



Govt. College for Girls Rania (Sirsa)

(Affiliated to Chaudhary Devi Lal University, Sirsa)

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दिनांक – 10.04.2021

अति महत्वपूर्ण सूचना

महाविद्यालय की BA/B.Com./B.Sc.- 2nd & 3rd Year छात्राओं को सूचित किया जाता है कि महानिदेशक, उच्चतर शिक्षा, हरियाणा के पत्र क्रमांक DHE-010009/22/2021-Coordination-DHE, Panchkula Dated 07-04-2021 के आदेशानुसार **“Short Term Skill Training Courses”** करवाएं जा रहे हैं। महाविद्यालय की जो भी छात्राएं कोर्सिज करने में Interested हैं, वे सभी छात्राएं किसी भी कोर्स को चुन कर अपना रजिस्ट्रेशन असिस्टेंट प्रोफेसर श्रीमति राजकुमारी व कम्प्यूटर ऑपरेटर, सुरेन्द्र कुमार को दिनांक 15.04.2021 तक करवा दें।

Location - 1. Panchkula 2. Chandigarh

सलग्न— **“Short Term Skill Training Courses”** की सूची।

नोट— लिस्ट में दिए गए कोर्सिज के अलावा अन्य कोर्सिज भी हैं।

m. k. k.
Principals
Govt. College for Girls
Rania (Sirsa)

List of Skill Training Program

Sr. No	Sector	Name/Code of the QP	Essential Qualification
1	Aerospace & Aviation	Airline Reservation Agent (AAS/Q0302)	12th Class
2	Aerospace & Aviation	Airline Cabin Crew (AAS/Q0605)	12th Class
3	Aerospace & Aviation	Airline First Officer (AAS/Q0606)	12th Class
4	Agriculture	Nursery worker (AGR/Q0807)	10th Class
5	Apparel, Made-Ups & Home Furnishing	Fabric Checker (AMH/Q0101)	10+2 or equivalent
6	Automotive	Sales Executive-Dealership (ASC/Q1010)	12th Class
7	Automotive	Showroom Hostess/Host (ASC/Q1103)	12th Class
8	Automotive	Customer Relationship Executive (ASC/Q1106)	12th Class
9	Automotive	Highway Toll Collector (ASC/Q9730)	12th Standard
10	Banking, Financial Services and Insurance	Business Correspondent & Business Facilitator (BSC/Q0301)	10th Class
11	Banking, Financial Services and Insurance	Loan Processing Officer (BSC/Q2304)	12th pass
12	Banking, Financial Services and Insurance	Insurance Agent (BSC/Q3801)	12th pass
13	Banking, Financial Services and Insurance	Mutual Fund Agent (BSC/Q3802)	12th Pass
14	Beauty & Wellness	Beauty Therapist (BWS/Q0102)	Xth Pass
15	Beauty & Wellness	Senior Beauty Therapist (BWS/Q0104)	10th Class, Preferably
16	Beauty & Wellness	Bridal Fashion and Photographic Makeup Artist (BWS/Q0301)	10th Class
17	Beauty & Wellness	Senior Wellness Neurotherapist (BWS/Q2302)	12th Class
18	Beauty & Wellness	Gym Assistant (BWS/Q3001)	10th Class, Preferably
19	Electronics & Hardware	Smartphone Assembly Technician (ELE/Q3901)	12th Class pass/ITI
20	Food Processing	Supervisor- Dairy Products Processing (FIC/Q2007)	12th Class, Preferably
21	Food Processing	Food Products Packaging Technician (FIC/Q7001)	12th Class, Preferably
22	Food Processing	Purchase Assistant - Food and Agricultural Commodities (FIC/Q7005)	12th Class
23	Gems & Jewellery	Final Quality Inspector (G&J/Q1002)	10th Class, Preferably
24	Gems & Jewellery	Jewellery Designer (G&J/Q2301)	12th Class
25	Gems & Jewellery	Jewellery Designer CAD (G&J/Q2303)	12th Class
26	Gems & Jewellery	Senior Jewellery Designer (G&J/Q2307)	12th Class

