

**Registration open for Data Entry and Office Automation ( Feb, 2016)**  
**Guidelines for Registration:**

- The registration will be online only.
- The registration will start on 18-2-2016.
- The closing date of registration is 23-2-2016.
- A fee of Rs.250/- is to be paid towards registration fee.

**Course Details:**

Two Types of Data Entry Office Automation Courses are available:

- a) Data Entry and Office Automation ( Direct)
- b) Data Entry and Office Automation ( Lateral Entry)

a) Data Entry and Office Automation ( Direct)

Eligibility Criteria	10+2 pass in any stream with min.50% marks OR ITI Certificate(One Year) after class 10 <sup>th</sup> with min.50% marks in ITI
Registration Fee	Rs.250/-
Course Fee	Rs.6500+(Service Tax at current rate) Fee should be paid in the form of Demand Draft drawn in favour of 'NIELIT Centre, Delhi payable at Delhi. No course fee for SC/ST candidates as per Govt. norms
Course Duration	135 hours(9 weeks 3 hrs a day)
Course Curriculum	As mentioned below:
	<ul style="list-style-type: none"> <li>• Introduction to computer, History, characteristics, components.</li> <li>• Concepts of Hardware and Software Representation of Data/Information.</li> <li>• Concept of Data processing. Applications of IECT: e-governance &amp; Multimedia and Entertainment.</li> <li>• Introduction to GUI Based Operating System. Basics of WINDOWS. The User Interface. File and Directory Management.</li> <li>• Elements of word processing. Text Creation and manipulation. Text Formatting- Paragraph Indenting. Bullets and Numbering, Changing case. Macros.</li> <li>• Table Manipulation: Draw Table, Changing cell width and height, Alignment of Text in cell, Delete / Insertion of row and column, Border and shading</li> <li>• Cross reference, table of contents. Mail Merge</li> <li>• Spread sheet elements. Manipulation of Cells: Entering Text, Numbers and Dates , Creating Text, Number and Date Series, Editing Worksheet Data, Inserting and Deleting Rows, Column, Changing Cell Height and Width</li> <li>• Using Formulas. Working with function and charts. Advanced filter, comments, protecting worksheet</li> <li>• Power point presentations: Creation of Presentation, Preparation of Slides.</li> </ul>

Transition and Slide Timing and Automating a Slide Show	
<ul style="list-style-type: none"> <li>Basics of Computer Networks. Services on Internet. ISPs and examples (Broadband/Dialup/WiFi). TCP/IP and OSI layers. WWW, web browser and Search Engines.</li> </ul>	
<ul style="list-style-type: none"> <li>Basics of E-mail. Opening Email Client. Mailbox: Inbox and Outbox. Instant Messaging and Collaboration.</li> </ul>	
<ul style="list-style-type: none"> <li>Soft Skills: Personality Development. Writing Skills, File Handling.</li> </ul>	
<ul style="list-style-type: none"> <li>Data Entry / Typing computer.</li> </ul>	
<b>Admission</b>	
Criteria for Admission	<ul style="list-style-type: none"> <li>Registration of the course will be online. For registration, visit <a href="http://delhi.nielit.gov.in/">http://delhi.nielit.gov.in/</a>-----(path)</li> <li>Admission in the course will be purely on the basis of merit in the qualifying examination.</li> <li>The percentage ( of qualifying exam) should be self calculated by the applicant and applicant has to ensure the accuracy upto two decimal places</li> <li><b><u>For the purpose of calculation of percentage, best five subjects must be considered.</u></b></li> <li><b><u>Correctness in calculation of percentage is purely the responsibility of the candidate. In case the same is found incorrect, the candidature of the candidate can be cancelled at any point of time.</u></b></li> <li>Admission will be considered only in case the applicant takes final admission and submits the course fee in time .</li> </ul>
<b>Examination &amp; Evaluation</b>	
Eligibility for appearing in exam	A minimum attendance of 75% is required
Exam	Theory Test, Practical Test and typing Test will be held at the end of the course
Evaluation criteria	For passing the course, minimum 50% in theory, 50% in practical and a typing speed of min 30 wpm in English is required
Re-test	Failed candidates may re-appear for the examination by paying a fee of Rs.300/-+ S.Tax. Candidates can appear for the re-test within one year of start of the course.( Only three attempts for re-appear will be allowed)

b) Data Entry and Office Automation ( Lateral Entry)

