



**S.S. KHANNA GIRLS' DEGREE COLLEGE**  
**CAREER COUNSELLING & PLACEMENT CELL**  
**7 DAYS ONLINE TRAINING PROGRAM BY MICROSOFT**

<b>About Training</b>	National Career Services (under Ministry of Labour and Employment, Govt. of India) is providing an opportunity through Placement Cell, S.S. Khanna Girls' Degree College to girls of the college to attend an online training program organised by Microsoft
<b>About Microsoft</b>	Microsoft Corporation is an American multinational technology company which produces computer software, consumer electronics, personal computers, and related services.
<b>Highlights of training</b>	<p>Two training programs mainly Microsoft Excel office Specialist and Security Fundamentals.</p> <p><b>Microsoft Excel:</b> Competency in creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions and creating charts and objects</p> <p><b>Security Fundamentals:</b> To focus on Windows Server, Windows-based networking, Active Directory, anti-malware products, firewalls, network topologies and devices, and network ports.</p> <ul style="list-style-type: none"> <li>• Certified Faculty from Industry</li> <li>• Mentors for doubts clarification</li> <li>• Microsoft Teams Platform for Online sessions</li> <li>• <b>Certificate of participation from Microsoft &amp; NCS</b></li> </ul>
<b>Eligibility</b>	Graduate and Under Graduate
<b>Fee</b>	Free of Cost
<b>Dates</b>	<b>Any time after 15 July 2021</b>
<b>Imp. Notes</b>	Students unable to participate in the first batch will have the chance to take part in later batches.
<b>Registration (All 3 steps are compulsory)</b>	<p>Step 1: Register on <a href="https://ncs.gov.in">https://ncs.gov.in</a></p> <p>Step 2 : Register on Microsoft <a href="https://forms.office.com/r/UeHdYuX3tG">https://forms.office.com/r/UeHdYuX3tG</a></p> <p>Step 3: Fill SSK Placement Cell Form <a href="https://docs.google.com/forms/d/e/1FAIpQLScevYq-Y4-ne9q9rgFd5_U-9AIZymNdcjnT8MFC2sIWSAI8xA/viewform?usp=sf_link">https://docs.google.com/forms/d/e/1FAIpQLScevYq-Y4-ne9q9rgFd5_U-9AIZymNdcjnT8MFC2sIWSAI8xA/viewform?usp=sf_link</a></p>
<b>For Queries</b>	Dr. Vinita Mishra : +91-9450632101 (Chairperson, Career Counselling & Placement Cell)
<b>Contact strictly between (10:00 AM – 06:00 PM)</b>	Mr. Sanjeev Talwar NCS: +91-9891205781



## Steps to Register on National Career Services portal:

<b>Step 1</b>	Go to website <a href="https://www.ncs.gov.in">https://www.ncs.gov.in</a>
<b>Step 2</b>	Click on Sign-up link in the Login page
<b>Step 3</b>	Open registration page
<b>Step 4</b>	Select “Jobseeker” in dropdown box
<b>Step 5</b>	Fill all the queries
<b>Step 6</b>	In already registered column select “none”
<b>Step 7</b>	Press Submit
<b>Step 8</b>	Enter the OTP sent to your registered mobile no.
<b>Step 9</b>	Submit

If the steps given above are not clear then here is Video link to registration tutorial: <https://youtu.be/IEm-SyWo40>