



ISO 9001:2015
Certified by IRQS



INSTITUTE OF COMPUTER STUDIES[®]

We are **Institute of Computer Studies** a Pan India brand registered under government of India for imparting computer education and training through its authorized study centres across the country. The brand is a registered trademark of our company Institute of Computer and Management Studies Private Limited. It has the following list of registrations:-

- **Registered under Ministry of Corporate Affairs, Govt of India vide Corporate Identity Number U72900JH2012PTC000438 for setting up study centres throughout India for imparting Computer Education and Training. [Click for document](#)**
- **An ISO 9001:2015 certified organization, QMS (Quality Management System) Approved for scope of Computer Education & Training by IRQS an Accredited body of National Accreditation Board for Certification Bodies (NABCB (QCI)) vide Certificate number- IRQS/230100868**
- **Brand “INSTITUTE OF COMPUTER STUDIES” Registered under Dept of Industrial Policy & Promotion under Ministry of Commerce and Industry, Govt. of India for imparting “Computer Education and Training” and carrying other Educational Activities vide- Application number-2392459 under class-41.**
- **Registered under CR Act 1956 formly under Dept. of Higher Education, MHRD, Govt. of India. Now moved under Ministry of Commerce and Industry vide CC No-106787.**
- **Registered under Ministry of Micro Small and Medium Enterprises, Govt of India vide Udyam Registration Number- UDYAM-JH-04-0023899 for providing Technical and Vocational Secondary Education.**
- **Registered as an Academic Partner/Institution Member of Computer Society of India vide membership number-4104220001**
- **Registered for Barcode and Holograms.**



INSTITUTE OF COMPUTER STUDIES®

We are currently present in four states that is Jharkhand, Bihar, West Bengal & Uttar Pradesh with network of 445 plus centres . We provide franchisees for new as well as existing computer centre. The centres can work with us in two modes:

KIT WISE - Includes	CERTIFICATION WISE - Includes
<ul style="list-style-type: none">➤ 1 Bag with centre name➤ 1 Book (Basics)➤ Form & Prospectus,➤ Online Registration with student panel,➤ Id Cards,➤ Online Exams,➤ Certificate & Marksheets along with lifetime verification facility.➤ Costing 525/.	<ul style="list-style-type: none">➤ Form & Brochure➤ Online Registration with student panel➤ Id Cards➤ Online Exams➤ Certificate & Marksheets along with lifetime verification facility.➤ Costing 200/

With Franchisee we provide the following:

- Flex for your centre
- Agreement Paper
- Authorization Letter
- Glass Posters
- Glass Stickers
- Admission Forms
- Prospectus
- Brochure with your centre name
- Samples of Bags, Books, Id, etc



INSTITUTE OF COMPUTER STUDIES®

Company Incorporation Certificate



प्रारूप 1 पंजीकरण प्रमाण-पत्र

कॉर्पोरेट पहचान संख्या : U72900JH2012PTC000438 2012 - 2013

मैं एतद्वारा सत्यापित करता हूँ कि मैसर्स

INSTITUTE OF COMPUTER AND MANAGEMENT STUDIES PRIVATE LIMITED

का पंजीकरण, कम्पनी अधिनियम 1956 (1956 का 1) के अंतर्गत आज किया जाता है और यह कम्पनी प्राइवेट लिमिटेड है।

यह निगमन-पत्र आज दिनांक सात जून दो हजार बारह को झारखण्ड में जारी किया जाता है।

Form 1 Certificate of Incorporation

Corporate Identity Number : U72900JH2012PTC000438 2012 - 2013
I hereby certify that INSTITUTE OF COMPUTER AND MANAGEMENT STUDIES PRIVATE LIMITED is this day incorporated under the Companies Act, 1956 (No. 1 of 1956) and that the company is private limited.

Given at Jharkhand this Seventh day of June Two Thousand Twelve.



Registrar of Companies, Jharkhand
कम्पनी रजिस्ट्रार, झारखण्ड

*Note: The corresponding form has been approved by O P SHARMA, Registrar of Companies and this certificate has been digitally signed by the Registrar through a system generated digital signature under rule 5(2) of the Companies (Electronic Filing and Authentication of Documents) Rules, 2006.
The digitally signed certificate can be verified at the Ministry website (www.mca.gov.in).

कम्पनी रजिस्ट्रार के कार्यालय अभिलेख में उपलब्ध पत्राचार का पता :

Mailing Address as per record available in Registrar of Companies office:
INSTITUTE OF COMPUTER AND MANAGEMENT STUDIES PRIVATE LIMITED
OPP. CIMFR GATE, HANS VIHAR COLONY, NEAR SWATI MEDICAL, BARWA ROAD,
BARTAND,
DHANBAD - 826001,
Jharkhand, INDIA





INSTITUTE OF COMPUTER STUDIES[®]

Ministry of Corporate Affairs permission for setting up Computer Education Training Centre

THE COMPANIES ACT, 1956
PRIVATE COMPANY LIMITED BY SHARES
MEMORANDUM OF ASSOCIATION
OF
INSTITUTE OF COMPUTER AND MANAGEMENT
STUDIES PRIVATE LIMITED

- I. The name of the company is **INSTITUTE OF COMPUTER AND MANAGEMENT STUDIES PRIVATE LIMITED**
- II. The registered office of the company will be situated in the state of **Jharkhand**.
- III. The objects for which the company is established are:
 - (A) **Main objects of the company to be pursued on its incorporation:**
 1. To promote, encourage, establish, develop, maintain, organize, undertake, manage, operate, conduct, and to run in India or abroad computer training centres, data processing centres, call centers, BPO centres, telemarketing, inband, outband, kiosks, computer coaching classes, computer consultancy business, software consultancy business, website designing and development, and other allied activities for all sorts of services relating to computer, its maintenance, repairs, programmes & operations, for industrial, commercial, domestic, public utility, defence, government, and other general customers or sections of society and to do all incidental acts and things necessary for the attainment of the foregoing objects.
 2. To carry on in India or elsewhere the business to provides services replacement in IT, telecom, electronics, automobiles, pharma, bank, finance, shipping, vocational education, guidance, training and skill development, formal and non-formal educational guidance and counseling centre, services for career development, Conversion of traditional Indian languages in multinational languages and according resources Management, Communication, Electronic and printing technologies development and utilities, Vocational education, research training and development as a consultancy services and to do all incidentals act and things necessary for the attainment of foregoing objects.
 3. To carry in India or elsewhere the business as consultant, advisor, representative, information centre and guideline provide in all its branches such as school, colleges, libraries, universities, laboratories, skill development centre, competition preparation centers, vocational training centers, call centre training centres, research and other institutions for the development and advancement of education, and diffusion of knowledge among the public in general.



