नेताजी सुभाषक्षेत्रीय सहकारी प्रबन्ध संस्थान
NETAJI SUBHAS REGIONAL INSTITUTE OF COOPERATIVE MANAGEMENT
(An Institution of National Council for Cooperative Training, New Delhi)
(An Autonomous Society Promoted by Ministry of Cooperation, Govt. of India)

2025
International Year
of Cooperatives
Cooperatives Build a Better World

"Employability Enhancement & Livelihood Training Program [EELTP] of SC/ST& EWS(Women) Youth through Capacity Building and Skill Development in IECT" Under
National Institute of Electronics and Information Technology(NIELIT), Kolkata

Course Details:

Name of the Course	Certified Data Entry and Office Assistant (Upskilling)
Eligibility Criteria	i) 10th Pass or 8th Class Pass and pursuing continuous regular schooling Or 8th Class Pass + 2 Years ITI in relevant field Or 8th Class Pass + 1 Year of experience in relevant field **ii) SC/ST& EWS(Women)** iii) **Residence: Nadia District**
Course Duration	3 Months
Intake Capacity	30 Per Batch
Course Content	• Introduction to Computer • Introduction to GUI Based Operating System • Elements of Word Processing • Spreadsheets • Introduction to Internet, WWW and web browsers • Communication and Collaboration • Application of presentations • Application of Digital Financial Services
Job Description	A person who completed Certified Data Entry and Office Assistant (Upskilling) can apply for Data Entry for Software Execution roles and also perform Noting & Drafting Assistance, EDP Assistance.

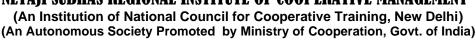| Name of the Course	Certified Computer Application Accounting and Publishing Assistant
Eligibility Criteria	i) 10th Pass or 8th Class Pass and pursuing continuous regular schooling or 8th Class Pass + 2 Years ITI in relevant field or 8th Class Pass + 1 Year of Experience in relevant field **ii) SC/ST& EWS(Women)** iii) **Residence: Nadia District**
Course Duration	4 Months
Intake Capacity	30 Per Batch
Course Content	• Computer fundamental and office automation software • Concepts of Financial Accounting • Preparation of Account Books Using Accounting Packages • Concept of Desktop Publishing Softwares

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	• Project / OJT • Employability Skill
Job Description	● Can Work In Call Centre for After Sale Support - can be also absorbed in Local Markets ● Can start their own Small-Scale business and can be self employed

Name of the Course	**Certified Web Developer (Upskilling)**
Eligibility Criteria	i) Basic Computer Knowledge ii) **SC/ST& EWS(Women)** iii) **Residence: Nadia District**
Course Duration	3 Months
Intake Capacity	30 Per Batch
Course Content	• Introduction to the Internet to web Design • HTML5 • CSS • JavaScript • Bootstrap • Linux Introduction • Server-side programming language PHP • Database connectivity with PHP and MySQL (Linux/Window) • Project on website Development • Including Theory/ Lecture Hours / practical Hours • Sub Total (B) • Optional Components • Sub Total (B)
Job Description	**Academic:** After completion of the course student will be able to pursue Microsoft Certified Solutions Developer (MCSD), Responsive Web Design Course, Server-Side Script Programming Which Combines Programming Languages with Database like Dot Net Java, and ASP with MySQL.' Candidates can start from level 4 and lead to further levels. Professional: The candidate will be able to do Client-side programming and scripting such as Web Site maintenance, Front end, Backend, and Database Developer. Further getting the exposure he/she may be able to do Server-Side Programming also. Web Developer is responsible for the coding, design, and layout of a website according to a company's specifications. As the role takes into consideration user experience and function, a certain level of both graphic design and computer programming is necessary

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APPLICATION FORM FOR ADMISSION
TO
"Employability Enhancement & Livelihood Training Programme [EELTP] of SC/ST & EWS(Women) youth through capacity Building and Skill Development in ICET"
under NIELIT Kolkata
Sponsored by Ministry of Electronics & Information Technology (MeitY),
Govt. Of India

Paste your recent passport photography

1. **Course applied for: (tick only One)**
   - Certified Data Entry and Office Assistant (Upskilling)
   - Certified computer Application Accounting and Publishing Assistant
   - Certified web Developer(Upskilling)

2. **Applicants Name (in block letters)**

3. **Father's Name (in block letters)**

4. **Mother's Name (in block letters)**

5. **Gender (tick only One)** Male ☐   Female ☐

6. **Date of Birth** Day ☐☐ Month ☐☐ Year ☐☐☐☐

7. **Marital Status:** Single / Married/ Divorced/Widowed

8. **Category(Tick Only one)** SC ☐ ST ☐ EWS(WOMEN) ☐

9. **Address for correspondence**

					Pin :									
Contact Number														
Email ID														

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10. **Permanent Address**

							Pin :							
Mobile No														

1. **Aadhaar No :**

2. **Examination Passed**

Board/University	Examination Passed	Year of Passing /Passed	Subjects	Percentage	Class /Div

      This is to certify that all the information submitted by me in this Application Form is true and correct to the best of my knowledge and belief. If any information, furnished by me in this Application Form, submitted by me is found to be incorrect, fake, misleading or illegal at any point of time, I will be solely responsible for any financial, social or legal action that may be taken against me by NSRICM, Kalyani at any point of time

Place: **Signature of the Applicant**
Date:

List of enclosures
1. Age Proof Certificate
2. Caste/Tribe/EWS Certificate
3. Qualifying certificates & mark sheets

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