

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
জনপ্রশাসন মন্ত্রণালয়  
বিদেশ প্রশিক্ষণ অধিশাখা  
[www.mopa.gov.bd](http://www.mopa.gov.bd)

নং- ০৫.০০.০০০০.২০২.০০.০২৯.১৫-৩৯৩

তারিখ: ২০ আগস্ট, ২০১৫ খ্রি.

বিজ্ঞপ্তি

আন্তঃমন্ত্রণালয় বৃত্তি বরাদ্দ কমিটির ০১/২০১৫ নং সভার অনুমোদনক্রমে উপর্যুক্ত সূত্রে প্রাপ্ত ভারতের ITEC বৃত্তির আওতায় নিম্নলিখিত প্রশিক্ষণের সুযোগসমূহের জন্য উন্মুক্ত দরখাস্ত আহ্বান করা হলো:

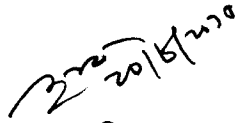
ক্রঃ নং	প্রশিক্ষণের শিরোনাম, কোর্সের মেয়াদ, প্রতিষ্ঠানের নাম ও স্থান	যোগ্যতা/টার্গেট গ্রুপ	সুযোগ সংখ্যা	জনপ্রশাসন মন্ত্রণালয়ে প্রেরণের শেষ তারিখ	মন্তব্য
১.	<b>6 Certificate of Proficiency in Graphic and Web Designing</b> 12 weeks 23-10-2015 to 14-01-2016 APTECH	Prior basic knowledge of computers & English is essential, inclination towards creativity will be an advantage.	০২	০৩/০৯/২০১৫	Open to all
২.	<b>7 Certificate of Proficiency in Graphic Designing &amp; English Communication</b> 14 weeks 17-11-2015 to 22-02-2016 APTECH	Prior basic knowledge of computers & English is essential, inclination towards creativity will be an advantage.	০২	১০/০৯/২০১৫	Open to all
৩.	<b>10 Certificate of Proficiency in English Communication &amp; Web Designing</b> 14 14-01-2016 to 20-04-2016 APTECH	Prior basic knowledge of computers is essential. Inclination towards creativity & knowledge of a programming language will be an advantage.	০২	০১/১০/২০১৫	Open to Programmers of all Ministry/Division & Field level Member of Innovation Team of all Ministry/Division & Field level
৪.	<b>11 Advanced Certificate in Web Design &amp; Development</b> 14 weeks 29-01-2016 to 05-05-2016 APTECH	Prior basic knowledge of computers & English is essential, inclination towards creativity will be an advantage.	০২	০৮/১০/২০১৫	Open to Programmer
৫.	<b>12 Certificate of Proficiency in Graphic &amp; Web Designing</b> 12 weeks 12-02-2016 to 05-05-2016 APTECH	Prior knowledge of basic English is essential.	০২	২৯/১০/২০১৫	Open for all
৬.	<b>6 Specialized Training Programme in Computer Networks Engineering and Management</b> 12 weeks 02-11-2015 to 22-01-2016 CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING MOHALI	SI No. 6: Technical graduate (electronics/computer science/telecommunications/ or equivalent) with working knowledge of computers, with relevant work experience.	০২	০৬/০৯/২০১৫	Open for all
৭.	<b>7 Specialized Training Programme in Multimedia and Web Design Technology</b> 12 weeks 02-11-2015 to 22-01-2016 CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING MOHALI	Twelve years of schooling or graduates with working knowledge of computers, with relevant work experience.	০২	০৬/০৯/২০১৫	Open for all
৮.	<b>12 Specialized Training Programme in Network Integration and Support</b> 12 weeks 21-03-2016 to 10-06-2016 CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING MOHALI	Graduates with working knowledge of computers, with relevant work experience.	০২	০৬/১২/২০১৫	Open for all
৯.	<b>13 Specialized Training Programme in Multimedia and Web Design Technology</b> 12 weeks 21-03-2016 to 10-06-2016 CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING MOHALI	Twelve years of schooling or graduates with working knowledge of computers, with relevant work experience.	০২	০৬/১২/২০১৫	Open to Programmers of all Ministry/Division & Field level Member of Innovation Team of all Ministry/Division & Field level
১০.	<b>6 Specialized Programme on Internetworking Design and Lan Wan Administration</b> 12 weeks 04-01-2016 to 25-03-2016 CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING NOIDA	Two years technical course or graduate in any stream after 12 years of schooling.	০২	২৪/০৯/২০১৫	Open for all
১১.	<b>8 Specialized Programme on Web Application Using .Net</b> 8 weeks 28-03-2016 to 20-05-2016 CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING NOIDA	Two years technical course or graduate in any stream after 12 years of schooling. Knowledge of any programming language is desirable.	০২	০৬/১২/২০১৫	Open for all

