

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

Course Name	<b>Certification Course in Data Entry and Office Automation (CCDEOA)</b>
NSQF Level	Level 4
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)	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>
Total Seats Available	50 Seats [ SC:14, ST : 24 , EWS (Woman) : 12 ]
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>- Soft Skills, Data Entry / Typing Test</li> </ul>
Job Prospects/Job Roles	<ul style="list-style-type: none"> <li>- 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</li> <li>- Data capture-capturing data from unstructured documents such as letters, invoices, email, fax, forms etc.</li> <li>- Image Processing Services/Image Data Entry etc.</li> </ul>
Course Start Date	01-Sep-2021 (tentative)
<b>Last Date for Submitting Application</b>	<b>18-Aug-2021</b>
Application Form Download Link	<a href="http://nielit.gov.in/haridwar/content/asp-districts">http://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
Programme Coordinator	Shri Nikhil Ranjan, Email: <a href="mailto:prj.haridwar@nielit.gov.in">prj.haridwar@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	01334-235617,235054, 9368349990 (WhatsApp)

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