



GOVERNMENT OF INDIA/ भारत सरकार
MINISTRY OF LABOUR AND EMPLOYMENT/ श्रम और रोजगार मंत्रालय
DIRECTORATE GENERAL OF EMPLOYMENT/ रोजगार महानिदेशालय
NATIONAL CAREER SERVICE CENTRE FOR SC/ST
अनुसूचित जाति/अनुसूचित जनजाति के लिए राष्ट्रीय कैरियर सेवा केंद्र
VRC (H) BUILDING, EN-81, SALT LAKE, KOLKATA-700091



Advertisement No.1

FREE STIPENDIARY TRAINING COURSES FOR SC/ST CANDIDATES

National Career Service Centre for SC/ST, Kolkata, Ministry of Labour & Employment (DGE), Govt. of India invites Applications form for the eligible SC/ST candidates free Stipendiary Training courses for session 2025-26, which are likely to be commencing from 01.07.2025. During the Training Period candidate is entitled for the stipend @Rs.1000 per month(as conditions). Form for the training courses has to collect from the address given below. Candidates my submit their filled form with relevant documents by Speed post. The last date to submit form is 10/06/2025.

The details of Courses:-

eligibility criteria & required documents for the training Courses are given as under: -

| SI. No | Name of Course | Duration of the course | Age limit | Minimum Qualification | Books & Stationery | Family Income |
|--------|---|------------------------|--------------------------------|-----------------------|--------------------|------------------------------|
| 1. | Special Coaching Scheme (Stenography) | One Year | 18-27 Years (as on 01/07/2025) | 10+2 | Free | Upto Rs. 3.00 lakh per annum |
| 2. | '0' Level Software Computer Training through NIELIT | One Year | 18-30 Years (as on 01/07/2025) | | | |
| 3. | '0' Level Hardware Computer Training through NIELIT | | | | | |
| 4. | Office Automation, Accounting and Publishing Assistant through NIELIT | One Year | | | | |
| 5. | Computer Application and Business Accounting associate through NIELIT | One Year | | | | |
| 6. | Cyber Secured Web Development Associate Program through NIELIT | | | | | |

Required Photocopy of documents to submit with Form are: -

10th admit Card, Mark sheet, Certificate, 12th Mark sheet, Caste Certificate, Aadhar Card, Family Income certificate, 4 copies of passport size photo, State employment exchange registration card, Bank account details with aadhar seeded/ linked (front page of Passbook).

For details please contact (Monday — Friday Time:-10am-5pm):-The Sub-Regional Employment Officer, NCSC for SC /ST, Kolkata, VRC (H) Building, EN-81, Sector-5, Salt Lake, Kolkata-700091. Phone: 033-23572008

[Email cgc.kolkata@gmail.com](mailto:cgc.kolkata@gmail.com)



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बिनामुल्ये बृत्तिमुलक प्रशिक्षण तपशीलि जाति/उपजाति-र जन्य

न्याशनल कारियर सार्विस सेन्टर(श्रम ओ कर्मसंस्थान मन्त्रक), कलकता तपशीलि जाति/उपजाति श्रेणिर छात्र छात्री देर जन्य बिनामुल्ये बृत्तिमुलक प्रशिक्षण २०२५-२०२६ शिक्कावर्षेर आवेदन ग्रहन करछे। एहि कोर्स गुलि चलाकालीन शिक्काथी देर १०००/- टाका प्रति मासे बृत्ति प्रदान करा हबे। कोर्स शुरू हबे १.९.२०२५ तारिख थेके। आवेदन पत्र निम्न लिखित ठिकाना ते सरासरि अथवा डाकयोगे जमा करते पारबेन उपयुक्त नथि सह १०.६.२०२५ पर्यन्त।

कोर्सेर बिबरण :-

| ক্রমিক নং | কোর্সের নাম | সময়সীমা | বয়স | সর্বনিম্ন যোগ্যতা | বই ও প্রয়োজনীয় সামগ্রী | পারিবারি ক উপার্জন |
|--------------|---|----------|---------------------------------------|-----------------------|--------------------------------|-------------------------------------|
| ১. | Special Coaching Scheme (Stenography) | এক বছর | ১৮-২৭ বছর (০১/০৭/২০২৫ পর্যন্ত) | ১০+২ উচ্চ মাধ্যমিক | বিনামূল্যে | ৩ লাখ পর্যন্ত (প্রতি বছর) |
| ২. | '0' Level Software Computer Training through NIELIT | এক বছর | ১৮-৩০ বছর (০১/০৭/২০২৫ পর্যন্ত) | | | |
| ৩. | '0' Level Hardware Computer Training through NIELIT | | | | | |
| ৪. | Office Automation, Accounting and Publishing Assistant through NIELIT | এক বছর | | | | |
| ৫. | Computer Application and Business Accounting associate through NIELIT | এক বছর | | | | |
| ৬. | Cyber Secured Web Development Associate Program through NIELIT | | | | | |