22.	<b>11 Certificate Course for Proficiency in Business Communication and Life Skills (Including Essential Internet Skills)</b> 8 weeks 08-02-2016 to 01-04-2016 <b>CMC LTD</b>	The course is designed for participants who look forward skills to enhance their business communication and life skills (including essential internet skills), the participant must have relevant work experience.	02	22/20/2016	Open for all
23.	<b>7 Diploma in Advanced Networking</b> 12 weeks 03-11-2015 to 29-01-2016 <b>NIIT LTD</b>	Working knowledge of Microsoft® windows as operating system and basic knowledge of programming with minimum 1 years work experience.	02	06/02/2016	Open for all
24.	<b>8 Certificate Course in Spoken English and Web Development</b> 8 weeks 01-12-2015 to 29-01-2016 <b>NIIT LTD</b>	Working knowledge of Microsoft® windows as operating system and basic knowledge of programming with minimum 1 years work experience.	02	01/02/2016	Open for all
25.	<b>9 Diploma In Communication English, IT and Networking Skills</b> 8 weeks 05-01-2016 to 04-03-2016 <b>NIIT LTD</b>	Should be able to read and write in English language and basic knowledge of computers with minimum 1 years work experience.	02	28/02/2016	Open for all
26.	<b>7 Certificate Course in Networking</b> 12 weeks 25-11-2015 to 13-02-2016 <b>UTL TECHNOLOGIES LTD</b>	Graduates / engineers / diploma holders with prior knowledge in computer networking. Exposure to networking fundamentals and network functions is desirable	02	29/02/2016	Open to Programmers of all Ministry/Divison & Field level Member of Innovation Team of all Ministry/Divison & Field level
27.	<b>8 Certificate Course in Cisco Enterprise Networking</b> 12 weeks 04-01-2016 to 26-03-2016 <b>UTL TECHNOLOGIES LTD</b>	Graduates / engineers / diploma holders with prior knowledge in computer networking. Prior work experience in relevant field is desirable.	02	28/02/2016	Open for all
28.	<b>10 Certificate Course in Linux Administration</b> 8 weeks 10-02-2016 02-04-2016 <b>UTL TECHNOLOGIES LTD</b>	Graduates / engineers / diploma holders with prior knowledge in computer networking. Prior work experience in relevant field is desirable.	02	22/20/2016	Open for all
29.	<b>13 Certificate Course in Networking</b> 12 weeks 30-03-2016 to 18-06-2016 <b>UTL TECHNOLOGIES LTD</b>	Graduates / engineers / diploma holders with prior knowledge in computer networking. Exposure to networking fundamentals and network functions is desirable	02	09/22/2016	Open for all
30.	<b>1 One Year Post-Graduate Programme in Management for Executives (PGPX)</b> 52 weeks 31-03-2016 to 31-03-2017 <b>INDIAN INSTITUTE OF MANAGEMENT</b>	Graduation in any discipline/Degree/Diploma acceptable if the total academic study years is minimum 15 years from Grade 1 onwards.	02	09/22/2016	Open for all
31.	<b>5 Programme on General Management Skills</b> 6 weeks 18-01-2016 to 26-02-2016 <b>INTERNATIONAL MANAGEMENT INSTITUTE</b>	A Bachelor's degree in Economics, Commerce, Business, Mathematics, Statistics, Operation Research or Computers. Minimum 2 years work experience.	02	28/02/2016	Open for all
32.	<b>6 Certificate Programme in Operations Management</b> 11 weeks 29-02-2016 to 14-05-2016 <b>INTERNATIONAL MANAGEMENT INSTITUTE</b>	Graduates (preferably in engineering/ science) with post degree three years' experience in projects/ operations/ planning or administration.	02	09/22/2016	Open for all
33.	<b>7 15 Month Executive Post Graduate Diploma in Management</b> 52 weeks 30-03-2016 to 29-03-2017 <b>INTERNATIONAL MANAGEMENT INSTITUTE</b>	Graduation in any discipline, as a regular candidate and not through correspondence courses with a consistently high academic record. Proficiency in high-school level of mathematics, written spoken English as well as working knowledge of computers is an essential requirement. Post-degree, 5 years or more full time experience at senior decision making levels within ministries or government departments or private sector organizations.	02	09/22/2016	Open for all
34.	<b>4 ITP on Global Human Resource Management</b> 6 weeks 17-11-2015 to 28-12-2015 <b>NATIONAL INSTITUTE OF LABOUR ECONOMICS RESEARCH AND DEVELOPMENT</b>	Bachelor's degree or its equivalent. Minimum 2 years work experience	02	20/02/2016	Open for all
35.	<b>6 Master's Degree in Human Resource Planning and Development</b> 52 weeks 01-02-2016 to 31-01-2017 <b>NATIONAL INSTITUTE OF LABOUR ECONOMICS RESEARCH AND DEVELOPMENT</b>	Bachelor's degree from a recognized University, having proficiency in English language supported by documentary evidence in the application. Minimum 5 years related work experience.	02	22/20/2016	Open for all

