List of candidates who have been **provisionally**selected for the admission to the course Data Entry and Office Automation **(Direct)** for batches starting on 23-5-2016

S.No.	Application No	Candidate Name	Father Name	Gender	Date of Birth
1	1000741	ROHIT	JAGDISH CHAND	M	9/15/1996
2	1000600	SWETA CHHILLAR	VIJENDER SINGH	F	5/5/1992
3	1000643	NEERAJ KUMAR	PITAM SINGH	M	12/14/1995
4	1000685	UMA KASHYAP	MOHAN LAL KASHYAP	F	3/15/1997
5	1000654	DEEPAK KUMAR	PRATAP SINGH	M	2/22/1989
6	1000676	RISHU GAUTAM	RAMESH GAUTAM	F	1/20/1993
7	1000655	CHANCHAL	SANT RAM	F	8/24/1991
8	1000681	POONAM	MOHAN SINGH	F	3/6/1985
9	1000670	VARSHA SAXENA	ROOP KUMAR SAXENA	F	4/9/1994
10	1000663	SIMRAN KAUR	RANJEET SINGH	F	2/20/1998
11	1000709	VAISHALI SHARMA	VIJAY SHARMA	F	8/8/1997
12	1000623	JITENDER SONI	MURARI LAL SONI	M	11/5/1992
13	1000632	GAURAV VERMA	DALIP SINGH VERMA	M	9/9/1992
14	1000692	LOVELY SARPAL	ASHOK SARPAL	F	11/7/1995
15	1000587	SHANKAR	DHARAM SINGH	M	2/3/1990
16	1000684	NEELAM CHOUDHARY	AJAY PAL SINGH	F	2/9/1995
17	1000630	ROHIT KUMAR	RAMESH KUMAR	M	7/19/1989
18	1000618	SHIVAM GUPTA	SANJEEV GUPTA	M	10/17/1996
19	1000646	BABLI	PITAM SINGH	F	11/1/1992

20	1000640	PAWAN RANA	RANBIR SINGH RANA	M	8/15/1995
21	1000653	PRIYANKA SAXENA	ROOP KUMAR SAXENA	F	11/24/1992
22	1000617	SUMIT KUMAR	RAJ KUMAR	M	3/3/1992
23	1000620	CHETAN KUMAR	RAM PAL	M	3/21/1984
24	1000699	SUNITA	RAMSWAROOP	F	1/2/1992
25	1000695	SIMRAN	MUKESH SACHDEVA	F	4/20/1996
26	1000729	DOLLY CHOUDHARY	JAWAHAR LAL CHOUDHARY	F	2/7/1993
27	1000621	GARIMA SAGAR	SATISH SAGAR	F	5/31/1991
28	1000636	JYOTI	RAJENDER KATARIA	F	6/23/1997
29	1000740	PARUL	RAM SHANKAR	F	3/27/1994
30	1000626	DAMINI	TEEKARAM	F	11/23/1993
31	1000585	HEMANT KUMAR	RAMCHANDER	M	10/4/1988
32	1000680	MEENAKSHI	DAYA SHANKAR	F	7/13/1997
33	1000633	HIMANSHU	ASHOK KUMAR	M	9/5/1991
34	1000619	KAPIL SHARMA	RAJ KUMAR	M	7/28/1992
35	1000606	NISHA	SHAMSHAD ALI	F	11/13/1986
36	1000712	SONI MAGO	SHRE RAMESH KUMAR	F	8/10/1981
37	1000616	POOJA	RAMESH CHAND	F	9/26/1992
38	1000610	AKASH	PURAN SINGH	M	7/30/1997
39	1000637	MONIKA SINGH	SATBIR SINGH	F	9/7/1993
40	1000612	DHIRENDAR	RAMBADAN	M	5/15/1995
41	1000662	KOMAL GAUTAM	RAMESH CHAND GAUTAM	F	9/19/1995
42	1000679	HIMANI	HARI CHAND	F	3/23/1991
43	1000639	RADHA RANI	RAJ KUMAR	F	4/15/1989

