

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

Course Name	Certification Course in Data Entry and Office Automation (CCDEOA)
NSQF Level	Level 4
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)	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 [SC : 12, ST : 12, EWS (Woman) : 6]
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 - Soft Skills, Data Entry / Typing Test
Job Prospects/Job Roles	<ul style="list-style-type: none"> - 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	01-Sep-2021 (tentative)
Last Date for Submitting Application	18-Aug-2021
Application Form Download Link	http://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	College of Information Technology and Management, Training Partner (Aspirational District Project) B-53, New Avas Vikas, Kashipur, U.S. Nagar, Uttarakhand – 244713 Contact Person (TP) : Shri Puneet Rastogi, Phone: 8126381577, Email: citmksp@gmail.com
Nodal Officer	Shri Sanyam Rathor, Email: sanyam.rathor@nielit.gov.in
Phone Nos. for enquiry	01334-235617, 235054, 9368349990 (WhatsApp)

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