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INSTITUTE OF COMPUTER STUDIES®

IRQS/NABCB Certificate



CERTIFICATE OF APPROVAL

Issued by Indian Register Quality Systems
(A Division of IRCLASS Systems and Solutions Private Limited)

This is to certify that the Quality Management Systems of

Organisation: Institute of Computer and Management
Studies Pvt. Ltd.

Address: 138, Near Shiv Mandir,
Sheeladitya Residency,
Dhaiya Dhanbad,
Jharkhand - 826 004

has been assessed and found conforming to the following requirement

Standard: ISO 9001:2015

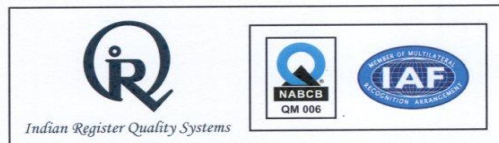
Scope: Computer Education & Training

Certificate No.: IRQS/230100868

Initial Certification Date : 21/08/2023

Current Date of Granting : 21/08/2023

Expiry Date : 20/08/2026



Shashi Nath Mishra
Head IRQS

This approval is subject to continued satisfactory maintenance of the Quality Management Systems of the organization to the above standard which will be monitored by IRQS. The use of the Accreditation Mark indicates accreditation with respect to activities covered by the certificate with accreditation no. QM 006. Condition Overleaf

COA/IRQS/NABCB/QMS/Rev 01

Head Office: 52A, Adi Shankaracharya Marg, Opp. Powai Lake, Powai, Mumbai - 400 072, India.



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INSTITUTE OF COMPUTER STUDIES®

IRQS/Approval Letter



SYSTEMS AND SOLUTIONS PRIVATE LIMITED
(Promoted by Indian Register of Shipping)

Indian Register Quality Systems

(A Division of IRCLASS Systems and Solutions Pvt. Ltd.)

52A, Adi Shankaracharya Marg, Opp. Powai Lake, Powai, Mumbai - 400 072. Phone No.: +91 22 71199800 Fax: +91 22 71199826
CIN: U74120MH2014PTC254091 Email: irqs@irclass.org Website: www.irqs.co.in

Our Ref: IRQS/I/7919

Date : 31st August 2023

M/s. Institute of Computer and Management Studies Pvt. Ltd.
138, Near Shiv Mandir, Sheeladitya Residency,
Dhaya Dhanbad, Jharkhand - 826 004

Kind Attn: Mr. Sushil Kumar

Dear Sir,

Sub: "Certificate of Approval" to ISO 9001:2015 Standards

Please refer to the Certification Audit carried out at your organization from 24th July 2023.

We are pleased to enclose herewith the "Certificate of Approval" (IRQS/230100868) in Two originals. The Logo and the procedure of Usage of Mark/ Logo is forwarded through E-mail ID: dhanbadics@gmail.com

All the Clauses of ISO 9001:2015 are applicable to the scope of certification.

We request you to maintain a record of usage of all the Original Certificates, which are being now sent to you. It will also be necessary to maintain a record of all reproductions you make of this certificate e.g. in advertisements, in commercial brochures. This information will be verified by IRQS auditors at the time of Surveillance Audits.

You are required to promptly notify IRQS of any changes (intended or already affected) to your quality management systems or any other changes which may affect conformity to the quality management systems as certified including stoppage of production (related to the certified scope) either wholly or partly.

Please note that the submitted logo through e-mail dated 31st August 2023 shall be used only up to the Expiry date mentioned on the Certificate of Approval or until such time that the Certificate is renewed for a further period. Details of your Certificate along with the scope and Expiry date will be made available to anybody on request.

Kindly note that the Logo shall not be used if the Certification is placed under suspension or is withdrawn. The Status of Suspension or Withdrawal will be updated in Website and made available to anybody on request.

It is a responsibility of client organization to immediately inform IRQS, in case of any major incident related to product or service failure / Environmental / Health and Safety / breach of Information security / on the receipt of any legal notice or show cause notice from any statutory or regulatory authority or under legal requirement.

-: 1 :-





INSTITUTE OF COMPUTER STUDIES®

<p>INTELLECTUAL PROPERTY INDIA PATENTS/DESIGNS/TRADE MARKS GEOGRAPHICAL INDICATIONS</p>	<p>सत्यमेव जयते भारत सरकार/GOVERNMENT OF INDIA व्यापार चिह्न रजिस्ट्री/Trade Marks Registry</p>	<p>व्यापार चिह्न रजिस्ट्री/Trade Marks Registry, निजाम पैलेस, द्वितीय एम.एस.ओ. बिल्डिंग,/Nizam Palace, 2nd M.S.O. Building, 7 वी मंजिल, 234/4, /7th Floor, 234/4, आचार्य जगदीश चंद्र बोस रोड, कोलकाता - 700020/Acharya Jagadish Chandra Bose Road, Kolkata - 700020</p>
<p>संख्या: आर एल सी/RLC/655103</p>		<p>दिनांक/Date 23/08/2022 9:31:48 AM</p>
<p>विषय: पंजीकृत व्यापार चिह्न संख्या 2392459 वर्ग 41 Subject : Renewal of registration of Trade Mark No 2392459 Class 41</p>		
<p>आपको यह सूचित किया जाता है कि पंजीकृत व्यापार चिह्न संख्या 2392459 वर्ग 41 का नवीकरण दिनांक 07/09/2022 से अगले 10 वर्षों की अवधि तक किया गया है। I have to inform you that the Registration of Trade Mark No 2392459 in class 41 has been renewed for a period of Ten years from the 07/09/2022 नवीकरण संबंधी सूचना व्यापार चिह्न पत्रिका संख्या . 2067 में विज्ञापित की गई है। The renewal will be advertised in the Trade Mark Journal No. 2067</p>		
		<p>भवदीय/Yours faithfully</p> <p>कृते पंजीकार व्यापार चिह्न For Registrar of Trade Marks</p>
<p>To, KOLKATA TRADE MARK SERVICE 62,BENTINCK STREET,4TH FLOOR,ROOM NO.412,KOLKATA 700 069,W.B.,INDIA.</p>		
<p>*This is a computer generated certificate, hence no signature required.</p>		

CR Act Registration.



