



# National Youth

Technical Literacy Mission

Ministry of MSME, Govt. Of India Regd.

An ISO 9001 : 2015 Certified Autonomous Body

100+ Centres  
All Over India

India's Most Promising  
Technical Education Brand



Academic Coordinator

Programmes Based On  
Technical Education  
And Vocational Studies

## ABOUT US

Technical course is the most crucial step to a successful & prosperous future. It is the commencement of a new phase that allows a learner to specialize in their area of interest and build a dream career. NATIONAL YOUTH TECHNICAL LITERACY MISSION (NYTLM) offers you Diploma & Certificate courses along with Practical & Vocational Training over 20 courses with immense depth and attention. We carefully guide our learners to provide maximize exposure and depth in understanding their chosen field of study. An insight to every stream is provided here to enable you to make an informed choice. Starting as Orchid Infotech, we have walked a long way of success with our Associate brand Academia Education Services. Past 12 glorious years of achievements, helps us to reach that peak.

## VISION & MISSION

NYTLM stands for National Youth Technical Literacy Mission (NYTLM). It is a nationwide computer literacy mission organized by Academia Education Services, an ISO 9001:2015 certified Institution to spread IT awareness among the masses. The mission is encouraged by National IT Task Force, Government of India and Computer Society of India (CSI). In today's world, it has become a must to get aware of computers even in rural areas. Our mission is to impart IT education to the people who are economically backward and have never got the opportunity to come to the forefront. Thus the course fee of various packages under this mission is very low so that we can make technology reach everyone.

## **WHY COMPUTER EDUCATION?**

With the advancement of our civilization and as the world is progressing towards a better future, the word IT has become a must in our lives. Can we still imagine a man sitting at the office and writing a long letter to some other branches and wasting his precious time? With the advent of e-mail and Internet one cannot just think of using a simple paper and pen when communicating with people has become so easy. Computers have changed information processing in a major way. In every field of a job or profession one has to know computer or otherwise he or she is considered to be an illiterate person. To make INDIA a much progressive country than today it is very important to make technology reach everyone, even the people living in remotest part of the country should become aware of what IT is. Otherwise we cannot come to the conclusion that our country is no more a backward one.

## **WHY US?**

Today the whole world is linked with the term IT. Because in any field of work from scientific research to agriculture, movie making to general studies, engineers to doctors, defense personnel to common man etc. computer has become a source of medium of sharing and communicating of views among individuals. NYTLM is engaged to provide state-of-art education guidance and placement for career seeking youth and literate the rests with the technical assistance of certified professionals/organizations. It is a grieving fact that INDIA being such a huge country there still remains people who just for the simple shake of money cannot get the rays of light. So, the main objective of our mission is to unfold those talents who up to today did backwardness. A student can select from a range of quality courses according to his or her necessity. The training is provided in English generally but as per requirements the courses are taught in Hindi or regional languages also.

## **OUR AUTHORIZATIONS**

- 1. Registered under Ministry of MSME, Govt. of India (UAN No. WB14D0021429)**
- 2. Member of Computer Society of India (CSI) - (Membership ID - 2010000612)**
- 3. Accredited by CSC E-governance Digital Seva, Govt. of India**
- 4. Authorised Admission Counselor of Himalayan University (UGC recognised) with ID - SI 185**
- 5. Authorised Admission Counselor of Sangai International University, Manipur (UGC recognised)**
- 6. Authorised Academic Mobilizer of AISECT University and AISECT Education Group**
- 7. Registered under Dept. of Labour NCT, New Delhi**
- 8. Certified by National Human Rights Commission, India**
- 9. Certified by Central Vigilance Commission, Govt. of India**
- 10. Associate Member of Global Outreach Medical & Health Association (GOMHA) ID – IND01153**
- 11. Registered under NCS – Ministry of Labour, Govt. of India**

