

Registration open for FREE Course for SC/ST/EWS (Woman) of Udham Singh Nagar District

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