INSTITUTE OF COMPUTER STUDIES®



सत्यमेव जयते

GOVERNMENT OF INDIA
TRADE MARKS REGISTRY
TRADE MARKS DIVISION
INTELLECTUAL PROPERTY BHAVAN
BESIDE ANTOP HILL POST OFFICE
MUMBAI-400037

सं./No.TMR-CC.No 106787

खोज प्रमाणपत्र/SEARCH CERTIFICATE

(व्यापार चिह्न अधिनियम, 2017 के नियम 22(1) के तहत)
(Under Rule 22 (1) of the Trade Marks Rules, 2017)
(कॉपीराइट अधिनियम, 1957 की धारा 45(1) के अधीन प्रयोग हेतु)
(FOR USE UNDER SECTION 45(1) OF THE COPYRIGHT ACT, 1957)

INSTITUTE OF COMPUTER & MANAGEMENT STUDIES (P) LTD.
OPP.CIMFR GATE,NR.SWATI MEDICAL,HANS VIHAR COLONY,BAWRA ROAD,BARTAND,DHANBAD-
826001,JHARKHAND के
निम्न प्रदर्शित कलात्मक कार्य के कॉपीराइट पंजीकरण के संदर्भ में
IN THE MATTER Of Copyright Registration of an artistic Work
depicted below of INSTITUTE OF COMPUTER & MANAGEMENT STUDIES (P) LTD.
OPP.CIMFR GATE,NR.SWATI MEDICAL,HANS VIHAR COLONY,BAWRA ROAD,BARTAND,DHANBAD-
826001,JHARKHAND

आपके आवेदन के कलात्मक कार्य के लिए व्यापार चिह्न पंजीकरण के अभिलेखों की खोज मैंने की है और यह प्रमाणित किया जाता है कि इस कार्यालय के कंप्यूटर अभिलेख के अनुसार उक्त कलात्मक कार्य (एतद द्वारा संलग्न) के सदृश या क्षामक रूप से समान कोई व्यापार चिह्न (आवेदक के व्यापार चिह्न के अतिरिक्त) व्यापार चिह्न अधिनियम 1999 के तहत पंजीकृत अथवा पंजीकरण हेतु आवेदित नहीं है।

I have made the search from the Records of the Register of Trade Marks for the artistic work applied by you and it is certified that no Trade Marks(except the applicant's own Trade Mark) has been registered or applied for registration under the Trade Marks Act 1999 as per Computer Record of this office.

दिनांकित/Dated this Monday 09th day of January 2023.

लेबल तथा संलग्न/Label As Annexed



B. Rajamanickam
(B.RAJAMANICKAM)
ASSTT. REGISTRAR OF TRADE MARKS.



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INSTITUTE OF COMPUTER STUDIES[®]

CR Act Registration with CC No:

COPYRIGHT NOC LABEL

३१/TMR-CC.No 106787



INSTITUTE OF COMPUTER STUDIES



INSTITUTE OF COMPUTER STUDIES®

MSME Registration

भारत सरकार Government of India सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय Ministry of Micro, Small and Medium Enterprises		MSME सूक्ष्म, लघु एवं मध्यम उद्यम MICRO, SMALL & MEDIUM ENTERPRISES																					
UDYAM REGISTRATION CERTIFICATE																							
UDYAM REGISTRATION NUMBER	UDYAM-JH-04-0023899																						
NAME OF ENTERPRISE	M/S INSTITUTE OF COMPUTER AND MANAGEMENT STUDIES PRIVATE LIMITED																						
TYPE OF ENTERPRISE *	<table border="1"><thead><tr><th>S.No.</th><th>Data Year</th><th>Classification Year</th><th>Enterprise Type</th><th>Classification Date</th></tr></thead><tbody><tr><td>1</td><td>2020-21</td><td>2022-23</td><td>Micro</td><td>09/12/2022</td></tr></tbody></table>			S.No.	Data Year	Classification Year	Enterprise Type	Classification Date	1	2020-21	2022-23	Micro	09/12/2022										
S.No.	Data Year	Classification Year	Enterprise Type	Classification Date																			
1	2020-21	2022-23	Micro	09/12/2022																			
MAJOR ACTIVITY	TRADING [For availing benefits of Priority Sector Lending(PSL) ONLY]																						
SOCIAL CATEGORY OF ENTREPRENEUR	GENERAL																						
NAME OF UNIT(S)	<table border="1"><thead><tr><th>S.No.</th><th>Udyog Aadhaar Memorandum</th><th>Unit(s) Name</th></tr></thead><tbody><tr><td>1</td><td>JH04D0003376</td><td>Institute of Computer and Management Studies Private Limited</td></tr></tbody></table>			S.No.	Udyog Aadhaar Memorandum	Unit(s) Name	1	JH04D0003376	Institute of Computer and Management Studies Private Limited														
S.No.	Udyog Aadhaar Memorandum	Unit(s) Name																					
1	JH04D0003376	Institute of Computer and Management Studies Private Limited																					
OFFICIAL ADDRESS OF ENTERPRISE	<table border="1"><thead><tr><th>Flat/Door/Block No.</th><th>102</th><th>Name of Premises/ Building</th><th>SHILADITYA ANNEXE</th></tr></thead><tbody><tr><td>Village/Town</td><td>KATHAL ROAD</td><td>Block</td><td>DHANBAD</td></tr><tr><td>Road/Street/Lane</td><td>DHAIYA MAIN ROAD</td><td>City</td><td>DHANBAD</td></tr><tr><td>State</td><td>JHARKHAND</td><td>District</td><td>DHANBAD , Pin 826004</td></tr><tr><td>Mobile</td><td>9234607920</td><td>Email:</td><td>dhanbadics@gmail.com</td></tr></tbody></table>			Flat/Door/Block No.	102	Name of Premises/ Building	SHILADITYA ANNEXE	Village/Town	KATHAL ROAD	Block	DHANBAD	Road/Street/Lane	DHAIYA MAIN ROAD	City	DHANBAD	State	JHARKHAND	District	DHANBAD , Pin 826004	Mobile	9234607920	Email:	dhanbadics@gmail.com
Flat/Door/Block No.	102	Name of Premises/ Building	SHILADITYA ANNEXE																				
Village/Town	KATHAL ROAD	Block	DHANBAD																				
Road/Street/Lane	DHAIYA MAIN ROAD	City	DHANBAD																				
State	JHARKHAND	District	DHANBAD , Pin 826004																				
Mobile	9234607920	Email:	dhanbadics@gmail.com																				
DATE OF INCORPORATION / REGISTRATION OF ENTERPRISE	07/06/2012																						
DATE OF COMMENCEMENT OF	07/06/2012																						

https://udyamregistration.gov.in/Udyam_User/Udyam_PrintApplication.aspx

1/2



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INSTITUTE OF COMPUTER STUDIES®