২৬.	<b>7 Post Graduate Diploma in Human Resource Planning &amp; Development</b> 24 weeks 01-03-2016 to 16-08-2016 <b>NATIONAL INSTITUTE OF LABOUR ECONOMICS RESEARCH AND DEVELOPMENT</b>	Bachelor's degree from a recognized University having proficiency in English language supported by documentary evidence in the application. Minimum 2 years related work experience.	০২	১৯/১১/২০১৫	Open for all
২৭.	<b>8 ITP on Human Capabilities</b> 4 weeks 14-03-2016 to 08-04-2016 <b>NATIONAL INSTITUTE OF LABOUR ECONOMICS RESEARCH AND DEVELOPMENT</b>	Bachelor's degree or its equivalent. Minimum 2 years work experience	০২	২৬/১১/২০১৫	Open for all
২৮.	<b>6 Diploma Course for Proficiency in Spoken English &amp; Business Communication</b> 10 weeks 14-10-2015 to 25-12-2015 <b>Shriram Institute of Business and Information Technology</b>	Must have completed higher secondary school.	০২	০১/০৯/২০১৫	Open for all

- ০২। উক্ত প্রশিক্ষণের সুযোগ সংক্রান্ত প্রাপ্ত সমুদয় কাগজপত্র এতদসঙ্গে সংযুক্ত করা হল। ITEC Programme এ প্রার্থী নির্বাচনের ক্ষেত্রে বয়স ২৫-৪৫ বছর ও চাকুরিকাল কমপক্ষে ০৫ বছর হতে হবে। ইতঃপূর্বে যারা ITEC, Colombo Plan এবং Train the Trainer বা Mid-Career Training অথবা ভারত সরকারের অর্থায়নে কোন কোর্সে অংশগ্রহণ করেছেন তাঁদের আবেদন করার প্রয়োজন নেই।
- ০৩। কোর্সের সঙ্গে প্রার্থীর কাজের সম্পৃক্ততা অবশ্যই থাকতে হবে। এছাড়া প্রার্থীকে ইংরেজীতে পারদর্শী এবং শারীরিকভাবে উপযুক্ত থাকতে হবে।
- ০৪। আগ্রহী ও যোগ্য কর্মকর্তাবৃন্দকে <https://itecgoi.in/meaportal/register> Applicant ওয়েব সাইটের মাধ্যমে নির্ধারিত ফরমে আবেদন করতে হবে। অনলাইনে করা আবেদনের আইডি নাম্বারসহ ৩ সেট প্রিন্ট কপি, ভোটার আইডি কার্ড, স্বাস্থ্যগত সনদ ও শিক্ষাগত সনদের কপি এবং অফিসিয়াল পাসপোর্টের কপিসহ আবেদন পত্রসমূহ নির্ধারিত সময়ের (৫নং কলামে বর্ণিত) পূর্বে নিয়ন্ত্রণকারী সংশ্লিষ্ট মন্ত্রণালয়/বিভাগ/দপ্তরের অনুমোদনসহ জনপ্রশাসন মন্ত্রণালয়ে প্রেরণ করতে হবে। কোর্স শুরুর তিন মাস পূর্বে অনলাইনে আবেদন করতে হবে।
- ০৫। জনপ্রশাসন মন্ত্রণালয়ের ২৯/৮/৯২খিঃ তারিখের স্মারক নং-সম (বিঃপ্রঃ)-৮০/৯২-৫১৮(৫০০) নং আদেশ এবং ১২ মে ২০০৩ তারিখে প্রকাশিত গেজেটে (জনপ্রশাসন মন্ত্রণালয়ের বিদেশ প্রশিক্ষণ গবেষণা শাখা) জনপ্রশাসন প্রশিক্ষণ নীতিমালা ও বিদেশ প্রশিক্ষণ কর্মকর্তা মনোনয়ন বিষয়ে প্রধানমন্ত্রীর কার্যালয়ের ১৯ জুন, ২০১১ খ্রি. তারিখের ০৩.০৬৯.০২৫.০৬. ০০.০০৩.২০১১-১৪৪ (৫০০) সংখ্যক পত্রের মর্মানুসারে প্রয়োজনীয় কার্যক্রম গ্রহণ করা হবে।
- ০৬। নির্ধারিত সময়ের পর প্রাপ্ত আবেদন বা অসম্পূর্ণ আবেদনপত্র বাতিল বলে বিবেচিত হবে।

সংযুক্তি: বর্ণনামতে।



ড. আবদুল হামিদ  
উপসচিব

ফোন: ৯৫৭৪৪২৬

[sasft.mopa@gmail.com](mailto:sasft.mopa@gmail.com)

## 8. APTECH

D 52, 2<sup>nd</sup> and 3<sup>rd</sup> Floor, South Extension-I, New Delhi-110049  
Landline No.: 11-24658005 /11-24622761  
Fax No.: 11-24658005  
Email Id: kartikd@aptech.ac.in  
Website: www.aptech-worldwide.com

## Head of the Institute

**Ms. Sonia Narula**  
Vice President  
Landline no.: 01124622761  
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Fax: 01124622761

## 24 hours Emergency/After Office/Holiday Contact Nos

**Mr. Hanit Vairagi/Kartik Dabral**

Project Coordinator  
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Mobile No.: 9958644460  
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Fax : 01124658005

