



**Government of India  
Development Commissioner (MSME)  
Ministry of Micro, Small & Medium Enterprises**

**ANNOUNCES**

**TO ORGANISE TRAINING PROGRAMMES AT MSME-DI, KOLKATA ON**

1. Software & Internet Fundamentals-(10 weeks, 60 hours) (Course Fee: Rs.2200)  
- Min. Qualification: Madhyamik
2. P.C. Hardware Assembling & Maintenance with Basic Networking  
(14 weeks, 84 hours)(Course Fee Rs.4500/-) Min. Qualification: Madhyamik.
3. Software Based Business Accounting-(12 Weeks, 72 hours)(Course Fee: Rs.3600/=)  
Min. Qualification: H.S, Desirable – Com. Stream with knowledge of basic computer operation.
4. Advance Accounts and Taxation with E-Filing-(16 weeks, 96 hrs.)(Course Fee : Rs. 5000/=)-  
Min. Qualification desirable - B.Com with knowledge of accounting package.
5. Web Application Development with ASP.NET and SQL Server- (12 weeks,72 hours)(Course Fee:  
4000/= )Min. Qualification: Madhyamik with knowledge of computer operation & C- programming.
6. Desk Top Publishing(DTP)- (10 weeks 60 hours)(Course Fee: Rs. 3400/=)  
Min. Qualification: Madhyamik with knowledge of basic computer operation
7. SMPS & Monitor Repairing and Servicing-(10-weeks, 60 hours)(Course Fee:Rs.3400/=)  
Min. Qualification: Madhyamik.
8. Printer Servicing- (4 weeks, 24 hours)(Course Fee: Rs.1250/-) Min. Qualification: Madhyamik.
9. E-Commerce & Search Engine Optimization(SEO)- (7 weeks, 42 hrs.)(Course Fee :Rs. 2250/=)  
Min. Qualification: : Madhyamik with knowledge of basic Web designing/development.
10. Basic Multimedia with Web Design Approach-(12 Weeks, 108 hours)(Course Fee Rs.: 7500/=)  
Min. Qualification: Madhyamik with knowledge of Windows Operating System and drawing/designing  
concept.
11. Advance Networking with Server Technology- (24 weeks,144 hours)(Course Fee Rs. 10000/-)  
Min. Qualification: Madhyamik with knowledge of Computer Hardware, Desirable : Basic Networking

**Service Tax extra of 12.36% will be charged on all course fees.**

**For more details and in person applications visit our office on any working day. Online application will also be accepted through our website – [www.msmedikolkata.gov.in](http://www.msmedikolkata.gov.in)**

Probable date of commencement of training: **23.7.12.** onwards.

Last date of submission of application online/in person on first-cum-first serve basis : **23.07.2012**

**Director, MSME Development Institute  
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**USE UDYAMI HELP LINE: 1800 180 6763(Toll free)**



**MSME – DEVELOPMENT INSTITUTE  
(Formerly, Small Industries Service Institute)**

MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES  
GOVERNMENT OF INDIA

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Visit DC(MSME) : [www.smallindustryindia.com](http://www.smallindustryindia.com)



**COURSE DETAILS:**

**1. SOFTWARE & INTERNET FUNDAMENTALS** (10 weeks, 60 hours)

(Course Fee: Rs.2200+ Rs.273/-S.Tax) -

Min. Qualification: Madhyamik

**COURSE DETAILS** - Computer overview, Binary Number System, Identifying Computer peripherals, Windows operating System, MS-DOS, MS-Office(Word, Power Point, Excel, Access overview), Concept of Internet/Search Engines, use of E-mail, Simple website creation & project.

**2. PC HARDWARE ASSEMBLING & MAINTENANCE WITH BASIC NETWORKING** (14 weeks, 84 hours)

(Course Fee Rs.4500/-+Rs.556/--S.T)

Min. Qualification: Madhyamik.

**COURSE DETAILS** - Idea of Analog & Digital, Introduction to basic components of computer, Assembling a computer, Operating system installation, Maintaining a computer, Windows, Cleaning Virus, Identification and Trouble shooting problems, Introduction to Networking/Networking concept, TCP/IP Utilities, Internet Installation & Configuration, Internet and Printer sharing with proxy server, crimping and LAN cable preparation.

**3. BASIC MULTIMEDIA WITH WEB DESIGN APPROACH**(12 Weeks, 108 hours)

(Course Fee Rs.: 7500/=+Rs.927-S.T.)

Min. Qualification: Madhyamik with knowledge of Windows Operating System and drawing/designing concept.

**COURSE DETAILS** - Adobe PhotoShop , Adobe Premier Pro, HTML Script, Java Script, CSS,Dreamweaver, Adobe Flash , Adobe Audition, Project Work.

**4. SOFTWARE BASED BUSINESS ACCOUNTING** : (12 Weeks, 72 hours)

(Course Fee: Rs.3600/=+Rs.445/=S.T.)