PRODUCTION/BUSINESS

NATIONAL INDUSTRY CLASSIFICATION CODE(S)

SNo.	NIC 2 Digit	NIC 4 Digit	NIC 5 Digit	Activity
1	85 - Education	8522 - Technical and vocational secondary education	85221 - Technical and vocational education below the level of higher education except for handicapped	Services

DATE OF UDYAM REGISTRATION

09/12/2022

* In case of graduation (upward/reverse) of status of an enterprise, the benefit of the Government Schemes will be availed as per the provisions of Notification No. S.O. 2119(E) dated 26.06.2020 issued by the M/o MSME.

Disclaimer: This is computer generated statement, no signature required. Printed from <https://udyamregistration.gov.in> & Date of printing:- 09/12/2022

For any assistance, you may contact:

1. District Industries Centre: DHANBAD (JHARKHAND)
2. MSME-DFO: RANCHI (JHARKHAND)

Visit : www.msme.gov.in ; www.dcmsme.gov.in ; www.champions.gov.in.



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MSME



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INSTITUTE OF COMPUTER STUDIES[®]

Computer Society of India – Academic Institution Registration Certificate





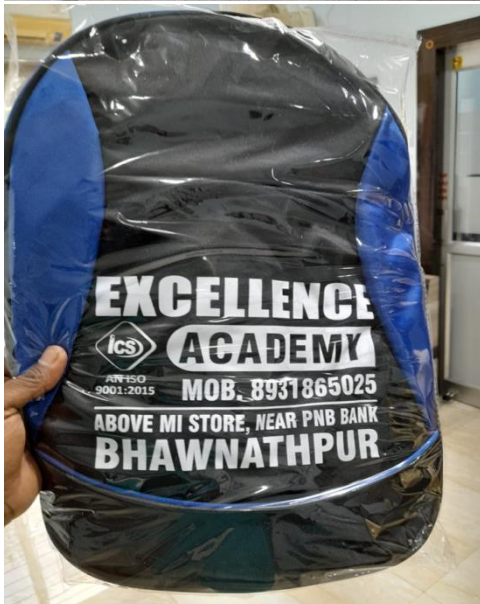
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MEMBER OF MULTILATERAL
RECOGNITION ARRANGEMENT

INSTITUTE OF COMPUTER STUDIES®

Samples of Bags



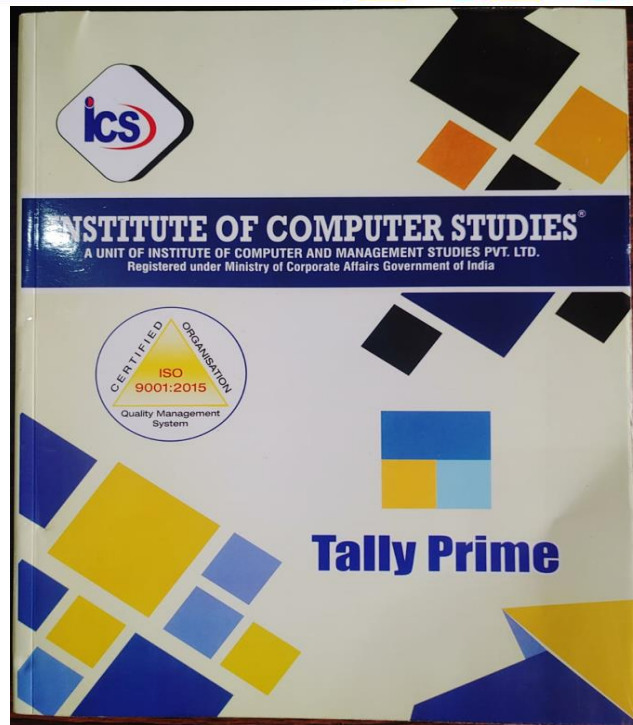


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Books Samples Basics





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INSTITUTE OF COMPUTER STUDIES®

Admission Form



INSTITUTE OF COMPUTER STUDIES®

A UNIT OF INSTITUTE OF COMPUTER AND MANAGEMENT STUDIES PVT. LTD.

AN ISO 9001:2015 CERTIFIED ORGANISATION

ADMISSION FORM

FOR OFFICE USE ONLY

SERIAL NO.	
ENROLLMENT NO.	ICMS/STUD/REGCODE/

PASTE
PASSPORT
SIZE
PHOTO

1. NAME

2. FATHER'S NAME

3. ADDRESS

4. DATE OF BIRTH

5. CONTACT NO.

6. EMAIL-ID

7. EDUCATIONAL QUALIFICATION

Qualification	Year of Passing	Percentage	Board/University
Matriculation			
Intermediate			
Graduation			

8. COURSE : DCA DFA DTP TALLY PRIME ADCA ADCA+ TYPING

9. NAME OF STUDY CENTER WITH ADDRESS OTHER

10. ENCLOSURE MATRIC INTERMEDIATE GRADUATION OTHER

IDENTITY PROOF

DECLARATION

(I.) I certify that all the information in this application form and on any attachments there to is true. I authorize the company to verify any information from whatever source it deems appropriate.

(II.) I enclose here with a certified true copy of the all certificate and Identity Proof.

