## ELECTRONICS & INFORMATION TECHNOLOGY DEPARTMENT

NOTIFICATION

The 8th February 2021

No. 435—EIT-SCH-I-MISC-0005/2020-E&IT—Government have been pleased to declare the Odisha State Certificate in Information Technology (OS-CIT) course of Odisha Knowledge Corporation Limited (OKCL) certifying basic computer proficiency for the purpose of eligibility in any recruitment conducted by State Government/ SPSUs/ other Government or Semi-Government Agencies requiring qualification such as DCA/PGDCA from Universities/ AICTE recognised Institutions/ NIELIT 'O' Level.

Order—Ordered that the notification be published in the next issues of *Odisha Gazette* and copies of the Notification be forwarded to all Departments of Government.
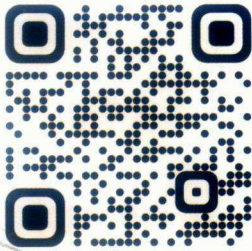
By order of the Governor
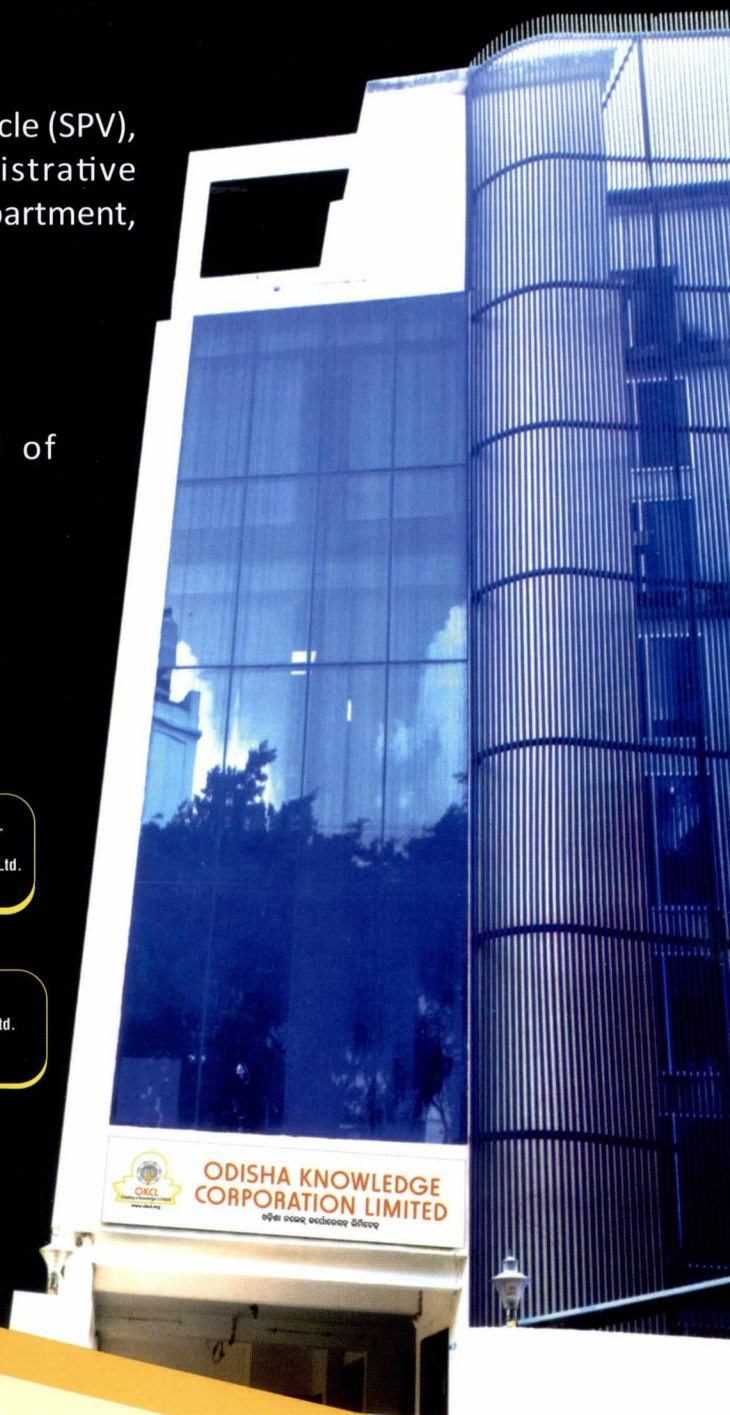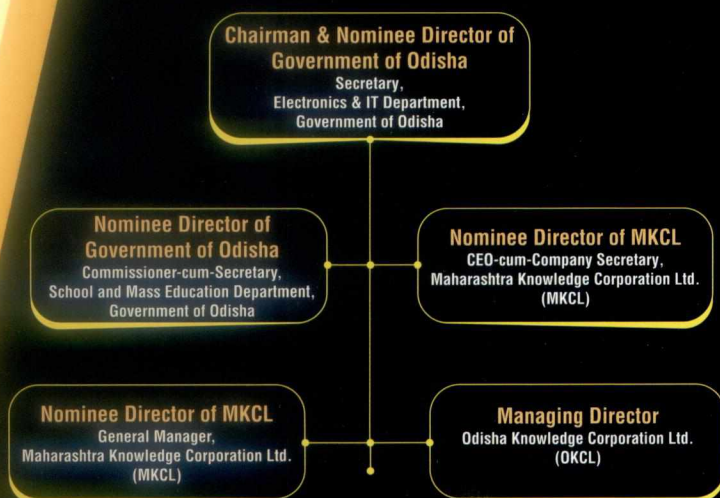MANOJ MISHRA
Secretary to Government