Min. Qualification: H.S, Desirable – Com. Stream with knowledge of basic computer operation.

**COURSE DETAILS** - Accounting concept, Books of Accounts, concept of VAT, Accounting standards, Tally- 9.1 operation, Fact, Ex-Nex Generation.

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## COURSE DETAILS

**5. ADVANCE ACCOUNTS & TAXATION WITH E-FILING** (16 weeks, 96 hrs.)  
**(Course Fee : Rs. 5000/= + Rs.618 - S.T.)**

Min. Qualification desirable - B.Com with knowledge of accounting package.

**COURSE DETAILS** – Advance Tally- 9.1 with practical, Income Tax, Service Tax, VAT,CST, Profession Tax, ROC with e-filing of all with practicals.

**6. WEB APPLICATION DEVELOPMENT with ASP.NET and SQL Server**  
(12 weeks,72 hours)

**(Course Fee: 4000/= + Rs.494 - S.T.)**

Min. Qualification: Madhyamik with knowledge of computer operation & C-programming.

**COURSE DETAILS** - Web/Internet Fundamentals, Understanding .NET Framework and ASP.Net Technology, Object Oriented Programming using C#, Working with SQL Server, Application Development using C# and ASP.Net incl. AJAX, Project.

**7. Desk Top Publishing(D.T.P.)** (10 weeks 60 hours)

**(Course Fee: Rs. 3400/= + Rs.420-S.T.)**

Min. Qualification: Madhyamik with knowledge of basic computer operation

**COURSE DETAILS** - Page maker, Corel Draw, Free Hand, Bengali Font Application, Adobe Photoshop, Guide for Pre-press Production)

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## COURSE DETAILS

**8. SMPS & MONITOR REPAIRING & SERVICING (10-weeks, 60 hours)**  
**(Course Fee:Rs.3400/=+420/- S.T)**

Min. Qualification: Madhyamik.

**COURSE DETAILS** - Introduction to Electronics & Electrical, Identification of Tools, Measuring instrument & Components testing by multi-meter, idea of Analog & Digital, Circuit idea and tracing, Trouble shooting.

**9. PRINTER SERVICING (4 weeks, 24 hours)**  
**(Course Fee: Rs.1250/-+Rs.155/-S.T)**  
**DMP,Inkjet/Deskjet,Laserjet**

**COURSE DETAILS** - Introduction to Printer,Classification of Printer,About Internal Main Sections – Bios, Data arrangement, encoding, decoding etc.. Hands on practice(Removal & Assembly),Repair of SMPS and other cards,Nozzle drive(Inkjet, Bubble Jet etc),Complete discussion with hands on practice on laser technique. Removal, assembly and fault findings.

**10. E-commerce & Search Engine Optimization(SEO)(7 weeks, 42 hrs.)**  
**(Course Fee :Rs. 2250/=+Rs.278-S.T.)**

Min. Qualification: : Madhyamik with knowledge of basic Web designing/development.

**COURSE DETAILS** – Introduction to E-Commerce,E-Commerce Business Models, Online marketing techniques, Understanding Search Engines, Search Engine Optimization Techniques, Building E-Commerce with SEO, Project.

**11. ADVANCE NETWORKING WITH SERVER TECHNOLOGY( 24 weeks,144 hours)**  
**(Course Fee Rs. 10000/-+Rs.1236 - S.T.).**

Min. Qualification: Madhyamik with knowledge of Computer Hardware,  
Desirable : Basic Networking

Overview of Client & Server Architecture, Installation and configuration of Server- 2003/2008, Domain concept, User and Administrator Account, Networking with Windows XP & Vista, concept and configure of wireless networking etc.

**Service Tax will be charged @12.36% on all course fees**

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# HOW TO APPLY

1. Interested candidates may apply with particulars (Name, Father's/Guardian's Name, Address, Phone No., Qualifications, Whether SC/ST, Course Title) on plain paper along with true copy of mark sheets, Caste Certificate, 2 copies of stamp size photo & course fee by **cash or demand draft/pay order** drawn in favour of "**Director, MSME-DI, Kolkata**" payable at any service branch at Kolkata.
2. Online Application may also be made by visiting our website [www.msmedikolkata.gov.in](http://www.msmedikolkata.gov.in) and **click on training registration system**
3. **Seats are limited.** Selection will be made on **first-cum-first serve basis.**
4. Probable date of commencement of training: **23.07.2012** onwards.
5. Last date of submission of application online/in person on first cum-first serve basis : **23.07.2012**
6. Course fee will not be refunded under any circumstances except programme not conducted due to unavoidable circumstances.
7. SC/ST candidate will get 50% concession on course fee.
8. Candidate must fulfill eligibility criteria in respect of qualification, age, caste etc. which will be verified through documentary evidence during enrolment/registration.
9. Candidates must be **18 yrs. of age as on 12.07.2012.** No upper age limit.
10. Certificate will be awarded to the successful candidates from MSME Development Institute, Ministry of MSME, Govt. of India.

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