Date:

Signature of Candidate

Place:

102, FIRST FLOOR, SHILADITYA ANNEXE, DHAIYA, DHANBAD (JHARKHAND)

Website : www.icsdhanbad.co.in




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INSTITUTE OF COMPUTER STUDIES®

Prospectus



**AN ISO 9001:2015 & MSME
CERTIFIED INSTITUTE**


**LEARN
COMPUTER
FROM BASIC TO ADVANCE**

शिक्षा पर जोर होगा तभी
देश प्रगति की ओर होगा।

**NETWORK OF
350+ CENTRES**

Corporate Identity Number : UT72900JN2012PTC000438

PROSPECTUS



INSTITUTE OF COMPUTER STUDIES®
A UNIT OF INSTITUTE OF COMPUTER AND MANAGEMENT STUDIES PVT. LTD.
Registered under Ministry of Corporate Affairs, Government of India

www.icsdhanbad.co.in



ISO 9001:2015
Certified by IRQS



INSTITUTE OF COMPUTER STUDIES®



ICS
AN ISO 9001:2015 & MSME
CERTIFIED INSTITUTE

DCA

DURATION 6 MONTHS TO 1 YEAR | ELIGIBILITY 8TH PASS

SEMESTER - 1

- ◆ COMPUTER FUNDAMENTALS
- ◆ OPERATING SYSTEM
- ◆ MS OFFICE
- ◆ INTERNET & HTML
- ◆ PERSONALITY DEVELOPMENT

SEMESTER - 2

- MS - ACCESS
- CSS & JAVA SCRIPT
- C PROGRAMMING
- PROJECT WORK
- PROGRAMMING LOGIC & TECH.

JOB PROFILE ◆ BACK OFFICE EXPERT ◆ DATA ENTRY OPERATOR ◆ LAB INSTRUCTOR

DIPLOMA IN COMPUTER APPLICATION

AN ISO 9001:2015 & MSME
CERTIFIED INSTITUTE

**A smart
accountant
behind a successful
business**
Be a job-ready Smart Accountant.

COURSE MODULE

- ✓ BASICS OF ACCOUNTS
- ✓ JOURNAL, LEDGER, TRIAL BALANCE
- ✓ FINAL ACCOUNTS & BALANCE SHEET
- ✓ INSTALLATION OF TALLY PRIME
- ✓ COMPANY & MASTER CREATION
- ✓ VOUCHER ENTRIES
- ✓ ORDER PROCESSING
- ✓ GST & BANKING
- ✓ PRINTING REPORTS
- ✓ PRACTICAL & DOUBT CLEARING



ICS
AN ISO 9001:2015 & MSME
CERTIFIED INSTITUTE

**100% JOB
ORIENTED
COURSE**

Tally
POWER OF SIMPLICITY

TALLY PRIME

DURATION 3 MONTHS TO 6 MONTHS | ELIGIBILITY 12TH PASS

LEARN FROM PROFESSIONALS

ENROLL TODAY

COURSE MODULE

- ✓ BASICS OF ACCOUNTS
- ✓ JOURNAL, LEDGER, TRIAL BALANCE
- ✓ FINAL ACCOUNTS & BALANCE SHEET
- ✓ INSTALLATION OF TALLY PRIME
- ✓ COMPANY & MASTER CREATION
- ✓ VOUCHER ENTRIES
- ✓ ORDER PROCESSING
- ✓ GST & BANKING
- ✓ PRINTING REPORTS
- ✓ PRACTICAL & DOUBT CLEARING



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INSTITUTE OF COMPUTER STUDIES®

BECOME A CERTIFIED

Graphics Designer

COURSE MODULE

- ✓ BASICS OF DESIGNING
- ✓ PHOTOSHOP
- ✓ COREL DRAW
- ✓ PAGE MAKER OR INDESIGN
- ✓ OR ILLUSTRATOR

"DESIGN IS INTELLIGENCE MADE VISIBLE."

DTP
DIPLOMA IN DESKTOP PUBLISHING
DURATION 3 MONTHS TO 6 MONTHS
ELIGIBILITY 8TH PASS & EQUIVALENT

AFTER SUCCESSFUL COMPLETION CAN DO

- ✓ BROCHURE DESIGN
- ✓ LOGO DESIGN
- ✓ POSTER DESIGN
- ✓ LEAFLET DESIGN
- ✓ FLYERS DESIGN
- ✓ WEBSITE BANNER DESIGN

AN ISO 9001:2015 & MSME CERTIFIED INSTITUTE

ICS
AN ISO 9001:2015 & MSME CERTIFIED INSTITUTE

COURSE MODULE

- ✓ HTML
- ✓ CSS
- ✓ JQUERY
- ✓ JAVA SCRIPT
- ✓ PHOTOSHOP
- ✓ BOOTSTRAP
- ✓ PHP

CAREER AND JOBS

- ✓ WEB DESIGNER
- ✓ WEB APPLICATION DEVELOPER
- ✓ SENIOR WEB ANALYST
- ✓ WEB MARKETING ANALYST

WEB DESIGNING
DURATION 3 MONTHS TO 6 MONTHS
ELIGIBILITY 12TH PASS & EQUIVALENT

LEARN WEB DESIGN WITH A HUMAN TOUCH

LEAD THE WAY IN WEBSITE DESIGNS

BECOME A CERTIFIED
Web Designer



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GET A CERTIFICATION IN ACCOUNTING & FINANCE

DF
A
DIPLOMA IN FINANCIAL ACCOUNTING

DURATION 6 MONTHS TO 1 YEAR | ELIGIBILITY 10TH PASS OR EQUIVALENT

COURSE MODULE

- ✓ BASIC OF COMPUTERS
- ✓ MS-OFFICE
- ✓ INTERNET
- ✓ CORE ACCOUNTING
- ✓ COMPUTERISED ACCOUNTING (TALLY PRIME)
- ✓ INCOME TAX
- ✓ GOOS & SERVICE TAX
- ✓ ADVANCE EXCEL (VBA OPTIONAL)
- ✓ PAYROLL MANAGEMENT
- ✓ PROJECT WORK ON LIVE DATA

100% PLACEMENT ASSISTANCE

BECAME CERTIFIED IN FINANCIAL ACCOUNTING & TAXATION

LEARN TO GIVE ACCOUNTING SOLUTION FOR TODAY AND TOMORROW.

FINANCIAL ACCOUNTING IS A SKILL IN DEMAND TODAY



GET CERTIFICATION IN PROGRAMMING | DATABASE TECHNOLOGIES

DURATION 3 MONTHS | ELIGIBILITY 8TH PASS & ABOVE

CERTIFICATION IN

- ✓ C PROGRAMMING
- ✓ C++ PROGRAMMING
- ✓ CORE JAVA
- ✓ SCRIPTING LANGUAGES
- ✓ .NET PROGRAMMING
- ✓ PYTHON PROGRAMMING
- ✓ PHP PROGRAMMING

CERTIFICATION IN DATABASES

- ✓ MS-ACCESS
- ✓ MYSQL
- ✓ SQL SERVER
- ✓ ORACLE

LEARNING TO CODE IS LEARNING TO CREATE AND INNOVATE.