ODISHA KNOWLEDGE CORPORATION LIMITED

OKCL
Creating a Knowledge Lit World
www.okcl.org

OKCL is a Special Purpose Vehicle (SPV), which is under the administrative control of Electronics & IT Department, Govt. of Odisha.

The Chairman & other Board of Directors are as follows :

Chairman & Nominee Director of Government of Odisha
Secretary,
Electronics & IT Department,
Government of Odisha

Nominee Director of Government of Odisha
Commissioner-cum-Secretary,
School and Mass Education Department,
Government of Odisha

Nominee Director of MKCL
CEO-cum-Company Secretary,
Maharashtra Knowledge Corporation Ltd.
(MKCL)

Nominee Director of MKCL
General Manager,
Maharashtra Knowledge Corporation Ltd.
(MKCL)

Managing Director
Odisha Knowledge Corporation Ltd.
(OKCL)

ODISHA KNOWLEDGE CORPORATION LIMITED

OS-CIT** ⏱ Duration: 3 Months
Basic Computer Course

International standard digital literacy course (*At par with CCCS, NETS, NDLS, MOS) having excellent track record of creating IT competent human resources through hundreds of digital skills. Proficiency Test & Certification by Odisha State Open University (OSOU).

- Basic Computer / Smartphone Skills
- Smart Typing Skills
- Digital Skills for Daily Life
- Digital India Skills
- 21st Century Study Skills
- Coding Skills
- MS Office Skills
- Remote Working Skills
- Go Green
- Ergonomics
- Digital Etiquettes
- Cyber Security Skills
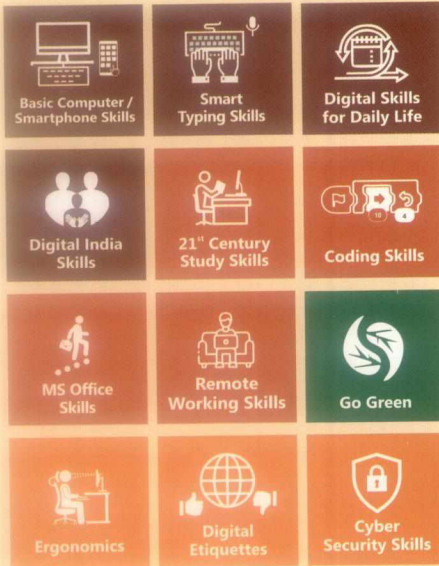
OS-CIT 'A'** ⏱ Duration: 6 Months
Certificate Course of OS-CIT 'A'

Comprehensive computer application course to prepare the youth in digital literacy and one self-chosen career path.

