

# Essentials of Data Entry and Office Automation

NSQF Level: 3

**Objective:** To prepare candidate to acquire skills to get knowledge of Application software for word processing, spreadsheet and presentation to use them.

**Eligibility:** 10th Pass OR Pursuing OR NSQF Level 2 with 1 Year of Experience in relevant field.

**Duration:** Total Duration: 150 Hours (2 Hrs/day)

**Course Contents:**

1. Fundamentals of Computers and Operating Systems
2. Elements of Word Processing
3. Spreadsheets
4. Application of Presentations
5. Essentials of Financial Literacy & Internet Basics
6. Soft Skills & CV Structure

**Course Fee:** ₹ 6300/-

**Reg. Fee + Examination Fee:** ₹1200/-

**Admission+ Misc Fee:** ₹ 750/-

**Registration Details:** Online registration is required through student portal of NIELIT-  
<https://student.nielit.gov.in/Index.aspx> (Valid for 1 year)

**Career Opportunities:**

- a) Data Entry Operator
- b) Administrative Assistant
- c) Office Assistant
- d) EDP Assistance

For NSQF related information please visit at:  
**[www.nqr.gov.in](http://www.nqr.gov.in)**

*National Skills Qualification Framework*

## 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 Number:** 01760021002650666
- **Bank Name:** Punjab National Bank, Nangal Rayal, Janakpuri, New Delhi
- **Bank Code:** 417200
- **IFSC Code:** PUNB0417200
- **MICR Code:** 110024223

**Scan Me:**



NIELIT Delhi Centre, West Campus  
IETE, Institutional Area, 16/1-2, Pankha  
Road, Near Sagarpur Police Station, D  
Block, Janakpuri, New Delhi 110058  
Ph: 011-49878223, 9891555904  
Email: [swdelhi-trg@nielit.gov.in](mailto:swdelhi-trg@nielit.gov.in)

NIELIT Delhi Centre, North Campus  
2<sup>nd</sup> Floor, Parsvnath Metro Mall,  
Inderlok Metro Station, Inderlok, Delhi-  
110052  
Ph: 8447795337, 9220775357, 011-  
23644849  
Email: [delhi.training@nielit.gov.in](mailto:delhi.training@nielit.gov.in)

NIELIT Delhi Centre, East Campus  
30X, FC-18, Institutional Area, Near  
Kendriya Vidyalaya, Karkardooma,  
Delhi  
Ph: 011-20824140, 7042864055  
Email: [eastdelhi@nielit.gov.in](mailto:eastdelhi@nielit.gov.in)