"Everybody should learn to program a computer, because it teaches you how to THINK." - Steve jobs



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DHN

DIPLOMA IN HARDWARE AND NETWORKING

DURATION 6 MONTHS
ELIGIBILITY 10TH PASS
& EQUIVALENT

ICS

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CERTIFIED INSTITUTE

COURSE MODULE

- ✓ INTRODUCTION TO HARDWARE
- ✓ ASSEMBLING & DISASSEMBLING
- ✓ OPERATING SYSTEM & NETWORK OPERATING SYSTEM
- ✓ SERVER INSTALLATION
- ✓ DOMAIN AND ACTIVE CONTROL DIRECTORY
- ✓ FIREWALL & SECURITY SETUP



JOB PROFILE

- ✓ HARDWARE ENGINEER
- ✓ DESKTOP SUPPORT ENGINEER
- ✓ NETWORK ENGINEER
- ✓ SYSTEM ADMINISTRATOR
- ✓ IT FACULTY

**BECAME A CERTIFIED
HARDWARE AND NETWORK ENGINEER**

ICS

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SPOKEN ENGLISH and PERSONALITY DEVELOPMENT

COURSE MODULE

- ✓ TENSE
- ✓ VOCABULARY
- ✓ SENTENCE
- ✓ PUBLIC SPEAKING
- ✓ SOFT SKILLS
- ✓ PERSONALITY DEVELOPMENT
- ✓ GROUP DISCUSSION
- ✓ INTERVIEW PREPARATION

DURATION 3 MONTHS TO 6 MONTHS
ELIGIBILITY 10TH PASS & EQUIVALENT

"Personal development is a major time-saver. The better you become, the less time it takes you to achieve your goals."
- Brian Tracy



उपरोक्त कोर्स को करने के बाद विद्यार्थी अंग्रेजी बोलने और समझने में सक्षम हो जाता है। आज के समय में बिना अंग्रेजी के ज्ञान के नौकरी की कल्पना भी नहीं कर सकते हैं। विद्यार्थी को रोजगार के अच्छे अवसर मिले इसलिए उन्हें सॉफ्ट स्कौल की भी ट्रेनिंग दी जाती है।



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ADCA
ADVANCE DIPLOMA IN
COMPUTER APPLICATION
DURATION 1 YEAR
ELIGIBILITY 12TH PASS & EQUIVALENT
COMPULSORY MODULE &
ELECTIVE ANY TWO

ADCA PLUS
ADVANCE DIPLOMA IN
COMPUTER APPLICATION PLUS
DURATION 18 MONTHS
ELIGIBILITY 12TH PASS & EQUIVALENT
COMPULSORY MODULE &
ELECTIVE ANY THREE

COMPULSORY MODULE

- ✓ COMPUTER FUNDAMENTALS
- ✓ OPERATING SYSTEM

- ✓ MS OFFICE
- ✓ INTERNET

- ✓ PERSONALITY
- ✓ DEVELOPMENT

TALLY PRIME
ELECTIVE - 1

- ✓ BASICS OF ACCOUNTS
- ✓ JOURNAL, LEDGER, TRIAL BALANCE
- ✓ FINAL ACCOUNTS & BALANCE SHEET
- ✓ INSTALLATION OF TALLY PRIME
- ✓ COMPANY & MASTER CREATION
- ✓ VOUCHER ENTRIES
- ✓ ORDER PROCESSING
- ✓ GST & BANKING
- ✓ PRINTING REPORTS
- ✓ PRACTICAL & DOUBT CLEARING

DTP
ELECTIVE - 2

- ✓ BASICS OF DESIGNING
- ✓ PHOTOSHOP
- ✓ COREL DRAW
- ✓ PAGE MAKER OR INDESIGN
- ✓ OR ILLUSTRATOR

PROGRAMMING
ELECTIVE - 3 | ANY TWO

- ✓ C PROGRAMMING
- ✓ C++ PROGRAMMING
- ✓ CORE JAVA
- ✓ SCRIPTING LANGUAGES
- ✓ .NET PROGRAMMING
- ✓ PYTHON PROGRAMMING
- ✓ PHP PROGRAMMING

WEB DESIGNING
ELECTIVE - 4

- ✓ HTML
- ✓ CSS
- ✓ JQUERY
- ✓ JAVA SCRIPT
- ✓ PHOTOSHOP
- ✓ BOOTSTRAP
- ✓ PHP

JOB OPPORTUNITIES

- ✓ BACK OFFICE EXECUTIVE
- ✓ WEB APPLICATION DEVELOPER
- ✓ ACCOUNT EXECUTIVE
- ✓ PROGRAMMER
- ✓ GRAPHICS DESIGNER
- ✓ SENIOR FACULTY



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CCTT

CERTIFICATE IN COMPUTER TEACHER TRAINING

DURATION 1 YEAR | ELIGIBILITY GRADUATION

AN ISO 9001:2015 & MSME CERTIFIED INSTITUTE

DCTT

DIPLOMA IN COMPUTER TEACHER TRAINING

DURATION 1 YEAR TO 18 MONTHS | ELIGIBILITY GRADUATION

SEMESTER - 1

- ✓ BASIC OF TEACHING
- ✓ COMPUTER BASICS & OS
- ✓ MS OFFICE
- ✓ INTERNET & HTML
- ✓ MS-ACCESS
- ✓ PROGRAMING LOGIC & TECHNIQUE



SEMESTER - 3

- ✓ PROGRAMMING IN C++
- ✓ WEB DESIGNING
- ✓ CORE JAVA
- ✓ PROJECT

SEMESTER - 3 IS OPTIONAL

MAJOR JOB PROFILE

COMPUTER TEACHER & LAB INSTRUCTOR

SEMESTER - 2

- ✓ BASIC OF HARDWARE & NETWORKING
- ✓ TALLY PRIME
- ✓ PHOTOSHOP & COREL DRAW
- ✓ PAGE MAKER OR INDESIGN
- ✓ PROGRAMMING IN C



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COURSES

- DCA
- DFA
- DTP
- ADCA
- TALLY PRIME
- WEB DESIGN
- DHN
- ADFA
- ADHN
- ADAT
- DCTT

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COMPUTER
FROM BASIC TO
ADVANCE

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देश प्रगति की ओर होगा।

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Enrl. No. ICMS/STUD/REGCODE/07200550


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Department of Higher Education, MHRD, Govt of India.



