

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.ई.स.प्रौ.स), दिल्ली केंद्र NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT)

An Autonomous Scientific Society of Ministry of Electronics and
Information Technology, Govt. of India

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था

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Ministry of Electronics and
Information Technology
Government of India



Certified Computer Application Accounting and Publishing Assistant



NSQF* Level : 3

- **Objective of the Course:-** To prepare candidate to acquire skills to understand Computer Application Accounting and Publishing concepts to use them in any office or publishing house or press.
- **Eligibility:-** 10th Pass
- **Duration:-** 360 Hrs (4 Months) (4hrs/day)
- **Course Contents:-**
 1. Computer fundamental and office automation software
 2. Concepts of Financial Accounting
 3. Preparation of Account Books Using Accounting Packages
 4. Concept of Desktop Publishing Softwares
 5. Project / OJT
 6. Employability Skill
- **Course Fee:-** ₹ 12,600/-
- **Examination Details:-** Theory Examination
Practical Examination
- **Registration Details:-** Online registration is required through student portal of NIELIT
<https://student.nielit.gov.in>. Valid for 1 Year.
Registration Fee: ₹100/-
- **Career Opportunities:-**
 - Office Assistant
 - Desktop Publisher
 - Account Assistant
 - Technical Assistant
 - Sales Support Executive

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Helpline no. (Toll Free):
1800116511



No Course Fee for SC/ST Candidates



The candidates can apply online for the admission in a course through <https://onlineapply.nielit.in/>

Bank Particulars Details for Online Payment

► **Account No: 0176002100250666**

► **Bank Name: Punjab National Bank, Nangal Rayal, Janakpuri, New Delhi**

► **Bank Code: 417200**

► **IFSC No: PUNB0417200**

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For NSQF* related information please Visit At: www.nqr.gov.in

* NSQF - National Skills Qualification Framework