Key Features:
- OS-CIT
- One OKCL Career Oriented Course
- Focussed Career Options
- Transforming passion into profession

OS-CIT 'A +'** ⏱ Duration: 12 Months
Diploma Course of OS-CIT 'A+'

A unique career based computer application course providing excellent opportunity to unemployed youths for learning digital literacy and career oriented skills to grab the jobs available in multiple sectors.
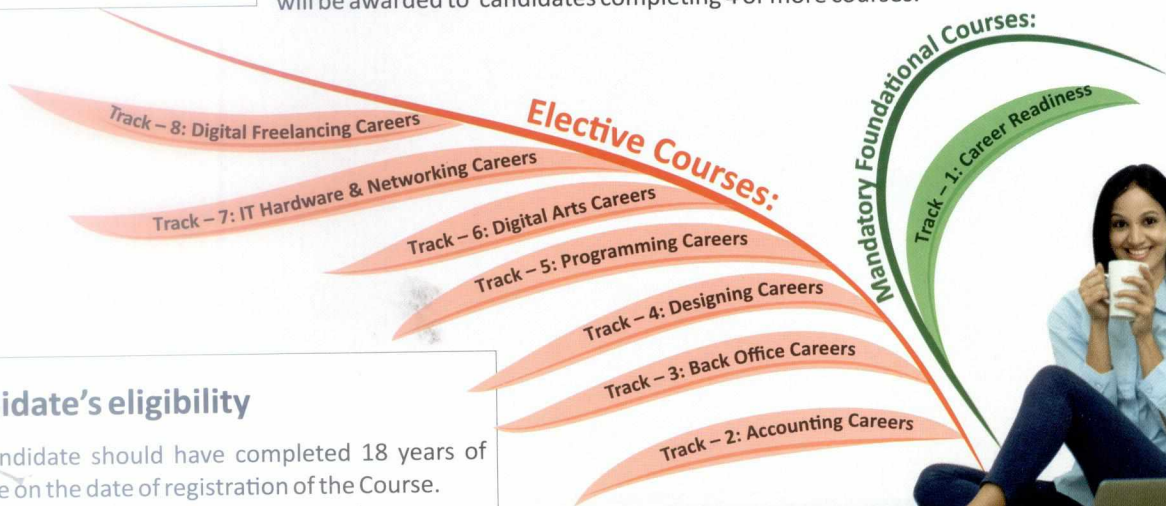
Key Features:
- OS-CIT
- Three OKCL Career Oriented Courses
- Multiple skills learning by doing
- Enhanced job opportunity in multiple sectors.

*CCCS - California Common Core Standards ▪ NETS - National Educational Technology Standards ▪ NDLS - Northstar Digital Literacy Standards ▪ MOS - Microsoft Office Standards

DEEP** ⏱ Duration Hours: 420 Hours

Digital Employability & Entrepreneurship Program

Each course is of 120 hours duration. Candidate should first complete the two mandatory foundational courses (Total 240 Hours) in Track 1 and then proceed to complete one or many of the elective courses (Each of 120 Hours) in Track 2 to 8 based on his/her passion or choice. As such each candidate should complete at least 3 courses (Total of 360 Hours) for enhancing his/her employability or entrepreneurship in digital economy. DEEEP Diploma will be awarded to candidates completing 4 or more courses.

Mandatory Foundational Courses:
- Track – 1: Career Readiness

Elective Courses:
- Track – 8: Digital Freelancing Careers
- Track – 7: IT Hardware & Networking Careers
- Track – 6: Digital Arts Careers
- Track – 5: Programming Careers
- Track – 4: Designing Careers
- Track – 3: Back Office Careers
- Track – 2: Accounting Careers

Candidate's eligibility

- Candidate should have completed 18 years of age on the date of registration of the Course.
- S/he should be 10th standard passed.
- S/he should produce valid documentary proofs.

OKCL CAREER ORIENTED COURSES**

🕐 **Duration: 3 Months   Hours : 120 / 60**

Economic globalization and emerging technologies have made the role of skill development indispensable. Twenty-first century has created immense opportunities in skill-based jobs. Skill development is the process of identifying skill-gaps among the people and taking the required interventions for their development.

Skills like cognitive skills, technical skills, and interpersonal skills are vital for performing the various job functions. Considering the real-time job scenario, OKCL is offering different skill-based vocational and market-driven courses to augment the job readiness of youths. Courses are designed as per diverse industry requirements.

