



# National Institute of Open Schooling

(An autonomous institution under MHRD, Govt. of India)

## Short Term Skill Training Programme

### 1. General Instruction

NIOS has designed and developed summer vacation courses for young learners who have passed 10th and 12th to undergo employability training. The training would involve theoretical as well as hands on training in the following areas. On completion of the training, various industries have consented to select them through walk-in-interview for placement.

### 2. Areas of Training are

1. Retail
2. Hospitality Services
3. IT/ITES
4. Service Technician
5. Automative after Sales Service and front Office
6. Assistant Beautician
7. Modern Office Practice and personality development - This Course is offered only from the Regional Centre NOIDA.

### Operating Procedure

1. The registration will be online or Offline on first-come-first serve basis.
2. Those who are registering through Offline have to follow the following
  1. Kindly fill up the provided application form.
  2. Make the Demand draft of requisite amount i.e Rs. 5000/- for the areas listed from 1 to 6 above and Rs. 7500/- for the Area Modern Office Practice and personality development
  3. Demand Draft should be in favour of "Secretary", payable at NOIDA.

4. The filled in application form along with the Passport Size photograph and the Copy of the Class X Pass Certificate should be deposited to the concerned Regional Centre.

## **Course Fee**

1. The course fee for any of the above areas except for Modern Office Practice and personality development is Rs.5000/- per course per learner.
2. The Course fee for Modern Office Practice and personality development is Rs.7500/-

## **Eligibility Criteria**

1. Minimum Class X (10) Pass and 18 years of age.

## **Training Centre**

1. Concerned Regional Centre or any Centre identified by the Regional Centre/

For more details visit [www.nios.ac.in](http://www.nios.ac.in) or contact the concerned Regional Centre.



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**Application form for Short Term Skill Training Programme**

		Paste your Passport Size Photograph
<b>Name of the Learner in Capital Letter</b>		
Father's Name		
Mother's Name		
Address		
District		
State		
Pin		
Mobile No		
E-Mail		
Date of Birth (DD/MM/YYYY)	/ /	
Gender (Pl. Tick one)	Male	
	Female	
	Transgender	
Category (Pl. Tick one)	General	
	SC	
	ST	
	Ex-Servicemen	
	Person with disability	

Areas of Training	<ol style="list-style-type: none"> <li>1. Retail</li> <li>2. Hospitality Services</li> <li>3. IT/ITES</li> <li>4. Service Technician</li> <li>5. Automative after Sales Service and front Office</li> <li>6. Assistant Beautician</li> <li>7. Modern Office Practice and personality development</li> </ol>
Qualification	Class X Class XII Above Class XII
Centre for Training (write the Name of the Concerned Regional Centre)	
Bank Draft No	
Name of the Issuing Bank	
BD Date	

## Declaration

Certified that I am fulfilling the criteria for Short Term Skill Training Programme.

I hereby declare that I have read and understood the conditions of eligibility and I fullfill the criteria for the course for which I seek adminssion. I have furnished all the necessary documents and information correctly. I understand that my candidature is liable to be cancelled by NIOS in the event of any information and document is to be found misleading or incorrect at any stage.

(Signature of the Learner)

Date :