प्रयोजनीय नथिपत्र :-

माध्यमिक एडमिट , माध्यमिक रेजाल्ट , माध्यमिक सार्टिफिकेट, कास्ट सार्टिफिकेट, आधार कार्ड , इनकाम सार्टिफिकेट, ४ कपि फटो , राज्य कर्म संस्थान कार्ड , बाह्येर पासबुक एर जेरक्ल (आधार लिङ्क थाका बाध्याता मुलक)

बिस्तारित जानार जन्य योगायोग करुन The Sub-Regional Employment Officer, NCSC for SC /ST, Kolkata, VRC (H) Building, EN-81, Sector-5, Salt Lake, Kolkata-700091 (सोम - शुक्र)। टेलिफोन - ०३३-२३५९२००८ ईमेल :- cgc.kolkata@gmail.com



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(All in Block Letters only)

Give Serial wise Course preference:-

- | | | |
|--|--|--|
| 1. STENOGRAPHY <input type="checkbox"/> | 2. 'O'LEVELCOMPUTERSOFTWARE <input type="checkbox"/> | 3.COMPUTERHARDWAREAND <input type="checkbox"/> |
| | | MAINTENANCE |
| 4. OFFICE AUTOMATION <input type="checkbox"/> | 5. COMPUTERAPPLICATIONAND <input type="checkbox"/> | 6. CYBERSECURED WEB <input type="checkbox"/> |
| ACCOUNTING & PUBLISHING <input type="checkbox"/> | BUSINESS ACCOUNTING ASSOCIATE | DEVELOPMENTASSOCIATE |
| ASSISTNAT | | |

1. Name of the Applicant : _____
2. Father's Name & Occupation : _____
3. Date of Birth & Age : _____

4. Category : Scheduled Caste ☐ Scheduled Tribe ☐

5. Family Income per annum : Below3 lakh ☐ or Above3lakh ☐

6. PermanentAddress : _____
- Pin Code:- _____

7. Email Id : _____

8. Mobile No. : _____

9. National Career Service Portal Registration Number :-

10. Name of Competative Examination for which Preparing (e.g. SSC, Banking etc.):-

11. Educational Qualification:-

| SL No. | Name of Examination | Board / University | Yearof Passing | Subjects | Percent age | Division/ Grade |
|--------|---------------------|--------------------|----------------|----------|-------------|-----------------|
| 1. | Matric | | | | | |
| 2. | Senior Secondary | | | | | |
| 3. | Graduation | | | | | |
| 4. | Post-Graduation | | | | | |
| 5. | Others | | | | | |

12. Whether applicant possesses the minimum educational qualification required for the competitive examination for which appearing ?

YES ☐ NO ☐

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13. StateEmployment

Exchange/Employment Bank : _____

Portal Registration ID

(Mandatory)

14.Bank and Aadhar details for stipend (Mandatory)

| | | | |
|----|--------------------------------------|---|---|
| a. | NameoftheBankAccountHolder | : | |
| b. | BankAccountNumber | : | |
| c. | NameofBank | : | |
| d. | Bank IFSCCode | : | |
| e. | BankbranchName | : | |
| f. | AadharNumber | : | |
| g. | WhetherBankAccountlinked withAadhar | : | Yes/no(Ifnolinkaadharwithbankaccountwithin15daysandinform thiscentre) |
| h. | WhetherMobilenumberlinked withAadhar | : | Yes/no(Ifnolinkaadharwithmobilenumber within15daysandinform thiscentre) |

15 .Whether the applicant has enrolled in any course run by NCSC for SC/ST (CGC FOR SC/ST), Kolkata earlier? :- yes ☐ No ☐

If Yes, Please provide details:

a) Name of NCSC for SC/ST Centre :-

b) Name of course under which enrolled:-

c) Year of Enrolment

d) Course Completed: yes ☐ No ☐

e) If dropout, specify reason :-

DECLARATION

_____, son/daughter of _____

Hereby declare that I belong to the _____ sub-caste which is recognized as a Scheduled cast/scheduled tribe by the government of India and the particulars furnished above are true and correct to the best of my knowledge and belief.

Date Place:

Signature of the Applicant

Enclosure:-

Self –Attested Photocopies of following Documents (Please tick the documents enclosed)

1. Certificates in support of Educational Qualification ☐ 2. Aadhaar Card ☐ 3. Bank Passbook ☐ 4. Caste Certificate ☐5. Four Passport Size Photograph ☐ 6. Employment Exchange/NCS Portal Registration Number ☐ 7. Income Certificate ☐**FOR OFFICE USE ONLY**

Advice Given: Selection test will be held on _____ at _____ am subjects for test are General awareness and General English. Candidate has to carry this slip for selection test.

Application No. _____

Date. _____