Tally with GST	Adobe Photoshop	3D Modelling	Internet of Things-IoT
Advanced Tally	Content Illustrator	3D Texturing	Hardware Support
Advanced Excel	Video Editing	C Programming	Network Support
DTP CorelDraw	Web Designing	C++ Programming	Security Support
DTP Adobe	AutoCAD	SCRATCH	Desktop Support

OKCL ACHIEVERS' SERIES

🕐 **Duration: 5 months**

With a commitment to serve the people of Odisha through knowledge creation, knowledge sharing, and knowledge assimilation for enhancement of the quality of life, we have launched the Achievers' Series to provide guidance to aspiring students preparing for various competitive examinations: Banking, SSC, Railway, and ASO.

Key features:

- Strategic approach to crack the competitive examinations
- Conceptualisation and implementation plan by IITs, IIMs and XIMB alumni
- Comprehensive coaching programme
- Content prepared by subject area experts
- Video lectures on all subjects
- Live sessions on social media and app
- Classroom coaching at selected locations
- Extensive test series for better practice and preparedness

Milestones Achieved:

450+ Network Partners 🔸 5000+ Network Computers. 🔸 25 Lakh Students & 30,000+ Teachers empowered under eVidyalaya Project 🔸 Implementation of ICT@Schools in 4000 Schools under eVidyalaya project : the project has been conferred SKOCH Platinum and Order-of-Merit award in 2018. 🔸 OKCL's eContent is used in 2500+ Smart Classrooms of the State of Odisha 🔸 442 Smart Labs and 140 Smart Classroom project at Keonjhar district. 🔸 3000 Teachers trained in Ganjam, Mayurbhanj under Teachers' Training Programme. 🔸 54,446 Schools, 40,09,787 Students & 2,28,886 Teachers impacted through LRP programme under School & Mass Education Department, GoO. 🔸 Disbursement of Special Covid Financial Assistance-2021 to 25 Lakh workers under OBOCWWB. 🔸 5 Lakh+ e-Admission processed for TE & SCERT. 🔸 Execution of GSSK project under PR Department. 🔸 90,500+ e-Applications processed for Medhabruti under HED, Govt. of Odisha. 🔸 2000+ students from Angul, Jajpur & Sundargarh district enhanced their employability under JRPY program.

To Learn English Language, Communication and Soft Skills

Communication Skills
- Hearing Skills
- Qualitative Conversation
- Non-verbal conversation
- Presentation
- Interview
- Writing
- Mass Communication

English Language Skills
- Grammar
- Sentence Structure
- Reading
- Pronunciation
- Conversation

Soft Skills
- Self Management
- Work Management
- Positive Attitude
- Cooperation
- Time Management
- Customer Orientated Behavior

OKCL English — Gateway to New Collar Jobs
Career Oriented Courses

Research conducted by Harvard University, the Carnegie Foundation and Stanford Research Center has concluded that 85% of job success comes from having well-developed soft skills and people skills, and only 15% of job success comes from technical skills and knowledge (Hard Skills)

For a fulfilling and Successful career, students and professionals need Computer Skills, Domain Knowledge and English language, Communication and Soft Skills!

The only course that makes you Job Ready through scientific method for attaining mastery over these skills with lots of practice.

KNOWLEDGE CENTRE

Knowledge Centre is the Initiative of OKCL to develop a knowledge-based approach among students & faculties in educational institutions through PPP mode by conveying how knowledge promises enjoyment, employment, empowerment, & enlightenment of learners, and by developing 21st Century workplace readiness skills and provide vocational education to the students.

HIGHLIGHTS :
- Technical Support
- Skill Development Activities
- Sensitization towards Research through training on research methodology
- Integration of Vocational Education Planning as per NEP
- Career Counselling
- Teacher's training for improvement in teaching-learning Process
- Support for NAAC/NIRF/NBA accreditation
- Vocational training for primary and advanced IT courses
- Competitive examination readiness Program i.e Achievers' Series

PURPOSE:

Students: To Establish a Knowledge Centre to enhance the teaching learning experience of students through vocational training, skill development initiatives, & 21st Century workplace readiness skills.

Faculty: To enrich & empower faculties in latest technology pedagogy & research through seminar / workshop / FDP.

Institution: To enhance the academic status of the institute in NAAC / NIRF/ NBA accreditation through necessary support & interventions.

ODISHA KNOWLEDGE CORPORATION LTD.

(Under administrative control of E & IT Department, Govt. of Odisha)

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** Proficienty Test & Certification by Odisha State Open University (OSOU), Govt. of Odisha