44	1000590	MAMTA	RAMESH CHANDRA	F	6/6/1990
45	1000718	VIPUL SHARMA	ARUN SHARMA	M	11/5/1989
46	1000589	AMIT KUMAR	ATAM PRAKASH	M	10/28/1992
47	1000728	RAVI KUMAR	RAMKISHAN	M	10/7/1988
48	1000601	AKASH KUMAR	SUBHASH CHAND	M	7/5/1997
49	1000644	GOURAV KUMAR	RADHEY SHYAM	M	2/4/1992
50	1000628	NEHA BHATIA	SWARAN BHATIA	F	6/27/1986
51	1000609	DEEPIKA	UMED SINGH	F	8/13/1995
52	1000605	ANITA RANI	HANS RAJ	F	4/20/1984
53	1000669	AVIKA RANI	RAMESH CHAND	F	12/28/1982
54	1000641	USHA	RAMESH CHANDRA VERMA	F	4/7/1992
55	1000645	LOHIT KUMAR	KAILASH CHAND	M	10/23/1993
56	1000625	NEELAM	ROOP SINGH	F	9/22/1991
57	1000739	SIMRAN	BHUPENDER SINGH	F	4/7/1997
58	1000737	KOMAL	PURAN SINGH	F	10/8/1991
59	1000588	MITHLESH KUMAR	SHYAM DEV DASS	M	7/30/1995
60	1000720	VINAY SHARMA	ARUN SHARMA	M	3/16/1993
61	1000724	NISHA GAUTAM	RAMESH CHAND	F	11/10/1994
62	1000598	ARUNABHA MUKHOPADHYAY	BISHNUPADA MUKHOPADHYAY	M	10/28/1996
63	1000595	SHIV KUMAR MEENA	SHEKHAR CHAND MEENA	M	1/17/1990

64	1000704	HEMANT NIRWAN	BHOJRAJ NIRWAN	M	11/25/1991
65	1000629	PRATAP SINGH	OMVEER SINGH	M	5/18/1997
66	1000596	KANCHAN KANODIA	VIJAY PRAKASH	F	5/31/1989
67	1000594	KANISHKA	MR SATISH KUMAR	F	10/2/1990
68	1000693	BHANU PRATAP SINGH	SUBHASH CHAND	M	10/10/1986
69	1000736	JYOTI	PURAN SINGH	F	1/17/1994
70	1000642	PRAMOD KUMAR PAL	KAILASH CHAND	M	9/21/1992
71	1000688	YOGESH KUMAR	KALI CHARAN	M	2/24/1995
72	1000651	SHALU	BALDEV TIWARI	F	1/13/1989
73	1000719	ANSHU TIWARI	MR DEVI PRASAD TIWARI	M	8/10/1995
74	1000702	MUKUL	NAGESH KUMAR	M	8/29/1992
75	1000703	TONI ANAND	ROHTASH KUMAR	M	5/20/1994
76	1000586	BHAVISHYA	SH BHOLA RAM	M	11/26/1988
77	1000738	SONI	PURAN SINGH	F	2/9/1988
78	1000705	KUMAR ANAND	ROHTASH KUMAR	M	7/28/1992
79	1000730	RAJNI	SH CHIRANGI LAL	F	8/10/1983

All the candidates are required to take admission in the course from 18th May, 2016 to 20th May, 2016.The admission timings will be 10:00a.m.to 4:00p.m.(No admissions on Saturdays/Sundays or Gazetted Holidays) The candidature of the candidates who fail to take admission /deposit fee on the date of admission, will stand cancelled.

Admission Procedure:

The admission will be subject to production of documents and to the correctness of information furnished.

Documents to be produced at the time of admission

1. A passport Size Photograph

2. Duly Attested copy of Adhaar Card/Any other Govt. approved Photo I-Card
3. Duly attested copy of 10th pass certificate
4. Duly attested copy of 12th pass/ITI certificate and mark sheet
5. Duly attested copy of Caste certificate in case of SC/ST candidates

The candidates are required to bring all documents in original and one attested copy of each document.Self attested copies will be acceptable.

