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## **Basic Computer Concepts (BCC) Certificate - A pre-requisite for Government Jobs**

As per the guidelines issued by the Government of India, it has been recommended that candidates aspiring for Government jobs should be familiar with the use of computers. Going by this guideline and recommendation, the Government of Sikkim has issued a Notification making the Basic Computer Concept (BCC) Certificate of DOEACC, Ministry of IT, as an eligibility criteria for applying for Government jobs.

This has become necessary as extensive computerization is taking place in all the departments and without basic knowledge of computers, employees will not be able to function efficiently. Many states in the country have already adopted the BCC as a pre-requisite for Government Jobs. The Basic Computer Concept (BCC) course is designed with an aim to impart basic level computer skills like taking a printout and accessing information from the internet and can equip a person to use a computer in day to day life for professional as well as personal use.

The total duration of the course is of 36hours and the syllabus outline of the course includes Introduction to computers, Introduction to GUI based Operating System, Elements of Word Processing, Spreadsheets, Computer Communication and Internet, WWW and web browsers, Sending E-mails, Making small presentation. The course is available to anyone who can read & write in English and the Course Fees is Rs 700/- per candidate. The examination fee for the BCC course is only Rs. 200/- and a candidate who is already familiar in computers can directly sit for the examination without undergoing the course.

The BCC course will be available at the DOEACC Centre on Gangtok bypass road, Gangtok, the 45 Common Service Centre's spread all across the state and DOEACC registered private training institutes. Private Computer training institutes having basic training facilities can get themselves registered easily with DOEACC. All candidates appearing for Government of Sikkim jobs that are in the scale of PB-1 Rs 5200-20200+ GP Rs 2600 and above require the BCC certificate. However candidates who already have computer as a subject in Class X examination and above will not require this certificate.

As of now training programmes offered by the private institutes are generally not recognized by the Government. The BCCC certificates will be awarded to candidates only if they pass the certification exam conducted by DOEACC. Therefore, accredited training institutes will have to ensure that they provide quality training to the candidates.

Please [click here](#) to see the notification.

### **Address of DOEACC, Gangtok Center:**

DOEACC Centre  
Gangtok  
Indira Bypass Road,  
Sichey, NeareKBT Fuel(Petrol Pump), Gangtok - 737101  
Phone: 03592-205609, 205610,205617