Eligibility Criteria	<p>10+2 pass in any stream with min.50% marks and Having Cleared CCC</p> <p style="text-align: center;">OR</p> <p>ITI Certificate(One Year) after class 10<sup>th</sup> with min.50% marks in ITI and having cleared CCC</p> <p style="text-align: center;">OR</p> <p>10+2 pass in any stream with min.50% marks and Having Cleared IT-O level</p> <p style="text-align: center;">OR</p> <p>ITI Certificate(One Year) after class 10<sup>th</sup> with min.50% marks in ITI and having cleared IT- O Level</p> <p style="text-align: center;">OR</p> <p>10+2 pass in any stream with min.50% marks and Having Cleared MAT- O Level</p> <p style="text-align: center;">OR</p> <p>ITI Certificate(One Year) after class 10<sup>th</sup> with min.50% marks in ITI and having cleared MAT-O level</p> <p style="text-align: center;">OR</p> <p>10+2 pass in any stream with min.50% marks and Having Cleared IT-A Level</p> <p style="text-align: center;">OR</p> <p>ITI Certificate(One Year) after class 10<sup>th</sup> with min.50% marks in ITI and having cleared IT-A Level</p>
Registration Fee	Rs.250/-
Course Fee	Rs.3500 + (Service Tax at current rate) Fee should be paid in the form of Demand Draft drawn in favour of 'NIELIT Centre, Delhi payable at Delhi
Course Duration	5 weeks ( for 2 weeks 2 hrs a day, for 3 weeks 3 hrs a day)
Course Curriculum	As mentioned below:
<ul style="list-style-type: none"> <li>• Overview of IT Tools</li> </ul>	
<ul style="list-style-type: none"> <li>• Soft Skills: Personality Development. Writing Skills, File Handling.</li> </ul>	
<ul style="list-style-type: none"> <li>• Data Entry / Typing computer.</li> </ul>	
<b>Admission</b>	
Criteria for Admission	<ul style="list-style-type: none"> <li>• Registration of the course will be online. For registration, visit <a href="http://delhi.nielit.gov.in/-----">http://delhi.nielit.gov.in/-----</a>(path)</li> <li>• Admission in the course will be purely on the basis of merit in the qualifying examination.</li> <li>• The percentage ( of qualifying exam) should be self calculated by the applicant and applicant has to ensure the accuracy upto two decimal places</li> <li>• <b><u>For the purpose of calculation of percentage, best five subjects must be considered.</u></b></li> <li>• <b><u>Correctness in calculation of percentage is purely the responsibility of the candidate. In case the same is found incorrect, the candidature of the candidate can</u></b></li> </ul>

	<p><b><u>be cancelled at any point of time.</u></b></p> <ul style="list-style-type: none"> <li>Admission will be considered only in case the applicant takes final admission and submits the course fee in time .</li> </ul>
<b>Examination &amp; Evaluation</b>	
Eligibility for appearing in exam	A minimum attendance of 75% is required
Exam	Theory Test, Practical Test and typing Test will be held at the end of the course
Evaluation criteria	For passing the course, minimum 50% in theory, 50% in practical and a typing speed of min 30 wpm in English is required
Re-test	Failed candidates may re-appear for the examination by paying a fee of Rs.300/-+ S.Tax. Candidates can appear for the re-test within one year of start of the course. .( Only three attempts for re-appear will be allowed)

#### **ADMISSION:**

- The merit list of the candidates will be displayed on website on 26-2-2016.**
- All the candidates must check website regularly and admission will be taken only on the announced date of admission. In case, the candidate fails to take admission on the announced date, his/her candidature will stand cancelled.**

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

After document verification, the candidates will have to 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 ( 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).

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

The course fee of Rs.4008/- ( Rs 3500/-+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. In case they desire to pay fee, they can do so.