After document verification, the candidates must pay the admission fee (only in case the documents have been found to be correct)

A**dmission Fee**:

The course fee is to be paid in the form of demand draft in favour of "NIELIT DELHI CENTRE" payable at Delhi. On the back side of DD, following information is to be clearly furnished:

• Application ID
• Name of the Candidate
• Phone No.

Course Fee for Data Entry and Office Automation (Direct):

The course fee of Rs.7443/- (Rs 6500/-+S.Tax) is to be deposited by the candidate at the time of admission.(the fee is inclusive of 14.5% Service Tax).

Note: SC/ST candidates are exempted from course fee **(as per Govt. norms)** subject to production of valid caste certificate.

Course Schedule:

Two batches of 40 students each will be made:
Batch-1: 8:00 a.m. to 11:00 a.m.
Batch-2: 3:30p.m.-6:30p.m.
The admission will be on first come first serve basis. The candidates can opt for one of the two batches but once the seats of a particular batch are full, the candidate will have to take admission for the batch in which seats are available. (NIELIT will take final decision for the allocation of timings. No communication in respect of chage of timings will be entertained)

The course is of 9 weeks duration

Course Details:

Data Entry and Office Automation(Direct)
• IT Tools – 80 hrs
• Soft Skills, Personality Development-10 hrs
• Typing on Computer/data Entry-45 hrs

List of Candidates who have been **provisionally** selected for admission to the course "Data Entry and Office Automation" **(Lateral Entry)**

S.No.	Application No	Candidate Name	Father Name	Gender	Date of Birth
1	1000733	SHUBHAM PAL	NARESH KUMAR PAL	M	11/1/1997
2	1000698	SHWETA PAL	NARESH KUMAR PAL	F	1/9/1996
3	1000721	DEVENDRA SINGH	DALVIR SINGH	M	9/21/1988
4	1000615	ABHISHEK GUPTA	SANJAY GUPTA	M	7/20/1997
5	1000691	DEERAJ TOMAR	HARI CHAND TOMATR	M	9/20/1996
6	1000725	RAVI KUMAR	PREM SINGH	M	3/21/1992
7	1000686	ANUJ SOOD	LATE SURENDER KUMAR	M	10/15/1989

All the candidates are required to take admission/deposit feein the course from 18th May, 2016 to 20th May, 2016. The admission timings will be 10:00a.m.to 4:00p.m.(No admissions on Saturdays/Sundays or Gazetted Holidays) The candidature of the candidates who fail to take admission /deposit fee on the date of admission, will stand cancelled.

Admission Procedure:

The admission will be subject to production of documents and to the correctness of information furnished.

Documents to be produced at the time of admission

1. A passport Size Photograph
2. Attested copy of Adhaar Card/Any other Govt. approved Photo I-Card
3. Duly attested copy of 10th pass certificate
4. Duly attested copy of 12th pass/ITI certificate and mark sheet
5. Valid Certificate /Diploma of CCC/IT-O/IT-A/MAT-O level
6. Duly attested copy of Caste certificate in case of SC/ST candidates

The candidates are required to bring all original documents and one attested copy of each document.Self attested copy of documents is also acceptable

After document verification, the candidates must pay the admission fee (only in case the documents have been found to be correct)

Admission Fee:

The course fee is to be paid in the form of demand draft in favour of "NIELIT DELHI CENTRE" payable at Delhi. On the back side of DD, following information is to be clearly furnished:

- Application ID
- Name of the Candidate
- Phone No.

Course Fee for Data Entry and Office Automation (Lateral Entry):

The course fee of Rs.4008/-(Rs.3500+Rs.508/-) is to be deposited by the candidate at the time of admission.(the fee is inclusive of 14.5% Service Tax).

Note: SC/ST candidates are exempted from course fee (as per Govt. norms) subject to production of valid caste certificate. In case they desire to pay fee, they may do so.

Course Schedule:

Data Entry and Office Automation (Lateral Entry):

Commencement Date:23rd May, 2016
Course Timings: 4:30 p.m.-6:30p.m.

Course Details:

Data Entry and Office Automation(Lateral Entry)
• IT Tools – 10 hrs
• Soft Skills, Personality Development-10 hrs
• Typing on Computer/Data Entry-45 hrs
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