

## 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).

NIELIT Haridwar is implementing this project in Haridwar & Udham Singh Nagar which have been identified by NITI Aayog as Aspirational Districts in the state of Uttarakhand. Under this programme, 720 SC / ST / EWS(Woman) youths are to be trained in three years in various skill development training programmes ranging from 135 Hours to 360 Hours of duration.

## Registrations Open for following Programme:

Course Name	<b>Certification Course in Data Entry and Office Automation (CCDEOA)</b>
NSQF Level	Level 4
Registrations Open For	<b>Only for SC / ST / EWS (Woman) of Udham Singh Nagar District</b>
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 <sup>th</sup> with min. 50% marks in ITI
Fee	<b>NIL</b>
Batch Size	30 Seats [ SC : 12, ST : 12, EWS (Woman) : 6 ]
Course Contents	<a href="#">Click Here</a>
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	15-Sep-2021(tentative)
Last Date for Submitting Application	<b>1-Sep-2021</b>

## How to Apply:

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

**College of Information Technology and Management,  
(Training Partner)**

B-53, New Avas Vikas, Kashipur,  
Udham Singh Nagar, Uttarakhand – 244713

3. Advance (scanned) copy of Application Form may be sent along with documents to [citmks@gmail.com](mailto:citmks@gmail.com) with subject line: "Application Form -Aspirational District Project".
4. Applications received after 1<sup>st</sup> Sep 2021 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. High school (10th) Certificate/Marksheet
2. Intermediate (10+2) Certificate/Marksheet OR ITI Certificate/Marksheet [whichever applicable]
3. Caste Certificate (for SC/ST candidates) OR EWS Certificate [for EWS(Woman) candidates]
4. ID Proof
5. Date of Birth Proof
6. Address Proof (in support of proving domicile of Haridwar District), any one of the following:
  - a) Ration Card / Aadhaar Card / Voter-ID Card
  - b) Electricity/Water/ Landline Telephone Bill
  - c) Job card issued by MGNREGA
  - d) Passbook of Public Sector Bank
  - e) Letter issued by Gazetted officer with duly attested photographs
  - f) Driving License issued by Haridwar RTO
  - g) Property of Municipal tax receipt, Proof of Gas Connection
  - h) Residential / Caste Certificate issued by District authorities, Domicile Certificate

#### **Phone Numbers for Enquiry (Mon-Fri, 9:00 AM – 5:30 PM)**

**Training Partner - Udham Singh Nagar:** 08126381577 (WhatsApp)

**Regional Centre - Haridwar:** 01334-235617,235054, 9368349990 (WhatsApp)

**NOTE: Classes will be conducted in online mode till regular classes resume at campus.**