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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IETE, Institutional Area, 16/1-2, Pankha Rd, Near Sagarpur Police Station, D Block, Janakpuri, New Delhi- 10058
011-49878223, 9891555904
swdelhi-trg@nielit.gov.in

NIELIT Delhi Centre, Inderlok
2nd Floor Parsvnath Metro Mall, Inderlok Metro Station, Inderlok, Delhi- 110052
011-23644849, 8447795337, 9220775357
delhi.training@nielit.gov.in

NIELIT Delhi Centre, Karkardooma
30X, FC-18, Institutional Area, Near Kendriya Vidyalaya, Karkardooma Delhi- 10092
011-20824140,7042864055
eastdelhi@nielit.gov.in

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Certified Computer Application Accounting and Publishing Assistant

NIELIT

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:-** ₹ 15,120/-   **Admission+ Misc Fee:** ₹750/-
  (1st Installment ₹12,000/-, 2nd Installment ₹5,570/-)

- **Examination Details:-** Theory Examination Fee
  Practical Examination Fee   } ₹1600/-

- **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
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- ▶**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

● Well Equipped Labs   ● Experienced Faculty   ● Smart Classrooms