## EXAMINATION

1. THE EXAMINATION WILL BE HELD BY THE AUTHORIZED STUDY CENTRE AS PER THEIR SCHEDULE.
2. THE PATTERN OF EXAM WILL BE OBJECTIVE TYPE WHICH HAS TO BE ANSWERED IN THE ANSWER SHEET/ OMR SHEET.
3. THE DURATION OF EXAMINATION WILL BE 4 HOURS (THEORY - 3 HOURS & PRACTICAL - 1 HOUR)
4. SUBJECT WISE EXAM WILL CARRY TOTAL 100 MARKS.
5. THE RESULTS & CERTIFICATIONS WILL BE PROVIDED BY NYTLM, WITHIN 30 DAYS AFTER COMPLETION OF EXAM.

## EXAMINATION TYPES

**SINGLE EXAMINATION SYSTEM : FOR THE COURSES HAVING DURATION OF 3/6 MONTHS.**

**MODULE WISE EXAMINATION SYSTEM : FOR THE COURSES HAVING DURATION MORE THAN SIX MONTHS. THE DETAILS OF THE MODULE PAPERS, MARKS CAN BE COLLECTED AT YOUR ATP.**

## EXAMINATION PROCEDURE

- \* EXAMINATION WILL BE CONDUCTED ALL AROUND THE YEAR AT YOUR NYTLM AUTHORIZED STUDY CENTRE.
- \* THE PATTERN OF EXAM WILL BE OF OBJECTIVE TYPE (MCQ).
- \* DETAILS I.E. DATES OF EXAMINATION, TIMINGS/SESSION WILL BE ACCORDING TO THE TIME WHEN THE EXAMINATION FORM WAS FILLED UP. A LOGIN FOR 10 DAYS WOULD BE OPEN FOR ATP FILLING EXAMINATION FORM FOR THE STUDENTS TO COMMENCE FOR THE EXAMINATIONS.
- \* AFTER THAT THE STUDENT HAS TO FILL THE EXAMINATION FORM AGAIN WITH EXAM FEES.
- \* THE DURATION OF EXAMINATION WILL BE OF 120 MINUTES.

## RESULT

**MARKSHEET/CERTIFICATE WILL BE DISPATCHED WITHIN 35 DAYS OF RECEIVING ANSWER BOOKLET OF THE STUDENT BY THE HEAD OFFICE.**