## ITEC Course Coordinator

**Mr. Kartik Dabral/Hanit Vairagi**

Project Coordinator  
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S. No.	Course Name	Duration (in weeks)	Start Date	End Date	Seats (Max)
1	Certificate of Proficiency in English and IT Skills	10	10-06-2015	18-08-2015	30
2	Certificate of Proficiency in Graphic Designing & English Communication	14	07-07-2015	12-10-2015	30
3	Certificate of Proficiency in English & Business Communication	10	20-08-2015	28-10-2015	30
4	Certificate of Proficiency in English Communication & Web Designing	14	20-08-2015	25-11-2015	30
5	Certificate of Proficiency in English and IT Skills	10	23-10-2015	31-12-2015	30
6	Certificate of Proficiency in Graphic and Web Designing	12	23-10-2015	14-01-2016	30
7	Certificate of Proficiency in Graphic Designing & English Communication	14	17-11-2015	22-02-2016	30
8	Certificate of Proficiency in English and IT Skills	10	07-01-2016	16-03-2016	30
9	Certificate of Proficiency in English & Business Communication	10	14-01-2016	23-03-2016	30
10	Certificate of Proficiency in English Communication & Web Designing	14	14-01-2016	20-04-2016	30
11	Advanced Certificate in Web Design & Development	14	29-01-2016	05-05-2016	30
12	Certificate of Proficiency in Graphic & Web Designing	12	12-02-2016	05-05-2016	30

### Eligibility Criteria

SI No. 1,3,5,8 & 12: Prior knowledge of basic English is essential.

SI No. 2,4,6,7,9&11: Prior basic knowledge of computers & English is essential, inclination towards creativity will be an advantage.

SI No. 10: Prior basic knowledge of computers is essential. inclination towards creativity & knowledge of a programming language will be an advantage.

## 9. CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING MOHALI

A-34, Industrial Area, Phase-8, Mohali, Punjab  
Landline No.: 172-5090910 /172-2237052  
Fax No.: 172-2237050  
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### 24 hours Emergency/After Office/Holiday Contact Nos

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### Head of the Institute

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### ITEC Course Coordinator

**Mr. Ajay Mudgil**  
Sr.Engineer  
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S. No.	Course Name	Duration (in weeks)	Start Date	End Date	Seats (Max)
1	Specialized Training Programme in Information and Network Security	8	13-07-2015	04-09-2015	30
2	Specialized Training Programme in Mobile Health Technologies and Ubiquitous Computing	4	13-07-2015	07-08-2015	30
3	Specialized Training Programme in Linux for Network Applications	8	07-09-2015	30-10-2015	30
4	Specialized Training Programme in Special Effects and Video Post Production Techniques	8	07-09-2015	30-10-2015	30
5	Specialized Training Programme in Healthcare Technologies (Bio-Medical Equipment and Medical Informatics)	8	07-09-2015	30-10-2015	30
✓6	Specialized Training Programme in Computer Networks Engineering and Management	12	02-11-2015	22-01-2016	30
✓7	Specialized Training Programme in Multimedia and Web Design Technology	12	02-11-2015	22-01-2016	30
8	Specialized Training Programme in Management on Operation, Repair and Maintenance of Cardiac, Imaging and Nuclear Medicine Equipment	8	30-11-2015	22-01-2016	30
9	Specialized Training Programme in 3d Animation	8	25-01-2016	18-03-2016	30
10	Specialized Training Programme in Healthcare Technology Management and Clinical Engineering	4	25-01-2016	19-02-2016	30
11	Specialized Training Programme in Telemedicine and Medical Informatics	4	22-02-2016	18-03-2016	30
✓12	Specialized Training Programme in Network Integration and Support	12	21-03-2016	10-06-2016	30
13	Specialized Training Programme in Multimedia and Web Design Technology	12	21-03-2016	10-06-2016	30
14	Specialized Training Programme in CADD Engineering	12	21-03-2016	10-06-2016	30

### Eligibility Criteria

SI No. 1: Technical graduate with knowledge of Windows/Linux operating system preferably familiarity with its administration, understanding of networking concepts, with relevant work experience.

SI No. 2: Hospital IT administrators/ graduate in engineering or sciences having knowledge of java programming and SQL concepts, with relevant work experience.

SI No. 3: Graduates with working knowledge of computers, two years technical course in electronics/ telecommunication/computers, with relevant work experience.

SI No. 4: Twelve years of schooling or graduates with working knowledge of computers, working professional with knowledge of computers.

SI No. 5, 8 & 10: Professionals (electronics/electrical/instrumentation /bio-medical engineer) or diploma holders in electronics/ electrical/instrumentation or equivalent aspiring to become health care professionals/ hospital administrators/ paramedical staff/doctors, with relevant work experience.

SI No. 6: Technical graduate (electronics/computer science/telecommunications/ or equivalent) with working knowledge of computers, with relevant work experience.

SI No. 7, 9 & 13: Twelve years of schooling or graduates with working knowledge of computers, with relevant work experience.

SI No. 11: Hospital administrators/ healthcare professionals/ pharmacists/ graduate in medical science with some working knowledge of computers, with relevant work experience.

SI No. 12: Graduates with working knowledge of computers, with relevant work experience.

SI No. 14: Degree/ diploma in mechanical/civil/architectural or working professional in the field of designing, with relevant work experience.

