

GOVERNEMENT OF ASSAM
OFFICE OF THE MEMBER SECRETARY
STATE LEVEL ADVISORY COMMITTEE FOR STUDENT AND YOUTH WELFARE,
GOVT. OF ASSAM, RUDRA SINGHA SPORTS COMPLEX, DISPUR, GUWAHATI – 06

In Association with



National Institute of Electronics & I.T (NIELIT), Guwahati

NOTICE FOR FREE TRAINING ON SHORT TERM COMPUTER COURSE

The State Level Advisory Committee (SLAC) for Student and Youth Welfare, Govt. of Assam is proposing to sponsor students and youths of Assam for a free training in a basic computer certificate course of the “National Institute of Electronics & information Technology (NIELIT), Govt. of India” which is known as the “*Office Automation*” course. The training will be conducted by NIELIT Guwahati at it’s Centre & Extension Centres located at Guwahati (2 nos.), Tezpur, Jorhat, Silchar and Kokrajhar in Assam.

- **Minimum qualification** : HSLC & above.
- **Age Limit** : 38 Years. (42 years for SC/ST candidate).
- **Course duration** is of one month (total 80 hours covered in 20 working days @ 4 hours per day).
- **Admission Criteria** : First Come & First Serve Basis.
- **Date of Commencement of the Course:** 20-01-2015 (Tuesday)

Willing candidates are requested to fill up and submit their application to **SLAC** in the above mentioned address latest by 30-12-2014. The “Application Form” can be collected from the NIELIT Centres located the following address:

- **Guwahati Main Centre** 1st & 2nd Floor, Vittiya Bhavan, Assam Financial Corporation (AFC) Building, Md Shah Road, Paltanbazar, Ph. No. : 0361-2131568 / 2730269 / 2731940,
- **Guwahati City Centre** : 2nd Floor, AIRT&SC Building, N.H.-37, Jawaharnagar, Khanapara, Guwahati-781022, **Ph.** :0361-2132929
- **Tezpur:** 2nd Floor, ICCW Building, Near Civil Hospital, Tezpur-1, Assam, Ph:0371-2230310
- **Jorhat:** 1st Floor, ISBT Jorhat, Tarajan, Jorhat-1, Assam, Ph: 0376-2370132/2370124
- **Silchar:** 1st Floor, ISBT , Silchar Ramnagar, Silchar-4, Assam, Ph: 03842-268039
- **Kokrajhar:** Above SBI North Kokrajhar Branch, J.D. Road, Tengapara, Kokrajhar, BTAD(Assam), Pin-783370,Ph: 03661-271267/271268

Course Syllabus:

Chapter No	Chapter Name
01	Knowing Computer
02	Operating Computer using GUI based OS
03	Word Processing
04	Spread Sheet
05	Communicating using the Internet
06	WWW & Web Browsers
07	Communication & Collaboration
08	Making Small Presentation