



Maharashtra Information Technology Support Center

महाराष्ट्र माहिती तंत्रज्ञान सहाय्यता केंद्र

MITSC/OUT/ April 2023/M/60

दि.30/04/2023

प्रति,
सर्व संलग्नित महाविद्यालये,
करिअर कट्टा.

विषयः:: करिअर कट्टामार्फत राबवल्या जाणाऱ्या मोफत कौशल्य प्रशिक्षण कार्यक्रमांमध्ये विद्यार्थी नोंदणी करणे बाबत.....

मा. महोदय,

उपरोक्त विषयास अनुसरून आपणास विनंती अशी की, महाराष्ट्र राज्य उच्च आणि तंत्रशिक्षण विभाग आणि महाराष्ट्र माहिती तंत्रज्ञान सहाय्यता केंद्र यांच्या संयुक्त विद्यमाने आयोजित करिअर कट्टा या उपक्रमतांतर्गत आपल्या महाविद्यालयातील विद्यार्थ्यांसाठी **मोफत कौशल्य प्रशिक्षण कार्यक्रम** राबविण्यात येणार आहे. ज्या माध्यमातून संवर्ग निहाय विद्यार्थ्यांना रोजगारक्षम कौशल्य वृद्धीसाठी आवश्यक कौशल्य प्रशिक्षण मोफत दिले जाणार आहे. योजनेची सविस्तर माहिती सोबत जोडली आहे.

सदर प्रशिक्षणासाठी महाविद्यालयाची साधनसामुग्री वापरली जाणार आहे त्यासाठी प्रति 100 विद्यार्थी रुपये 7500/- मोबदला दिला जाईल. तसेच महाविद्यालयाने प्रशिक्षक उपलब्ध करून दिल्यास प्रशिक्षणासाठी प्रति 100 विद्यार्थी रुपये 15000/- मानधन संबंधित संस्थेकडून देण्यात येईल, तरी सदर प्रशिक्षणासाठी दिनांक **16 मे, 2023 सायंकाळी 05.00** पूर्वी नाव नोंदणी करावी, ही विनंती.

आपला विश्वासू,

यशवंत शितोळे

अध्यक्ष

महाराष्ट्र माहिती तंत्रज्ञान

सहाय्यता केंद्र

सोबत: मोफत कार्यालयीन व्यवस्थापक आणि रोजगार क्षमता कौशल्य
प्रशिक्षण कार्यक्रम माहिती आणि प्रवेश अर्ज

Yashwant Shitole

Founder President

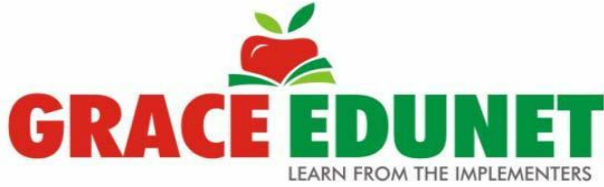
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To,

The Principal

Sub: - Skill Training in Generic Skills for Employability and office management for

Undergraduate students

Dear Sir,

We as a Grace Edunet are the Industry cum Implementation Partner of MEPSC (Management & Entrepreneurship and Professional Skill Council of India)

MEPSC - MEPSC is a horizontal Sector Skill Council (SSC) under the tutelage of the Ministry of Skill Development and Entrepreneurship (MSDE) Govt. of India

A huge percentage of Indian graduates are unemployable due to a lack of skills both technical and generic expected by employers. While a maximum of the applicants gets hired on the grounds of their technical skills and often get fired due to lack of generic skills. It is the set of Generic/ Behavioral/ Soft/ Employability Skills that creates diversity to the potency of the individual.

MEPSC in association with MAHAJYOTI (Mahatma Jyotiba Phule Research and Training Institute – an independent institute working under Bahujan Vikas Matralaya of Govt. of Maharashtra) has curated a customized special training program for free of cost to enhance the employability and develop the persona of undergraduate students belonging to OBC, VJ/NT and SBC students of Maharashtra state.

Name of the Training Program - Generic Skills for Employability and Office Management

Target Audience - Undergraduate students (First year to Final Year) from OBC, VJ/NT and SBC

Training fees – Nil (Free)

Duration - One Month

Training Module -

1. Corporate communication skills
2. Corporate behavioral etiquettes
3. Team building and team management
4. Problem solving office and task related
5. Task management setting priorities and time management
6. Goal setting and career development
7. Interview technics, resume building, presentation etiquettes
8. Essential email and communication etiquettes
9. Leadership skills and emotional intelligence

10. Financial management
11. Essential digital skills
12. SWOT analysis
13. Project management basics
14. Document management
15. Career exploration

Mode of Delivery –

Program will be conducted in physical mode instructor led orientation at college premises

Final Outcome –

Participating students will be assessed by MEPSC and will be awarded with industry recognized certificate from MEPSC.

Batch Size –

50 students per batch

Admission Process –

To enroll for the above mentioned program students need to submit duly filled admission form and attached following documents (True Copies)

1. Passport size photo
2. Addhar card
3. Cast certificate
4. Last qualification mark sheet
5. Non creamy layer certificate

Looking forward for great and positive response in benefit of students from your end!

Thanks and Regards

For

Grace Edunet

**Mahatma Jyotiba Phule Research and Training Institute (MAHAJYOTI),
Maharashtra State.**

And

Management Entrepreneurship Professional Skills Council, New Delhi

Skill Development Trainings

Admission Form

Name of Course: **Office Management Employability Skills Program**

Date of Admission: _____

Date of Counselling: _____



Full Name of Candidate	
Father Name	
Mother Name	
Address of Candidate	
Date of Birth	
Category of Candidate	Other Backward Class <input type="checkbox"/> Vimukt Jati- Nomadic Tribes <input type="checkbox"/> Special Backward Class <input type="checkbox"/>
Name of Caste as per Caste Certificate	
Is Candidate belonging to Non Creamy Layer?	
Educational Qualification:	
Aadhar No.	
Mobile No.	
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>
Marital Status	Married <input type="checkbox"/> Unmarried <input type="checkbox"/>
Physically Challenged	Yes <input type="checkbox"/> No <input type="checkbox"/>

I hereby certify that Information provided by me as above is true to the best of my knowledge. I have understood the terms and conditions for above mentioned training, I completely agree that this training will be beneficial for my overall career development and growth and therefore I willingly agree to attend the training.

Sign:

Name of Candidate :

Date:

Enclosure:

- 1) Addhar Card Copy.
- 2) Caste Certificate Copy.
- 3) Non Creamylayer Certificate Copy.
- 4) Educational Marksheet Copy.