

Invitation of Application for Government Certified NCVT
Free of Charge IT Course of Hardware Assistant for Personnel of Armed Forces

Dear Sir,

1. We would like to take this opportunity to present ourselves as an ISO Certified Computer Training Institute (9001:2008 and 27001:2013), operating from AWWA Vocational Institute, Rao Tula Ram Marg, New Delhi - 110010, delivering IT Training from last 19+ years (since 1996), primarily to personnel of Armed Forces & their dependents. We are accredited centre of DOEACC, NCVT, (National Council of Vocational Training - Govt. of India) and have also been empanelled with DGR, DDG IT and Other Command HQs. Please find attached herewith our profile for your ready reference please.

2. As the Certified Training Partner of NCVT, Free of Charge IT Course for the personnel of Armed forces (retired/serving) is being conducted at CGDC, at AWWA Voc Institute as per the following details:

Course Details:

1. Name of the course: Hardware Assistant (Brief of the course is attached)
2. Course Code: ICT 703
3. Course Duration: 500 hrs
4. Eligibility: 10th Pass

Course Commencement:

Last date of application Submission: 05 Dec 2015.

Date of Commencement: Tentatively- 19 Dec 2015 (Subject to approval date from Govt.)

Note: Since the vacancies are limited the said course may commence earlier on filling up the vacancies

Admission Process :

a. This is to invite applications from the serving or retired personnel of Indian Air force who wish to undergo the said IT course.

1. The total number vacancies available for the said course is – 26.
2. Admission will be given on first come first serve basis- on submission of the documents.

b. The desirous personnel seeking admission would require to submit the following documents at the time of admission:

Documentary Proof Required: 3 sets of

1. Proof of Serving/retired from armed forces
2. Residence Proof
3. Educational qualification Proof(min 10th pass or highest)
4. Age Proof
5. Recent Photographs- 3
6. SC/ST- if applicable

NCVT Certification: An assessment will be conducted at CGDC at AWWA Voc Inst by the assessing bodies within a week or ten days of successful completion of the course. The said assessment will be conducted by Govt. Certified Assessing Body. On passing of the examination- NCVT (Govt. Certificate) will be issued to the student. Scanned copy of the said certificate is attached for your ready reference .

Please note that it is mandatory for the student to attend the examination.

You are kindly requested to let us know the procedure to reach out to the personnel so that maximum number of interested personnel can avail this opportunity.

Please do feel free to get in touch for any clarification required at the under mentioned contact details.

With regards

Mrs Vibha Mehrotra
Director

CGDC, Computer Graphics and Design Centre
AWWA Vocational Institute, First Floor
Rao Tula Ram Marg
New Delhi- 110010
Ph. +91 9810128363
011-6146772

11/19/2015