CERTIFICATE

This is to certify that


Rajeev Ranjan Kumar son of **Naresh Kumar**
Date of Birth **28-02-1987**


has successfully completed the course titled

Advance Diploma in Computer Application
of **1 year** duration with grade 'A' given under our hand
and seal on this, **30th** day of **September, 2021** at
Tally Computer Classes, Bihar Sharif.

50-60: Grade D
60-70: Grade C
70-80: Grade B
80-Above: Grade A

Date : 30-09-2021


Verified By


Authorised Signatory

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STATEMENT OF MARKS

Student Name : Jagnarayan Ram				
Father's Name : Mahendra Ram				
Enrollment No. : ICS/STUD/REGCODE/20625946				
Course : Post Graduate Diploma in Computer Application				
Study Center : Bharat Computer Centre, Garhwa, Jharkhand				
MODULE NAME	MIN	MAX	MARKS OBTAINED	GRADE
Fundamentals of Computer & Its Application	20	50	47	A
Operating System with Installation	20	50	45	A
Ms Office	20	50	48	A
Concept of Internet & HTML	20	50	46	A
Ms Access	20	50	44	A
Programming Logic & Technique	20	50	47	A
Programming in C & C++	20	50	45	A
Project	20	50	42	A
Total			364	
Percentage: 91%		Overall Grade: "A"		
Date of issue: 10-05-2023		Academic Member-410422001		
Grade: 50-60: Grade D 60-70: Grade C 70-80: Grade B 80-Above: Grade A				
Centre Director		Verified By		
Note: No change in any entry is to be made except by the authority issuing the certificate.				



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Some Verification Letters

कार्यालय अधीक्षक उपकारा दानापुर।

प्रेषक,		
लाल बाबु सिंह अधीक्षक, उपकारा दानापुर		Email id – js-danapur-bih@nic.in Mobile no- 9471009865

पत्रांक:-उ0का0 दानापुर/स्था0 (अधिकारी)-01-02/2020.21.44./

सेवा में,

Director
Institute of Computer
Xp computer Education, Nathnagar, Bhagalpur

दिनांक - 01/12/22

विषय:- निम्नवर्गीय लिपिक श्री श्रवण कुमार सिंह का Computer Certificate का सत्यापन करने के संबंध में।

महाशय,

उपर्युक्त विषय के संदर्भ में कहना है कि इस कारा में पदस्थापित निम्नवर्गीय लिपिक श्री श्रवण कुमार सिंह पिता-शिवेश्वर प्रसाद सिंह, का D.C.A Computer Certificate जिसका Enrollment No-ICMS/STUD/REGCODE/06190802 का सत्यापन कराया जाना अतिआवश्यक है, जिसकी छायाप्रति इस पत्र के साथ संलग्न कर भेजी जा रही है।

अतः सादर अनुरोध है कि उक्त पत्र का सत्यापन कर यथाशीघ्र कारा कार्यालय को भेजने की कृपा की जाय।

सेवा में सादर समर्पित।

अनु0-यथोक्त।

विश्वसभाजन
अधीक्षक
उपकारा दानापुर
01/12/22
1112-22



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DEPARTMENT OF POSTS, INDIA
O/O THE INSPECTOR POSTS, WEST SUB DIVISION SITAMARHI-843301

To,
The In-charge
Fact Computer Education, Janta Bazar
Chhapra(Saran) [By Regd. Post]

No.A/Majorganj SO/Dak Sewak/Eng./Schedule-I/2023 Dated at
Sitamarhi, the 10-04-2023

Subject: - Regarding submission of Computer certificate photocopy duly
filled by Sh.Ranjan Kumar Sah, S/o Sh. Tarkeshwar Sah, Tajpur(Tola
Tar),Chhapra(Saran)-841206 for verification report.

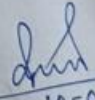
Respected Sir,

With reference to the cited subject, it is to intimate that the
cited named person has selected for the GDS Posts.

An attested copy of said course S.N SRN-27595246 Enrl No.
ICS/STUD/REGCODE/56767879 along with its marks Statement issued
dated 12-12-2022 of said person is attached herewith kindly sent it duly
countersigned to this office along with details police verification report.

An early action is highly solicited.

Encls :- As Stated above(2)


10-04-2023
Inspector Posts
West Sub Division
Sitamarhi-843301



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समाहरणालय, गोपालगंज
(जिला स्थापना शाखा)
पत्रांक-1244/स्था0, दिनांक-03.12.2022

प्रेषक, जिला स्थापना उप समाहर्ता, गोपालगंज।

सेवा में, चितरांश कम्प्युटर, शाही कम्प्लेश, गोपालगंज।

विषय :- कम्प्युटर का मूल प्रमाण पत्र एवं अंक पत्रक का सत्यापन कर सत्यापन प्रतिवेदन उपलब्ध कराने के संबंध में।

महाशय उपर्युक्त विषय के संबंध में कहना है, कि श्री नवीन कुमार, पिता-सुमंत कुमार, ग्राम-बंगालखांड, पो0-सासामूसा थाना-कुचायकोट, जिला-गोपालगंज, के बिहार कर्मचारी चयन आयोग, बिहार पटना के द्वारा विज्ञापन संख्या-06060114 के अन्तर्गत प्रथम इण्टर स्तरीय संयुक्त प्रतियोगिता, 2014 आयोजित की गई। साथ ही सामान्य प्रशासन विभाग, बिहार, पटना के पत्रांक-14349/सा0 प्र0 दिनांक-18.08.2022 द्वारा निम्नवर्गीय लिपिक के पद पर सफल अभ्यर्थियों को नियुक्त किया गया है। संबंधित कर्मी का वेतनादि का भुगतान करने के पूर्व उनके द्वारा उपलब्ध कराये गये प्रमाण पत्र सत्यापन करने के पश्चात ही भुगतान करने का प्रावधान है। प्रमाण पत्र की विवरणी निम्न प्रकार है :-

