

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 th with min.50% marks in ITI
Registration Fee	Rs.250/-
Course Fee	Rs.6500+Rs.910/-(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"> • Introduction to computer, History, characteristics, components. • Concepts of Hardware and Software Representation of Data/Information. • Concept of Data processing. Applications of IECT: e-governance & Multimedia and Entertainment. • Introduction to GUI Based Operating System. Basics of WINDOWS. The User Interface. File and Directory Management. • Elements of word processing. Text Creation and manipulation. Text Formatting- Paragraph Indenting. Bullets and Numbering, Changing case. Macros. • Table Manipulation: Draw Table, Changing cell width and height, Alignment of Text in cell, Delete / Insertion of row and column, Border and shading • Cross reference, table of contents. Mail Merge • 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 • Using Formulas. Working with function and charts. Advanced filter, comments, protecting worksheet • Power point presentations: Creation of Presentation, Preparation of Slides. Transition and Slide Timing and Automating a Slide Show • Basics of Computer Networks. Services on Internet. ISPs and examples (Broadband/Dialup/WiFi). TCP/IP and OSI layers. WWW, web browser and Search Engines. • Basics of E-mail. Opening Email Client. Mailbox: Inbox and Outbox. Instant Messaging and Collaboration. • Soft Skills: Personality Development. Writing Skills, File Handling. • Data Entry / Typing computer.

Admission	
Criteria for Admission	<p>Registration of the course will be online. For registration, visit http://delhi.nielit.gov.in</p> <p>Admission in the course will be purely on the basis of merit in the qualifying examination.</p> <p>The percentage (of qualifying exam) should be self calculated by the applicant and applicant has to ensure the accuracy upto two decimal places</p> <p>Admission will be considered only in case the applicant takes final admission and submits the course fee in time</p>
Examination & Evaluation	
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 10th 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 10th 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 10th 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 10th with min.50% marks in ITI and having cleared IT-A Level</p>
Registration Fee	Rs.250/-
Course Fee	Rs.3500 +490/- (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"> • Overview of IT Tools
	<ul style="list-style-type: none"> • Soft Skills: Personality Development. Writing Skills, File Handling.
	<ul style="list-style-type: none"> • Data Entry / Typing computer.
Admission	
Criteria for Admission	<p>Registration for the course will be online.</p> <p>Admission in the course will be purely on the basis of merit in the qualifying examination.</p> <p>The percentage (of qualifying exam) should be self calculated by the applicant and applicant has to ensure the accuracy upto two decimal places</p> <p>Admission will be considered only in case the applicant takes final admission and submits the course fee in time</p>
Examination & Evaluation	

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)

Guidelines for Registration:

- **The registration will be online only.**
- **The registration will start on 3-11-2015.**
- **The closing date of registration is 11-11-2015.**
- **A fee of Rs.250/- is to be paid towards registration fee.**
- **The admission to the course is purely on the basis of merit in qualifying examination which is either 10+2 or ITI and availability of seats.**
- **The percentage of the qualifying exam has to be self calculated by the candidate (rounded up to two decimal places).**
- **IMPORTANT: For the purpose of percentage calculation, only compulsory subjects are to be considered.**

Documents to be uploaded during Registration

- **Class 10 Certificate (Date of Birth proof)**
- **Marksheets and Certificates of qualifying examinations**
- **Adhaar Card/Any other Govt. approved ID Card**
- **Caste Certificate, if applicable (Caste benefit can be availed only subject to submission of correct caste certificate)**