TEZPUR UNIVERSITY
(A Central University established by an Act of Parliament)
TEZPUR – 784028

ADMISSION NOTICE 2015
F.21-52/1/2013 (Acad)/303
Dated 21st May, 2015

Applications in prescribed format are invited from candidates pursuing/ completing degree (any discipline) for admission to **Certificate in Technical Writing** (Part-time, evening, under UGC's Career Oriented Scheme) being offered by the Equal Opportunity Cell, Centre for Inclusive Development, Tezpur University.

Prescribed application forms and other details are available at Tezpur University website: www.tezu.ernet.in.

Sd/-L. Boral
Controller of Examinations

- **Prescribed application form**
- **Brochure**

TEZPUR UNIVERSITY
TEZPUR: 784 028, Assam

APPLICATION FORM
(For UGC approved Career Oriented Six (6) Month Certificate course in Technical Writing)
For admission to Autumn Semester 2013

To be submitted to the Education Officer-Equal Opportunity Cell, Tezpur University on or before **22/06/2015**

Details of Demand Draft: DD No…………………Date………….……Amount………….……Bank………………………….….….

1	Name in Full (Block Letters)								
2	Name of the College(Where you are studying)								
3	Present status of your study (please tick in the appropriate box)		Degree 1st year		Degree 2nd year			Degree 3rd year	
4	Category		OBC(NCL)	SC	ST	Others			
5	Religion		6	Nationality					
7	State of Domicile		8	Gender					
9	Date of Birth (DD / MM / YYYY)								
10	a) Father's /Husband's/Guardian's Name								
	b) Mother's Name								
11	Guardian's Phone Number								
12	Address for Correspondence: PIN: Phone No: E-mail:		13 Permanent Address:						
14	Educational Qualification								

Exam	Board/ University	Year of Passing	Class/ Grade/ Division	Subject Taken	% of marks/ Grade	Remarks
HSLC(10TH)						
HS(10+2)						
B.Sc (If applicable)						

I declare that the information given above is true and complete to the best of my knowledge. If any of the above information is found to be incorrect, my admission shall be liable to be cancelled.

Date: Signature of the candidate

The college has no objection if Mr./Ms……………………………..….…………of class…………….……bearing Roll No …………………………is enrolled for the Course.

Signature of College Principal/ Head of Institute with Seal

Six Month Certificate Course in Technical Writing

AUGUST, 2015

Equal Opportunity Cell
Tezpur University

The Equal Opportunity Cell conducts the **Six (6) Month Certificate Course in Technical Writing** from every year in the autumn semester of the academic year. The programme has been approved by University Grants Commission under its scheme **"Career Oriented Programme".** Globalization of education and economy has led the University Grants Commission (UGC) to reorient and reshape its policies and programmes to make the current Indian Higher Education System more relevant and career-oriented with focus on quality and excellence. It is envisaged that professionally qualified graduates with a sound knowledge of their core disciplines and expertise in a concerned skill will have more openings in service, industry and self-employment sectors. Demand and scope for such professionally trained graduates are visible in the applied fields of almost all basic/core disciplines and faculties in the current changing global scenario and is likely to increase in the future.

What is Technical Writing?

The origins of technical writing as a discipline may be traced to World War I, when need for technology-based documentation in the fields of military, manufacturing, electronics, and aerospace industries was first felt. The **Society for Technical Communication** (STC) defines technical writing as "*... a broad field that includes any form of communication that exhibits one or more of the following characteristics: (1) communicating about technical or specialized topics, such as computer applications, medical procedures, or environmental regulations; (2) communicating by using technology, such as web pages, help files, or social media sites; or (3) providing instructions about how to do something, regardless of how technical the task is, and regardless of whether technology is used to create or distribute that communication.*" Technical writing is a communication that aims at conveying particular information meant for particular purposes to a particular set of audience. It is most often than not an explanation of scientific and technical subjects associated with finance, construction, medicine, agriculture, technology etc. Technical writing translates complex technical concepts and instructions into a series of simple steps that enable users to perform a specific task in a specific way. To present appropriate information, writers must understand the audience and their goals. Technical writers are a bridge between makers of a technology and users of a technology. A technical writer understands products and writes about them in user-friendly language.

A Technical Writer creates some of the following:
- Design Specifications
- User Manual/Guides
- Hardware Manuals
- Installation Manuals
- Online Help

Career Opportunities in Technical Writing

In recent times job opportunities in the field of Technical Writing has increased exponentially and offers scope to people from different educational backgrounds. At present it is a multi-billion dollar industry and has a demand for more than 2 million jobs in India. Technical Writing provides opportunities in best companies and offers a steady career growth. There is an ever increasing demand for Technical Writers because without documentation, products don not sell. This has resulted in a huge demand for technical writers having expertise in areas such as information technology, manufacturing, telecommunication, automobile, banking and many more.

Few sectors that need Technical Writers are *Information Technology, Telecom, Electronic, BPO, Aerospace/Defense, Manufacturing, Software Publishing Companies etc*

1. Introduction to Technical Writing
2. Documentation Development Life Cycle
3. Foundation of Writing
4. Software Tools and Web Technology for Technical Writing
5. Project Work

Important Points

- **Flexi Timing**

In order to accommodate working professionals the timing of the course would be kept flexible.

- **Eligibility Criteria**

Graduates from recognized universities/institutes with knowledge of English and basic computer operations/utility packages (Windows & MS Office) and Internet may apply for the course in prescribed format available at www.tezu.ernet.in . Students pursuing graduation are also eligible to apply for the course. Admission to the course will be determined on the basis of marks obtained in the Higher Secondary Examination.

Eligible candidates may apply in the prescribed format along with copies of relevant testimonials and an application fee of Rs.100 in the form of Demand Draft in favor of Registrar, Tezpur University payable at SBI, Tezpur University Branch. Completed application form along with DD is to be sent to:

Education Officer- Equal Opportunity Cell
Tezpur University
PO: Napaam, Tezpur, ASSAM
PIN: 784028.

- **Fees**

A course fee of **Rs.2500/** will have to be submitted during admission in the form of a DD drawn in favor of The Registrar, Tezpur University payable at Tezpur. Candidates belonging to the ST/SC/OBC(NC)/PH/Female and Economically underprivileged categories will have to pay an amount of **Rs.1500.**

Important Points

- Last date of submission of completed application form:
  June 22, 2015

- Date of declaration of list of selected candidates in website:
  July 22, 2015

- Date of admission:
  July 27—28 , 2015

- Commencement of classes:
  August 3, 2015

Contact person
Education Officer – Equal Opportunity Cell,
Tezpur University
Ph: 98640 70760
Email: nandaranic@gmail.com