## EVALUATION

**THE MINIMUM QUALIFYING MARKS FOR THE SEMESTER EXAMINATION ARE AS FOLLOWS :**

### COURSES

CERTIFICATE COURSES  
DIPLOMA COURSES

### SEMESTER EXAMINATION

30%  
30%

**AFTER QUALIFYING ALL THE EXAMS, THE STUDENT ARE AWARDED GRADES AS PER THEIR PERCENTAGE OF MARKS OBTAINED.**

### PERCENTAGE

90% & ABOVE  
80% - 89%  
70% - 79%  
60% - 69%  
50% - 59%  
40% - 49%  
30% - 39%  
BELOW 30%

### GRADE

AA  
A+  
A  
B+  
B  
C  
D  
F

## **FUNDAMENTAL COURSE IN COMPUTER APPLICATION(FCCA)**

**ELIGIBILITY :** 2

**DURATION :** 3 MONTHS

**COURSE FEES :** VISIT YOUR NEAREST CENTRE

**COURSE CONTENT :** WINDOWS, NOTEPAD, WORDPAD, PAINT

## **FOUNDATION COURSE IN COMPUTER APPLICATION(FCA)**

**ELIGIBILITY :** 5

**DURATION :** 3 MONTHS

**COURSE FEES :** VISIT YOUR NEAREST CENTRE

**COURSE CONTENT :** WINDOWS, MS-WORD, MS-EXCEL, PAINT, INTERNET SURFING

## **CERTIFICATE IN COMPUTER APPLICATION(CCA)**

**ELIGIBILITY :** 8

**DURATION :** 6 MONTHS

**COURSE FEES :** VISIT YOUR NEAREST CENTRE

**COURSE CONTENT :** WINDOWS, MS-OFFICE, INTERNET, HTML, COMPUTER PERIPHERALS

## DIPLOMA IN COMPUTER APPLICATION(DCA)

**ELIGIBILITY :** 10

**DURATION :** 12 MONTHS

**COURSE FEES :** VISIT YOUR NEAREST CENTRE

**COURSE CONTENT :** OPERATING SYSTEM, MS-OFFICE, BASIC WEB DEVELOPMENT, HTML, INTERNET, PROGRAMMING WITH C/C++, RDBMS USING MS-ACCESS, CONCEPT OF SQL

## CERTIFICATE IN DESKTOP PUBLISHING(CDP)

**ELIGIBILITY :** 8

**DURATION :** 6 MONTHS

**COURSE FEES :** VISIT YOUR NEAREST CENTRE

**COURSE CONTENT :** MS-OFFICE, INTERNET, ADOBE PHOTOSHOP, COREL DRAW, REGIONAL TYPING SOFTWARE

## DIPLOMA IN DESKTOP PUBLISHING(DDP)

**ELIGIBILITY :** 10

**DURATION :** 12MONTHS

**COURSE FEES :** VISIT YOUR NEAREST CENTRE

**COURSE CONTENT :** MS-OFFICE, ADOBE PHOTOSHOP, ADOBE IMAGE READY, ADOBE PAGEMAKER, COREL DRAW, REGIONAL TYPING SOFTWARE, INTERNET APPLICATION, ONLINE IMAGE EDITING

## **CERTIFICATE IN FINANCIAL ACCOUNTING(CFA)**

**ELIGIBILITY :** 10

**DURATION :** 6 MONTHS

**COURSE FEES :** VISIT YOUR NEAREST CENTRE

**COURSE CONTENT :** OPERATING SYSTEM, MS-OFFICE, FINANCIAL ACCOUNTING, CONCEPT OF COMPANY, TALLY

## **DIPLOMA IN FINANCIAL ACCOUNTING(DFA)**

**ELIGIBILITY :** 12

**DURATION :** 12 MONTHS

**COURSE FEES :** VISIT YOUR NEAREST CENTRE

**COURSE CONTENT :** MS-OFFICE, FINANCIAL ACCOUNTING, ORGANIZATION PROCEDURE, TAX, BANKING RULES, CONCEPT OF GST, ACCOUNTING PROCEDURE, MIS & E-COMMERCE

## **CERTIFICATE IN INFORMATION TECHNOLOGY(CIT)**

**ELIGIBILITY :** 10

**DURATION :** 6 MONTHS

**COURSE FEES :** VISIT YOUR NEAREST CENTRE

**COURSE CONTENT :** MS-OFFICE, OPERATING SYSTEM, DIGITAL ELECTRONICS, BASIC WEB DEVELOPMENT, BASIC IT OPERATIONS

## DIPLOMA IN INFORMATION TECHNOLOGY(DIT)

**ELIGIBILITY :** 12

**DURATION :** 12 MONTHS

**COURSE FEES :** VISIT YOUR NEAREST CENTRE

**COURSE CONTENT :** MS-OFFICE, BASIC IT OPERATIONS, INTERNET APPLICATIONS, PROGRAMMING WITH C/C++, E-MAIL, BASIC WEB DEVELOPMENT, CONCEPT OF PHOTOSHOP, E-COMMERCE

## CERTIFICATE IN HARDWARE TECHNOLOGY(CHT)

**ELIGIBILITY :** 12

**DURATION :** 3 MONTHS

**COURSE FEES :** VISIT YOUR NEAREST CENTRE

**COURSE CONTENT :** DIGITAL ELECTRONICS, I/O PERIPHERAL MANAGEMENT, SOFTWARE & MANAGEMENT, ASSEMBLING

## DIPLOMA IN HARDWARE TECHNOLOGY(DHT)

**ELIGIBILITY :** 12

**DURATION :** 12 MONTHS

**COURSE FEES :** VISIT YOUR NEAREST CENTRE

**COURSE CONTENT :** DIGITAL ELECTRONICS, PERIPHERAL MANAGEMENT, OS INSTALLATION, PC ASSEMBLING, COMMUNICATIONS MODULES, OS TROUBLE SHOOTING, INTERNET CONFIGURATION, PRACTICAL