क्रमांक	प्रमाण पत्र की विवरणी	प्रमाण पत्र सं0 दिनांक	अभ्युक्ति
01	02	03	04
01	कम्प्युटर का मूल प्रमाण पत्र	प्रमाण पत्र सं0-2220468 दिनांक-15.02.2022	
02	कम्प्युटर का अंक प्रमाण पत्र	प्रमाण पत्र सं0-ICMS/STUD/REGCODE/08210191 दिनांक-15.02.2022	


अतः अनुरोध है, कि संबंधित कर्मी का प्रमाण पत्रों कि अभिप्रमाणित छाया प्रति इस पत्र के साथ संलग्न कर भेजते हुए कहना है, कि प्रमाण पत्रों के सत्यापन के पश्चात सत्यापन प्रतिवेदन यथाशीघ्र उपलब्ध कराना सुनिश्चित की जाय, ताकि अग्रेतर कार्रवाई की जा सके।

अनुलग्नक-यथोक्त।

विश्वसमाजन
जिला स्थापना उप समाहर्ता,
गोपालगंज।
23/11/22



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समग्र शिक्षा अभियान
समाहरणालय भवन, कोडरमा
जिनायत जय अभियन्ता
सर्व शिक्षा अभियान
सर्व शिक्षा सर्व काले
दूरभाष: 8002410681, पिन कोड-825410
jepckoderma@yahoo.co.in & jepckoderma@gmail.com

पत्रांक.....194...../SSA-Koderma दिनांक...25.../...02.../2022.

प्रेषक:- जिला शिक्षा पदाधिकारी सह
जिला कार्यक्रम पदाधिकारी,
समग्र शिक्षा अभियान, कोडरमा।

सेवा में,
Director,
Global Computer Institute,
Domchanch, Koderma.

विषय:- शैक्षणिक प्रमाण-पत्र का सत्यापन के संबंध में।
महाशय,

उपर्युक्त विषय के संबंध में अंकित करना है कि झारखण्ड शिक्षा परियोजना परिषद्, राँची के निदेशानुसार कस्तूरबा गाँधी बालिका विद्यालय में सविदा के आधार पर लेखापाल-सह-कम्प्यूटर ऑपरेटर के पद पर नियुक्ति की गई है।

नव नियुक्त लेखापाल-सह-कम्प्यूटर ऑपरेटर का कम्प्यूटर (Advance Diploma in Computer Application) प्रमाण पत्र सत्यापन हेतु प्रमाण पत्र की स्वअभिप्रेमाणित छायाप्रति एवं बैंक ड्राफ्ट इस पत्र के साथ संलग्न कर भेजा जा रहा है।

क्र० सं०	नवनियुक्त लेखापाल-सह-कम्प्यूटर ऑपरेटर का नाम	पिता/पति का नाम	प्रमाण पत्र निर्गत की तिथि	रोल नं०	ग्रेड	प्राप्तांक
1	संजू कुमारी	गिरिजा रजक	14.03.2020	ICMS/STUD/ REGCODE/ 02193327	A	454

अतः अनुरोध है कि उक्त नवनियुक्त लेखापाल-सह-कम्प्यूटर ऑपरेटर का प्रमाण-पत्र यथाशीघ्र सत्यापन कर सत्यापन प्रतिवेदन अधोहस्ताक्षरी कार्यालय को उपलब्ध कराने की कृपा की जाय।

अनु०:-1. कम्प्यूटर (Advance Diploma in Computer Application)प्रमाण पत्र एवं मूल प्रमाण पत्र की छायाप्रति।

विश्वासभाजन
25/02/22
जिला शिक्षा पदाधिकारी सह
जिला कार्यक्रम पदाधिकारी.

25/02/22



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02 Oct 2020

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Hans Vihar Colony
Near : Swati Medical
Barwa Road, Bartand, Dhanabad
Pin Code : 826001 (Jharkhand)

VERIFICATION OF EDUCATION QUALIFICATION CERTIFICATE

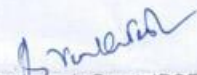
Dear Sir,

1. It is intimated that MES-283561 Shri Bishal Paswan, JAA S/O Late Rampani Paswan has been appointed as JAA (LDC) in this office on 31 Nov 2019. As per prevailing in vogue the Provisional Certificate of Diploma in Computer Application of 2020 issued on 16/01/2020 by the respective Institute at Amrapara, Pakur, Jharkhand is required to be verified (Photo copy enclosed).

2. In view if above, it is requested that the genuiness of the certificate may please be communicated to this office for our record please.

Thankig you,

Yours fathfully,


(B Venkatesh Goud, IDSE)
AEE (E/M)
AGE (I) (AF) Singarsi

Encls. - (As above)



INSTITUTE OF COMPUTER STUDIES®

2022 कार्यालय, जिला शिक्षा पदाधिकारी, नालन्दा
पत्रांक 2201 /

प्रेषक,
जिला शिक्षा पदाधिकारी,
नालन्दा।

सेवा में,
प्रखण्ड शिक्षा पदाधिकारी
बिहार प्रदेश

विषय : सत्यापन के संबंध में।

महाराय,
उपर्युक्त विषयक दिनांक 31.05.2022 को माननीय अध्यक्ष, जिला परिषद नालन्दा के अध्यक्षता में जिला परिषद शिक्षक नियोजन समिति के आहूत बैठक में समिति द्वारा निर्णय लिया गया है कि अनुकम्पा के आधार पर नियोजन पूर्व सभी आश्रितों का कम्प्यूटर प्रमाण पत्र का सत्यापन कराने के पश्चात् अनुकम्पा के आधार पर नियोजन हेतु समिति द्वारा निर्णय लिया जायेगा।

अतः उक्त निर्णय के आलोक में निदेश दिया जाता है कि पत्र के साथ संलग्न सभी आश्रितों का कम्प्यूटर प्रमाण पत्र संबंधित संस्थान/कोचिंग से सत्यापन कर सत्यापन प्रतिवेदन तीन दिनों के अन्दर उपलब्ध कराना सुनिश्चित करें, ताकि सत्यापन प्रतिवेदन अग्रतर कार्रवाई हेतु उप विकास आयुक्त-सह-मुख्य कार्यापालक पदाधिकारी, जिला परिषद, नालन्दा को भेजा जा सकें। विलंब की सारी जवाबदेही आपकी होगी।

अनुलग्नक :- 28 आश्रितों का
कम्प्यूटर प्रमाण पत्र की फोटोकॉपी
नालन्दा।

विश्वामाजुन
26/06/22
जिला शिक्षा पदाधिकारी
नालन्दा।