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27	Gems & Jewellery	Jewellery Retail Sales Associate (G&J/Q6802)	12th Standard Passed
28	Gems & Jewellery	Jewellery Store Floor Supervisor (G&J/Q8204)	12th Standard
29	Healthcare	Emergency Medical Technician - Basic (HSS/Q2301)	12th Class in Science
30	Healthcare	Vision Assistant (HSS/Q3003)	12th Standard pass (Science)
31	Healthcare	Yoga Therapy Assistant (Options: Diabetes/Palliative Care) (HSS/Q4001)	Class XII
32	Healthcare	Assistant Yoga Instructor (HSS/Q4002)	8th
33	Healthcare	Yoga Wellness Trainer (HSS/Q4003)	12th Class
34	Healthcare	General Duty Assistant (HSS/Q5101)	10th
35	Healthcare	Diet Assistant (HSS/Q5201)	10th Class
36	Healthcare	Medical Records and Health Information Technician (HSS/Q5501)	12th Class in Science
37	Healthcare	Medical Records Assistant (HSS/Q5501)	12th Standard pass (Science)
38	Healthcare	Hospital Front Desk Coordinator (HSS/Q6101)	Class XII
39	Healthcare	Pradhan Mantri Arogya Mitra (HSS/Q6105)	12th standard passed
40	Logistics	Courier Executive (LSC/Q1902)	Class XII pass
41	Logistics	Inventory Clerk (LSC/Q2108)	12th Class
42	Leather	Quality Control Inspector (Footwear) (LSS/Q3101)	10th Class
43	Management and Entrepreneurship & Professional	Secretary (MEP/Q0201)	12th Standard Passed, preferably
44	Management and Entrepreneurship & Professional	Secretary (MEP/Q0201)	12th pass
45	Management and Entrepreneurship & Professional	Office Assistant (MEP/Q0202)	12th Standard Passed, preferably
46	Management and Entrepreneurship & Professional	Office Assistant (MEP/Q0202)	12th pass
47	Management and Entrepreneurship & Professional	Receptionist (MEP/Q0204)	12th standard passed or equivalent
48	Management and Entrepreneurship & Professional	Multifunctional Administration Executive (MEP/Q0205)	12th standard passed or equivalent
49	Management and Entrepreneurship & Professional	Master Trainer (MEP/Q2602)	12th standard passed or equivalent
50	Management and Entrepreneurship & Professional	Training Coordinator (MEP/Q2801)	12th standard passed or equivalent
51	Management and Entrepreneurship & Professional	Investigator (MEP/Q7401)	12th standard passed or equivalent
52	Media & Entertainment	Actor (MES/Q0105)	12th Class
53	Media & Entertainment	Voice Over Artist (MES/Q0101)	Class X
54	Media & Entertainment	Sales Manger (Media Org.) (MES/Q0202)	High school
			10th Class

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55	Media & Entertainment	Accounts Director (Advertising Agency) (MES/Q0207)	10th Class
56	Media & Entertainment	Accounts Executive (Advertising Agency) (MES/Q0208)	10th Class
57	Media & Entertainment	Colour key artist (MES/Q0505)	12th Class
58	Media & Entertainment	Graphic Designer (MES/Q0601)	Class XII
59	Media & Entertainment	Animator (MES/Q0701)	10th Class
60	Media & Entertainment	Social Media Executive (MES/Q0702)	Class XII
61	Media & Entertainment	Camera Operator (MES/Q0902)	12th Class
62	Media & Entertainment	Editor (MES/Q1401)	10th Class
63	Media & Entertainment	Music Programmer (MES/Q1503)	Class XII
64	Media & Entertainment	Community Journalist (MES/Q1904)	Class XII
65	Media & Entertainment	Script Editor (MES/Q3001)	10th Class
66	Media & Entertainment	Script Writer (MES/Q3002)	10th Class
67	Media & Entertainment	Set Decorator (MES/Q3109)	12th Class
68	Retail	Retail Sales Associate (RAS/Q0104)	10th Class
69	Retail	Retail Team Leader (RAS/Q0105)	12th Class, Preferably
70	Retail	Retail Store Manager (RAS/Q0107)	12th Standard Pass (Preferably)
71	Rubber	Quality Control Inspector- Extrusion (RSC/Q0624)	12th Class, Preferably
72	Sports	Fitness Trainer (SPF/Q1102)	12th Class
73	Sports	Unarmed Self-Defense Instructor (SPF/Q1105)	12th pass
74	IT-ITES	Domestic IT helpdesk Attendant (SSC/Q0110)	12th Class preferable
75	IT-ITES	Associate-Customer Care (Non-Voice) (SSC/Q2201)	12th Class
76	IT-ITES	Domestic Data entry Operator (SSC/Q2212)	10th Class
77	IT-ITES	Domestic Biometric data operator (SSC/Q2213)	10th Class
78	Telecom	Customer Care Executive (Call Centre) (TEL/Q0100)	10+2 or equivalent
79	Tourism & Hospitality	Restaurant Manager (THC/Q2703)	12th Standard
80	People with Disability*	Courier Associate (PWD/LSC/Q1901)	Class XII pass
81	People with Disability*	Customer Care Executive (Call Centre) (PWD/TEL/Q0100)	12th Class or equivalent.
82	People with Disability*	Room Attendant (PWD/THC/Q0202)	12th Class, Passed