## 10. CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING NOIDA

B-30, Institutional Area, Sector-62, Noida, 201307

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Fax No.: 120-3063374

Email Id: bkm@cdac.in

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### 24 hours Emergency/After Office/Holiday Contact Nos

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### Head of the Institute

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0120-3063317

### ITEC Course Coordinator

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**Mr. Navneet Jain**

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Fax: 0120-3063374

S. No.	Course Name	Duration (in weeks)	Start Date	End Date	Seats (Max)
1	Specialised Programme on Web Application Development using Open Source Tools	12	27-07-2015	16-10-2015	30
2	Specialised Programme on E-Governance Application Development	12	27-07-2015	16-10-2015	30
3	Specialised Programme on Reducing Cyber Crime through Knowledge Exchange and Capacity Building	8	26-10-2015	18-12-2015	30
4	Specialised Programme on Design, Development and Implementation of E-Learning Courses	8	26-10-2015	18-12-2015	30
5	Specialised Programme on Big Data Analytics	12	21-12-2015	11-03-2016	30
6	Specialised Programme on Internetworking Design and Lan Wan Administration	12	04-01-2016	25-03-2016	30
7	Specialised Programme on Application Development using GIS and Remote Sensing	12	14-03-2016	03-06-2016	30
8	Specialised Programme on Web Application Using .Net	8	28-03-2016	20-05-2016	30

### Eligibility Criteria

SI No. 1,4,6&7: Two years technical course or graduate in any stream after 12 years of schooling.

SI No. 2 & 8: Two years technical course or graduate in any stream after 12 years of schooling. Knowledge of any programming language is desirable.

SI No. 3: Two years technical course or graduation with knowledge of a) windows operating system preferably familiarity with its administration though not essential. b) understanding of networking, OSI model & concept of protocols.

SI No. 5: Two years technical course or graduate in IT stream. Knowledge of any database is desirable.

SI No. 8: Two years technical course or graduate in any stream after 12 years of schooling. Knowledge of any programming language is desirable.

## 12. CMC LTD

C-11, Community Centre (Behind Janak Cinema)  
Janakpuri, New Delhi-110058  
Landline No.: 11-65515112 /011-64731330  
Fax No.: 011-23736159  
Email Id: kumud.sethi@cmcltd.com  
Website: www.cmcltd.com

## Head of the Institute

**Mr. Kumud Sethi**  
Regional Head - E&T(NR)  
Landline no.: 011-65515112  
Mobile no. 9818119202  
Email Id: kumud.sethi@cmcltd.com  
Fax: 011-23736159

## 24 hours Emergency/After Office/Holiday Contact Nos

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Regional Head - E&T(NR)  
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Fax : 011-23736159

## ITEC Course Coordinator

**Mr. Shimul Paul**  
Academic Coordinator  
Landline no.: 011-64731356  
Mobile: 9903017402  
Email Id: shimul.paul@cmcltd.com  
Fax: 011-25624211

S. No.	Course Name	Duration (in weeks)	Start Date	End Date	Seats (Max)
1	Certificate Course in Advanced Java Technology with Framework (Including Web, Android Application, Exposure to Software Engineering and RDBMS )	12	11-05-2015	31-07-2015	35
2	Certificate Course for Proficiency in Business Communication and Life Skills (including Essential Internet Skills)	8	15-06-2015	07-08-2015	35
3	Certificate Course In Computer Hardware and Networking (Including A+,N+,CCNA, IT Security and Exposure to ITIL and Cloud Computing)	12	06-07-2015	25-09-2015	35
4	Certificate Course in English Fluency And IT Skills	12	06-07-2015	25-09-2015	35
5	Certificate Course for Proficiency in Business Communication and Life Skills (including Essential Internet Skills)-	8	07-09-2015	30-10-2015	35
6	Certificate Course in Linux Administration and RDBMS (including Exposure to ITIL and Cloud Computing)	8	05-10-2015	27-11-2015	35
7	Certificate Course in English Fluency and IT Skills	12	02-11-2015	22-01-2016	35
8	Certificate Course in Computer Hardware and Networking (Including A+,N+,CCNA, IT Security and Exposure to ITIL & Cloud Computing )	12	02-11-2015	22-01-2016	35
9	Certificate Course in RDBMS and Advanced Web Technology (Including .Net Framework, MVVM, WCF, WPF, LINQ,WF and Exposure to SHAREPOINT SERVER And Cloud Computing)	12	07-12-2015	26-02-2016	35
10	Certificate Course in English Fluency And IT Skills	12	11-01-2016	01-04-2016	35
✓ 11	Certificate Course for Proficiency in Business Communication and Life Skills (Including Essential Internet Skills)	8	08-02-2016	01-04-2016	35
12	Certificate Course in Linux Administration and RDBMS (Including Exposure to ITIL and Cloud Computing)	8	22-02-2016	15-04-2016	35
13	Certificate Course in English Fluency and IT Skills	12	14-03-2016	03-06-2016	35

## Eligibility Criteria

SI No.1 & 9 : Graduates (or equivalent degree) holders who have basic knowledge of computers preferably with proficiency of any one computer programming language, with relevant work experience.

SI No. 2 & 11: The course is designed for participants who look forward skills to enhance their business communication and life skills (including essential internet skills), the participant must have relevant work experience.

SI No. 3,5,6,8 & 12: Graduates in science/math's or equivalent degree and preferably with a basic knowledge of computers. with relevant work experience.

