Course Contents	<ul style="list-style-type: none"> <li>- Introduction to computer, Introduction to GUI Based Operating System</li> <li>- Elements of Word Processing, Spreadsheets</li> <li>- Introduction to Internet, WWW and web browsers</li> <li>- Communication and Collaboration, Application of presentations</li> <li>- Application of Digital Financial Services</li> <li>- Data Entry / Typing Test (in English)</li> </ul>
Job Prospects/Job Roles	- Data Entry Operator, Technical Assistant, Computer Operator
Course Start Date	22-Nov-2023(tentative)
<b>Last Date for Submitting Application</b>	<b>15-Nov-2023</b>
Application Form Download Link	<a href="https://nielit.gov.in/haridwar/content/asp-districts">https://nielit.gov.in/haridwar/content/asp-districts</a>
Documents Required (Self-attested copies)	<ul style="list-style-type: none"> <li>- High School (10) Certificate &amp; Marksheet</li> <li>- Intermediate (10+2) Certificate &amp; Marksheet</li> <li>- Caste Certificate - <i>for SC/ST candidates</i></li> <li>OR</li> <li>EWS Certificate - <i>for EWS(Woman) candidates</i></li> <li>- ID Proof</li> <li>- Address Proof (in support of domicile of Haridwar District), any one out of following: <ul style="list-style-type: none"> <li>- Voter-ID Card/Ration Card/Aadhaar Card</li> <li>- Electricity/Water/ Landline Telephone Bill</li> <li>- Job card issued by MGNREGA</li> <li>- Passbook of Public Sector Bank</li> <li>- Letter issued by Gazetted officer with duly attested photographs</li> <li>- Driving License issued by Haridwar RTO</li> <li>- Property of Municipal tax receipt, Proof of Gas Connection</li> <li>- Residential/Caste Certificate issued by District authorities OR Domicile Certificate</li> </ul> </li> </ul>
Filled application forms to be sent/submitted to	<b>Nodal Officer (Aspirational District Project)</b> <b>NIELIT HARIDWAR</b> 2 <sup>nd</sup> Floor, Government Polytechnic Building, Plot No. 6C, Sector- 11, SIDCUL, Haridwar, Uttarakhand- 249403
Senior Programme Coordinator	Shri Nikhil Ranjan, Email: <a href="mailto:prj.haridwar@nielit.gov.in">prj.haridwar@nielit.gov.in</a>
Project Head	Shri Akhilesh Shukla, Email: <a href="mailto:akhilesh.shukla@nielit.gov.in">akhilesh.shukla@nielit.gov.in</a>
Nodal Officer	Shri Sanyam Rathor, Email: <a href="mailto:sanyam.rathor@nielit.gov.in">sanyam.rathor@nielit.gov.in</a>
Phone Nos. for enquiry	9368349990 (WhatsApp), 8171710289, 8171710290