

Aspirational Districts Project:

National Institute of Electronics & Information Technology (NIELIT), an autonomous scientific society of Ministry of Electronics & Information Technology Government of India is implementing the project “**Skill Development of youths in Aspirational Districts in area of IECT leading to enhancement in Employability**” to conduct Skill Development training program of 21,600 SC / ST / EWS (Women) youths belonging to 60 Aspirational district in the area of IT & Electronics over a period of 3-years (Click [Here](#) for details of the project).

Registrations Open for following Programme:

Course Name	Certification Course in Data Entry and Office Automation (CCDEOA)
NSQF Level	Level 4
Registrations Open For	Only for SC / ST / EWS (Woman) of Muzaffarpur District
Duration (in Hrs)	135 (Theory: 50 Hrs, Practical: 40 Hrs, Typing: 45 Hrs)
Eligibility	10+2 in any stream with min 50% marks OR ITI Certificate (One Year) after class 10 th with min. 50% marks in ITI
Fee	NIL
Batch Size	30 Seats [12 SC + 12 ST+ 6 EWS (Woman)]
Course Contents	Click Here
Job Prospects/Job Roles	- Data entry of medical and insurance claims, Surveys and market research results, company reports, medical records of patients, personal details of customer for bank transactions - Data capture-capturing data from unstructured documents such as letters, invoices, email, fax, forms etc. Image Processing Services/Image Data Entry etc.
Course Start Date	25.03.2021
Last Date for Submitting Application	22.03.2021

How to Apply:

1. Download Application Form
2. Duly filled Application Form along with self-attested copies of requisite documents (*list given below*) may be submitted/sent to following address:

British School of Computers,
IGNOU PSC-05137, Paraw Pokhar Lane, Amgola,
Ramna, Muzaffarpur, Bihar-842002. Mobile
Number: 9934953771,
E-mail ID: britishignou@gmail.com.

3. Advance (scanned) copy of Application Form may be sent along with documents to britishignou@gmail.com, patna@nielit.gov.in with subject line: "Application Form -Aspirational District Project".
4. Applications received after last date will be summarily rejected.
5. Canvassing in any form may lead to cancellation of candidature in the course and all future courses conducted by the Centre.

Documents to be attached with Application Form:

1. Intermediate (10+2) Certificate/Marksheet
2. Caste Certificate *-for SC/ST candidates*
OR
EWS Certificate *-for EWS(Woman) candidates*
3. ID Proof
4. Date of Birth Proof
5. Address Proof (in support of proving domicile of **Muzaffarpur** District), any one of the following:
 - a. Ration Card / Aadhaar Card / Voter-ID Card
 - b. Electricity/Telephone Bill (in the name of Father/Mother/Self)
 - c. Domicile Certificate
 - d. Driving License issued by **Muzaffarpur** RTO