SI No. 4,7,10&13: The course is designed for participants who look forward to read, write and speak English fluently, use computers/IT effectively at work and wish to be ready for an international work environment, the participant must have relevant work experience.

## 14. NIIT LTD

Address: A-24 , Infocity, Sector 34,  
Gurgaon. 122001  
Landline No.: 0124-4917249  
Fax No.: -  
Email Id: neelm@niit.com  
Website: www.niit.com

## Head of the Institute

**Mr. Ravi Malhotra**  
Vertical Head, Govt  
Landline no.: 0124-4917605  
Mobile no. 9911234563  
Email Id: Ravi.Malhotra@niit.com  
Fax: 01244916503

## 24 hours Emergency/After Office/Holiday Contact Nos

**Mr. Neel Mani**  
Coordinator  
Telephone no.: 0124-4917249  
Mobile No.: 9810360448  
Email Id: Neelm@niit.com  
Fax : 01244916503

## ITEC Course Coordinator

**Mr. Ravi Malhotra**  
Vertical Head, Govt  
Landline no.: 0124-4917605  
Mobile: 9911234563  
Email Id: Ravi.Malhotra@niit.com  
Fax: 01244916503

S. No.	Course Name	Duration (in weeks)	Start Date	End Date	Seats (Max)
1	Certificate Course in Spoken English and MS-Office Skills	8	30-06-2015	28-08-2015	35
2	Certificate Course in Database Administration And E-Commerce	8	30-06-2015	28-08-2015	35
3	Diploma in Advanced Networking	12	01-09-2015	27-11-2015	35
4	Certificate Course in Spoken English and MS-Office Skills	8	01-09-2015	30-10-2015	35
5	Proficiency in Spoken English	8	01-09-2015	30-10-2015	35
6	Diploma in Communication English, IT and Networking Skills	8	03-11-2015	01-01-2016	35
✓	Diploma in Advanced Networking	12	03-11-2015	29-01-2016	35
✓	Certificate Course in Spoken English and Web Development	8	01-12-2015	29-01-2016	35
✓	Diploma In Communication English, IT and Networking Skills	8	05-01-2016	04-03-2016	35
10	Certificate Course in Spoken English and MS-Office Skills	8	05-01-2016	04-03-2016	35

## Eligibility Criteria

SI No. 1,4,5 & 10: Basic understanding with English and familiarity with the English alphabet with minimum 1 years work experience.

SI No. 2: Working knowledge of Microsoft® windows as operating system with minimum 1 years work experience.

SI No. 3,7 & 8: Working knowledge of Microsoft® windows as operating system and basic knowledge of programming with minimum 1 years work experience.

SI No. 6 & 9: Should be able to read and write in English language and basic knowledge of computers with minimum 1 years work experience.



## 15. UTL TECHNOLOGIES LTD

No. 19/6, Ashokpuram School Road, Industrial Suburb,  
Yeshwanthpur, Bangalore - 560022.

Landline No.: 80-23472171 /80-23472172

Fax No.: 80-23572795

Email Id: info@utltraining.com

Website: www.utltraining.com

### 24 hours Emergency/After Office/Holiday Contact Nos

**Mr. Srinivas Raju J**

Divisional Head

Telephone no.: 08023472171

Mobile No.: 9980866166

Email Id: srinivasraju@utltraining.com

Fax : 08023572795

## Head of the Institute

**Mr. Srinivas Raju J**

Divisional Head

Landline no.: 08023472171

Mobile no. 9980866166

Email Id: srinivasraju@utltraining.com

Fax: 08023572795

### ITEC Course Coordinator

**Mr. Vishwas M**

Manager ITEC Program

Landline no.: 08023472171

Mobile: 9902977533

Email Id: itec@utltraining.com

Fax: 08023572795

S. No.	Course Name	Duration (in weeks)	Start Date	End Date	Seats (Max)
1	Certificate Course in Networking	12	29-06-2015	19-09-2015	30
2	Certificate Course in Linux Administration	8	03-08-2015	26-09-2015	30
3	Certificate Course in Advanced Mobile Communication Technologies	10	24-08-2015	31-10-2015	30
4	Certificate Course in Network Security	10	21-09-2015	28-11-2015	30
5	Certificate Course In Cisco Enterprise Networking	12	23-09-2015	12-12-2015	30
6	Certificate Course in FTTH & GPON Technologies	8	28-10-2015	19-12-2015	30
7	Certificate Course in Networking	12	25-11-2015	13-02-2016	30
8	Certificate Course in Cisco Enterprise Networking	12	04-01-2016	26-03-2016	30
9	Certificate Course in Advanced Mobile Communication Technologies	10	04-01-2016	12-03-2016	30
10	Certificate Course in Linux Administration	8	10-02-2016	02-04-2016	30
11	Certificate Course in Network Security	10	14-03-2016	21-05-2016	30
12	Certificate Course in Wireless Network Administration	10	28-03-2016	04-06-2016	30
13	Certificate Course in Networking	12	30-03-2016	18-06-2016	30

### Eligibility Criteria

SI No. 1,7 & 13: Graduates / engineers / diploma holders with prior knowledge in computer networking. Exposure to networking fundamentals and network functions is desirable.