## **CERTIFICATE IN WEB DEVELOPMENT(CWD)**

**ELIGIBILITY :** 12

**DURATION :** 6 MONTHS

**COURSE FEES :** VISIT YOUR NEAREST CENTRE

**COURSE CONTENT :** MS-OFFICE, INTERNET CONCEPTS, HTML, ASP.NET FUNDAMENTALS, PHP

## **DIPLOMA IN WEB DEVELOPMENT(DWD)**

**ELIGIBILITY :** 12

**DURATION :** 12 MONTHS

**COURSE FEES :** VISIT YOUR NEAREST CENTRE

**COURSE CONTENT :** MS-OFFICE, INTERNET CONCEPTS, BASIC WEB DEVELOPMENT, PHP, DREAM WEAVER, JAVA SCRIPT & CSS, ASP.NET, DOMAIN & HOSTING

## **CERTIFICATE IN OFFICE MANAGEMENT(CIOM)**

**ELIGIBILITY :** 10

**DURATION :** 6 MONTHS

**COURSE FEES :** VISIT YOUR NEAREST CENTRE

**COURSE CONTENT :** OPERATING SYSTEM, MS-OFFICE, INTERNET APPLICATION, BASIC IT OPERATIONS, E-MAIL

## **DIPLOMA IN OFFICE MANAGEMENT(DIOM)**

**ELIGIBILITY :** 12

**DURATION :** 12 MONTHS

**COURSE FEES :** VISIT YOUR NEAREST CENTRE

**COURSE CONTENT :** MS-OFFICE, BASIC IT OPERATIONS, INTERNET APPLICATION, E-MAIL, DIGITAL TRANSACTION, E-COMMERCE, BASIC ACCOUNTING, MIS

## **CERTIFICATE IN SOFTWARE ADMINISTRATION(CSA)**

**ELIGIBILITY :** 12

**DURATION :** 6 MONTHS

**COURSE FEES :** VISIT YOUR NEAREST CENTRE

**COURSE CONTENT :** OPERATING SYSTEM, CONCEPT OF C/C++, FILE MANAGEMENT, INTRODUCTION TO JAVA, CONCEPT OF RDBMS

## **DIPLOMA IN SOFTWARE ADMINISTRATION(DSA)**

**ELIGIBILITY :** 12

**DURATION :** 12 MONTHS

**COURSE FEES :** VISIT YOUR NEAREST CENTRE

**COURSE CONTENT :** APPLICATION OF C/C++, OPERATING SYSTEM, JAVA PROGRAMMING, OPERATORS & EXPRESSIONS, OOPS, SQL, RDBMS, PHP

## **CERTIFICATE IN HARDWARE & NETWORKING TECHNOLOGY(CHNT)**

**ELIGIBILITY :** 10

**DURATION :** 6 MONTHS

**COURSE FEES :** VISIT YOUR NEAREST CENTRE

**COURSE CONTENT :** OS INSTALLATION, SOFTWARE MANAGEMENT, NETWORKING, WIRELESS TECHNOLOGY, LAN INSTALLATION

## **DIPLOMA IN HARDWARE & NETWORKING TECHNOLOGY(DHNT)**

**ELIGIBILITY :** 12

**DURATION :** 12 MONTHS

**COURSE FEES :** VISIT YOUR NEAREST CENTRE

**COURSE CONTENT :** OS INSTALLATION, DIGITAL ELECTRONICS, SOFTWARE MANAGEMENT, PERIPHERAL MANAGEMENT, NETWORKING CONCEPTS, WIRELESS TECHNOLOGY, LAN DESIGNING, ROUTER MANAGEMENT

