

UNIVERSITY OF NORTH BENGAL

ACCREDITED BY NAAC WITH GRADE A



ENLIGHTENMENT TO PERFECTION



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UNIVERSITY OF NORTH BENGAL OFFICE OF THE REGISTRAR

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ADMISSION NOTICE

Applications are invited on plain paper from interested candidates for admission in the **Certificate Course on Office Management** to be held during the period from **17th January to 16th February 2020** on the University Campus, organised by the Department of Lifelong Learning and Extension. Applications are to be addressed to **the Head, DLLE, University of North Bengal** by **14th January 2020**. For details visit www.nbu.ac.in.

Advt. No. 169/R-2019, Dated: 24.12.2019

Registrar

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CERTIFICATE COURSE ON OFFICE MANAGEMENT

Objectives of the Courses:

The office, a few decades ago represented as an unsophisticated gloomy picture located in one or two small room, poorly lighted and ventilated place in a building. The volume of paper work handled was comparatively small and few staff used to carry out the work manually without the use of any sophisticated office equipment and mechanization.

Office activities have undergone vast change in last 25 – 30 years. Modern office is well planned, organised and having a best layout. The scope and activities have widened tremendously following the developments in science and technology. The volume and structure of the work is being changed. Departmentalization and specialization is on the rise. Sophisticated equipment like calculating machines, duplicating machines which reduce time and cost are largely in use. Work standardization, job description, job specification, merit rating systems is used. Information technology has revolutionized the way the business is being done and the way the office functions.

The changing techno-economic scenario because of globalization has posed many social, economic and socio-economic challenges. The computers have revolutionized the way the office is run and information technology and computers have made it possible to have a “paperless office”. Many progressive organisations are using this concept of paperless office.

The challenges that the office has to face for the days to come are:

- Coping with the changing requirements of office information
- Pressure on reduction of time and cost
- Challenge of reducing the paper work
- Ability to have an instant access to information. Which is reliable, and consistent
- The quality challenge i.e. doing it right the first time and all the time

With this backdrop, the Department of Lifelong Learning and Extension of the University of North Bengal has taken an endeavour to introduce a short term certificate course for those who are the key human resource of the various offices i.e. the Office Assistants/ Clerical Staffs/ would be in future.

Target Group of the Course : *Class III University Employees/ Deputed Class III Employees/ Unemployed Youths*

| | |
|----------------------------|---|
| No. of Participants | : 30 (thirty) |
| Entry Qualification | : <i>Minimum HS passed or equivalent/ In-service Class III Staff</i> |
| Awards | : <i>Participants will be awarded with a certificate</i> |
| Duration | : <i>1 (one) month during January 17 – February 16, 2020 (Saturday & Sunday only)</i> |

Applications are invited on plain paper from interested candidates for admission into the **Certificate Course on Office Management**. The course will be organised by the Department of Lifelong Learning and Extension (DLLE), University of North Bengal. **The classes will be held on Saturday’s and Sunday’s of every week**. The selection will be made on first come first basis. Applications are to be addressed to **the Head, Department of Lifelong Learning and Extension, University of North Bengal by 14th January 2020**. List of selected candidates will be displayed on the Department Notice Board on **15th January 2020**. For any further detail **contact No. 9434143574/ 7430885669**.

Head
Department of Lifelong Learning and Extension