SI No. 2, 5, 8 & 10: Graduates / engineers / diploma holders with prior knowledge in computer networking. Prior work experience in relevant field is desirable.

SI No. 3, 6, 9 & 12: Graduates / engineers / diploma holders in electronics / electrical / communications / telecom or equivalent with prior telecom knowledge. Prior work experience in relevant field is desired.

SI No. 4 & 11: Graduates / engineers / diploma holders with prior work experience in networking. Exposure to networking fundamentals and network functions is desirable. Two years of prior experience in networking will be an added advantage.

## 17. INDIAN INSTITUTE OF MANAGEMENT

Vastrapur, Ahmedabad - 380015  
Landline No.: 79-66324449 /79-66324071  
Fax No.: 79-66324447  
Email Id: pgpxquery@iimahd.ernet.in  
Website: www.iimahd.ernet.in

### 24 hours Emergency/After Office/Holiday Contact Nos

**Mr. Somnath Bhattacharya**  
Manager Facilities  
Telephone no.: 079-66324070  
Mobile No.: 7966324070  
Email Id: manager-facilities@iimahd.ernet.in  
Fax no.: 079-26300352

### Head of the Institute

**Prof. Ashish Nanda**  
Director  
Landline no.: 079-66324848  
Mobile no. 7966324848  
Email Id: director@iimahd.ernet.in  
Fax: 079-26308345

### ITEC Course Coordinator

**Mr. Sajan Joseph**  
Manager PGPX  
Landline no.: 079-66324449  
Mobile: 9825096229  
Email Id: pgpxquery@iimahd.ernet.in  
Fax: 079-66324447

S. No.	Course Name	Duration (in weeks)	Start Date	End Date	Seats (Max)
✓ 1	One Year Post-Graduate Programme in Management for Executives (PGPX)	52	31-03-2016	31-03-2017	5

### Eligibility Criteria

Sl.No. 1: Graduation in any discipline/Degree/Diploma acceptable if the total academic study years is minimum 15 years from Grade I onwards.

## 18. INTERNATIONAL MANAGEMENT INSTITUTE

B-10, Qutab Institutional Area, New Delhi-110016  
Landline No.: 011-47194100 /011-47194200  
Fax No.: 011-46012729  
Email Id: itcoffice@imi.edu  
Website: www.imi.edu

## Head of the Institute

**Dr. Bakul Dholakia**  
Director General  
Landline no.: 011-46012731  
Mobile no. 9582500133  
Email Id: minimathews@imi.edu  
Fax: 011-46012729

## 24 hours Emergency/After Office/Holiday Contact Nos

**Mr. Sunil Singh**  
Sr. Manager  
Telephone no.: 011-47194202  
Mobile No.: 9560466478  
Email Id: sunil@imi.edu  
Fax : 011-46012729

## ITEC Course Coordinator

**Dr. Arun K Rath**  
Professor  
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Email Id: arun.rath@imi.edu  
Fax: 011-46012729

S. No.	Course Name	Duration (in weeks)	Start Date	End Date	Seats (Max)
1	Certificate Course in Strategic Management for Emerging Markets	4	03-08-2015	28-08-2015	30
2	Certificate Course in Corporate Governance and Excellence in Management of Public Enterprises	4	07-09-2015	01-10-2015	30
3	Certificate Programme on Cross Cultural Understanding and Strategies for Business Growth in Emerging Economies	2	23-11-2015	04-12-2015	30
4	Certificate Course in Performance Management Systems: A Strategic Tool	2	11-01-2016	22-01-2016	30
✓5	Programme on General Management Skills	6	18-01-2016	26-02-2016	30
✓6	Certificate Programme in Operations Management	11	29-02-2016	14-05-2016	30
✓7	15 Month Executive Post Graduate Diploma in Management	52	30-03-2016	29-03-2017	15

### Eligibility Criteria

SI No. 1 & 4: Graduation. Minimum 5 years of work experience.

SI No. 2: Graduation in any discipline. Minimum 5 years of work experience in a managerial / administrative capacity.

SI No. 3: Graduation with working knowledge of English language.

SI No. 5: A Bachelor's degree in Economics, Commerce, Business, Mathematics, Statistics, Operation Research or Computers. Minimum 2 years work experience.

SI No. 6: Graduates (preferably in engineering/ science) with post degree three years experience in projects/ operations/ planning or administration.

SI No. 7: Graduation in any discipline, as a regular candidate and not through correspondence courses with a consistently high academic record. Proficiency in high-school level of mathematics, written spoken English as well as working knowledge of computers is an essential requirement. Post-degree, 5 years or more full time experience at senior decision making levels within ministries or government departments or private sector organizations.