## **DIPLOMA IN SOFT SKILL DEVELOPMENT(DSSD)**

**ELIGIBILITY :** 10

**DURATION :** 12 MONTHS

**COURSE FEES :** VISIT YOUR NEAREST CENTRE

**COURSE CONTENT :** COMMUNICATION, BASIC ENGLISH GRAMMAR, VOCABULARY, SENTENCE CONSTRUCTION, SPEAKING & LISTENING, PERSONALITY SKILL, CONVERSATION, GESTURES

## **DIPLOMA IN COMPUTER TEACHER EDUCATION(DCED)**

**ELIGIBILITY :** 12

**DURATION :** 12 MONTHS

**COURSE FEES :** VISIT YOUR NEAREST CENTRE

**COURSE CONTENT :** COMPUTER FUNDAMENTALS, CONCEPT OF IT, MS-OFFICE, LEARNING & TEACHING, ICT, HTML, DATABASE MANAGEMENT, INTERNET APPLICATION, TEACHER AS A COUNSELLOR, SUBJECTS & DISCIPLINE

## **ADVANCE DIPLOMA IN COMPUTER APPLICATION(ADCA)**

**ELIGIBILITY :** 12

**DURATION :** 24 MONTHS

**COURSE FEES :** VISIT YOUR NEAREST CENTRE

**COURSE CONTENT :** OPERATING SYSTEM, MS-OFFICE, FUNDAMENTALS OF DBMS, HTML, WEB DESIGNING, CONCEPTS OF SQL, INTERNET APPLICATION, C PROGRAMMING, COMPUTER PERIPHERALS, OOPS USING C++, E-COMMERCE APPLICATION, JAVA, FINANCIAL ACCOUNTING, MIS, DIGITAL ELECTRONICS, PROJECT

## **DIPLOMA IN BANKING & FINANCIAL MANAGEMENT(DBFM)**

**ELIGIBILITY :** 12

**DURATION :** 12 MONTHS

**COURSE FEES :** VISIT YOUR NEAREST CENTRE

**COURSE CONTENT :** OPERATING SYSTEM, MS-OFFICE, FINANCIAL ACCOUNTING, FUNCTIONS OF BANK, TAXATION, BANKING PROCESS, CENTRAL BANK, TALLY, MIS, INTERNET & E-BANKING



# NATIONAL YOUTH Technical Literacy Mission



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Registered under Dept. Of Labour NCT, New Delhi  
An ISO 9001 : 2015 Certified Organization

## APPLICATION FORM FOR AFFILIATION

Applying For :

Counsellor Officer

Research Officer

Information of the Applicant Institute

Name of the Institute			
Address			
City			
State		Pin Code	
Phone		Mobile	
Email ID		Website	

Name of the Trust		
Registration No. & Date		
Details of Trustees/Members		
Sr.	Name	Designation
1.		
2.		
3.		

Contact Person Details			
Name			
Address			
City			
State		Pin Code	
Phone		Mobile	
Email ID			



## Franchisee Application Form

### Current Status of Institution

Affiliation

Brief Introduction of Institution

### Educational Infrastructure

	Numbers			Avg. Area
Class Rooms				
Library				
Computer Lab				
Staff Room				
Conselling Room				
Lab				
Others	LCD		OHP	Uninterrupted Electricity Supply

Staff Details
Teaching Staff
Non teaching Staff



## Franchisee Application Form

### Bank Details (for sharing receipt)

A/C Holder Name	A/C Type	A/C No.	IFSC

### Branch Correspondence Details (if any)

Branch Name	Branch Address	Contact No	Name of Supervisor

Photo	Stamp (If any)	Signature of applicant

## Corp. Office

### National Youth Technical Literacy Mission(NYTLM)

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## National Coordinator

### Academia Education Services

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