

Aspirational Districts Project:

National Institute of Electronics & Information Technology (NIELIT), an autonomous scientific society of Ministry of Electronics & Information Technology Government of India is implementing the project “**Skill Development of youths in Aspirational Districts in area of IECT leading to enhancement in Employability**” to conduct Skill Development training program of 21,600 SC / ST / EWS (Women) youths belonging to 60 Aspirational district in the area of IT & Electronics over a period of 3-years (Click [Here](#) for details of the project).

NIELIT Haridwar is implementing this project in Haridwar & Udham Singh Nagar which have been identified by NITI Aayog as Aspirational Districts in the state of Uttarakhand. Under this programme, 720 SC / ST / EWS(Woman) youths are to be trained in three years in various skill development training programmes ranging from 135 Hours to 360 Hours of duration.

Registrations Open for following Programme:

Course Name	Certification Course in Data Entry and Office Automation (CCDEOA)
NSQF Level	Level 4
Registrations Open For	Only for SC / ST / EWS (Woman) of Haridwar District
Duration (in Hrs)	135 (Theory: 50 Hrs, Practical: 40 Hrs, Typing: 45 Hrs)
Eligibility	10+2 in any stream with min 50% marks OR ITI Certificate (One Year) after class 10 th with min. 50% marks in ITI
Fee	NIL
Batch Size	30 Seats [12 SC + 12 ST+ 6 EWS (Woman)]
Course Contents	Click Here
Job Prospects/Job Roles	- Data entry of medical and insurance claims, Surveys and market research results, company reports, medical records of patients, personal details of customer for bank transactions - Data capture-capturing data from unstructured documents such as letters, invoices, email, fax, forms etc. - Image Processing Services/Image Data Entry etc.
Course Start Date	08-Feb-2021 (tentative)
Last Date for Submitting Application	18-Jan-2021

How to Apply:

1. Download Application Form
2. Duly filled Application Form along with self-attested copies of requisite documents (*list given below*) may be submitted/sent to following address:

Nodal Officer (Aspirational District Project)

NIELIT HARIDWAR

2nd Floor, Government Polytechnic Building,
Plot No. 6C, Sector- 11, SIDCUL,
Haridwar, Uttarakhand- 249403

3. Advance (scanned) copy of Application Form may be sent along with documents to haridwar@nielit.gov.in with subject line: "Application Form -Aspirational District Project".
4. Applications received after last date will be summarily rejected.
5. Canvassing in any form may lead to cancellation of candidature in the course and all future courses conducted by the Centre.

Documents to be attached with Application Form:

1. High school (10th) Certificate/Marksheet
2. Intermediate (10+2) Certificate/Marksheet **OR** ITI Certificate/Marksheet [whichever applicable]
3. Caste Certificate (*for SC/ST candidates*) **OR** EWS Certificate [*for EWS(Woman) candidates*]
4. ID Proof
5. Date of Birth Proof
6. Address Proof (in support of proving domicile of Haridwar District), any one of the following:
 - a. Ration Card / Aadhaar Card / Voter-ID Card
 - b. Electricity/Telephone Bill (in the name of Father/Mother/Self)
 - c. Domicile Certificate
 - d. Driving License issued by Haridwar RTO
 - e. Intermediate Marksheet/Certificate of any school of Haridwar District

Phone Numbers for Enquiry (Mon-Fri, 9:00 AM – 5:30 PM)

01334-235617,235054, 9368349990 (WhatsApp)

NOTE: Classes will be conducted in online mode till regular classes resumes at campus.