## 19. NATIONAL INSTITUTE OF LABOUR ECONOMICS RESEARCH AND DEVELOPMENT

Plot No 25, Sector A-7, Narula-110040

Landline No.: 011-27783468 /011-27787212

Fax No.: 011-27783467

Email Id: dg.iamr@nic.in

Website: iamrindia.gov.in

### 24 hours Emergency/After Office/Holiday Contact Nos

#### Dr. Chaitali Roy

Assistant Director (E&T)

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Mobile No.: 9250881749

Email Id: drchaitali\_pal@yahoo.com

Fax no.: 011-27783467

#### Dr. K.S. Rao

Joint Director

Telephone no.: 011-27787210

Mobile No.: 9958007599

Email Id: Kesana22@yahoo.com

Fax no.: 011-27783467

### Head of the Institute

#### Dr. Yogesh Suri

Director General

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Mobile no. 9810032852

Email Id: [yogesh.suri@nic.in](mailto:yogesh.suri@nic.in)

Fax: 011-27783467

### ITEC Course Coordinator

#### Dr. P.C. Parida

Director (E&T)

Landline no.: 011-27787039

Mobile: 9818622985

Email Id: [paridapc@gmail.com](mailto:paridapc@gmail.com)

Fax: 011-27783467

#### Mrs. Renu Lal

Coord. Masters Degree in HRP and D

Landline no.: 011-27787212

Mobile: 9891689000

Email Id: [renuj9@gmail.com](mailto:renuj9@gmail.com)

Fax: 011-27783467

#### Mrs. Gayatri Pandey

Coord. PG Diploma Course in HRP and D

Landline no.: 011-27787212

Mobile: 9968375368

Email Id: [gpandey1304@gmail.com](mailto:gpandey1304@gmail.com)

Fax: 011-27783467

#### Dr. Shachi Joshi

Coord. Diploma in Monitoring and Evaluation

Landline no.: 011-27782251

Mobile: 9212376275

Email Id: [shachi.joshi7@gmail.com](mailto:shachi.joshi7@gmail.com)

Fax: 011-27783467

S. No.	Course Name	Duration (in weeks)	Start Date	End Date	Seats (Max)
1	ITP in Human Resource Planning and Development	8	02-07-2015	26-08-2015	30
2	ITP on Manpower Research	8	09-09-2015	03-11-2015	30
3	Diploma in Monitoring & Evaluation	12	09-09-2015	01-12-2015	30
✓	ITP on Global Human Resource Management	6	17-11-2015	28-12-2015	30
5	ITP on Manpower Information System	8	07-01-2016	02-03-2016	30
✓	Master's Degree in Human Resource Planning and Development	52	01-02-2016	31-01-2017	35
✓	Post Graduate Diploma in Human Resource Planning & Development	24	01-03-2016	16-08-2016	30
✓	ITP on Human Capabilities	4	14-03-2016	08-04-2016	30

### Eligibility Criteria

SI No. 1, 2, 4, 5 & 8: Bachelor's degree or its equivalent. Minimum 2 years work experience.

SI No. 3: Bachelors degree from a recognized university with at least 50% marks. Knowledge of English language is essential with 2 years work experience in supervisory category.

SI No. 6: Bachelor's degree from a recognised University, having proficiency in English language supported by documentary evidence in the application. Minimum 5 years related work experience.

SI No. 7: Bachelor's degree from a recognised University having proficiency in English language supported by documentary evidence in the application. Minimum 2 years related work experience.

## 55. Shriram Institute of Business and Information Technology

UGF South Wing, NBCC Place, Lodhi Road, New Delhi - 110003  
Landline No.: 0120-4680800 /0120-4680800  
Fax No.: 0120-4680801  
Email Id: sibit@nhindia.com  
Website: www.sibit.co.in

### 24 hours Emergency/After Office/Holiday Contact Nos

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AGM  
Telephone no.: 01204680857  
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Fax: 0120-4680801  
Email Id: vikas.srivastava@nhindia.com

## Head of the Institute

**Mr. I C Sharma**  
Sr. Executive Director  
Landline no.: 01204680800  
Mobile no. 9811308006  
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Email Id: ic.sharma@nhindia.com

### TCS Course Coordinator

**Mr. Vikas Srivastava**  
Asst. General Manager  
Landline no.: 01204680857  
Mobile: 9899207922  
Fax : 01204680801  
Email Id: vikas.srivastava@nhindia.com

S. No.	Course Name	Duration (in weeks)	Start Date	End Date	Seats (Max)
1	Advanced Certificate Course in English Language & IT Proficiency	9	09-07-2015	09-09-2015	20
2	Certificate of Proficiency in Graphic Designing and English Communications	10	09-07-2015	18-09-2015	20
3	Certificate Course in Computer Hardware and Networking (including A+, N+, CCNA, IT Security and Exposure to ITIL and Cloud Computing)	12	16-09-2015	11-12-2015	15
4	Diploma Course for Proficiency in Spoken English & Business Communication	10	16-09-2015	25-11-2015	20
5	Advanced Certificate course in English Language & IT Proficiency	9	07-10-2015	08-12-2015	20
6	Diploma Course for Proficiency in Spoken English & Business Communication	10	14-10-2015	25-12-2015	20
7	Advanced Certificate Course in English Language & IT Proficiency	9	04-11-2015	05-01-2016	20
8	Advanced Certificate Course in Foreign Trade and International Business	10	21-12-2015	29-02-2016	15

### Eligibility Criteria

SI No. 1, 5 & 7: Must have completed high school.

SI No. 2, 4 & 6: Must have completed higher secondary school.

SI No. 3: Must have completed higher secondary schools. The participants do not need to know any specific IT skills but it is expected that they should have familiarity with the basic computing environment.

SI No. 8 : Must have completed high school with interest in international business specialization.