

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

Course Name	<b>Certified Data Entry and Office Assistant</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 Hrs
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>
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	Office Assistant, Technical Assistant, Account Assistant, Desktop Publisher
Course Start Date	05-Aug-2024(tentative)
<b>Last Date for Submitting Application</b>	<b>24-Jul-2024</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>~ Qualifying Certificate</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:                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.</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
Project Head	Shri Akhilesh Shukla, Email: akhilesh.shukla@nielit.gov.in
Programme Coordinator	Shri Nikhil Ranjan, Email: prj.haridwar@nielit.gov.in
Nodal Officer	Shri Sanyam Rathor, Email: sanyam.rathor@nielit.gov.in
Phone Nos. for enquiry	01334-235617,235054, 9368349990 (WhatsApp)