



PROSPECTUS

एनएक्सीलेंट कंसल्टेंसी प्राइवेट लिमिटेड (NCPL)

(पंजीकृत परामर्शदाता: उद्योग, गैरसरकारी संगठन (NGO) एक्ट्स एवं अनुपालन सेवाएँ)

मुख्यालय: वीर कुंवर सिंह कॉलोनी, काशीपुर, वार्ड - 35, समस्तीपुर, बिहार – 848101

 www.ncpl.net.in |  8809966555 | nexcellentconsultancy@gmail.com

समस्तीपुर / पटना, बिहार, इंडिया

PROFESSIONAL SKILL DEVELOPMENT TRAINING PROGRAM

- Corporate Training
 - Industry Integration
 - Structured Placement Support

GLOBAL CORPORATE PROSPECTUS

ADMISSION APPLICATION KIT

(Academic Session: 2026 -2027)

PART I — INSTITUTIONAL PROFILE

NExcellent Consultancy Private Limited (NCPL) was founded in 2023 with a vision to provide unparalleled NGO Services, legal, compliance, official KRA Training, Corporate Training Entrepreneurship and organisational support. Recognising the challenges faced by general Graduates, businesses and non-profits, we embarked on a mission to offer tailored solutions. Our commitment to excellence and client satisfaction drives our growth and service expansion.

We have proudly served a diverse range of clients, including start-ups, established businesses, numerous NGOs and their staff official corporate Training. Our expertise in the non-profit sector and corporate training distinguishes us, making us a trusted partner for organisations looking to enhance their operational efficiency. By focusing on individual client needs, we ensure comprehensive support for all types of entities.



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1. Vision

To develop industry-ready professionals with practical expertise, corporate discipline, and placement-focused competencies aligned with evolving business or job standards.

We transform general aspirants into efficient organizers and business control professionals through structured legal, compliance, corporate skill training, KRA-based development, entrepreneurship guidance, and organizational excellence solutions.

Recognising the gap between academic education and professional employability, NCPL launched its **Official Job Training & Placement (OJTP) Program** to prepare graduates and aspiring professionals for structured corporate careers.

2. Mission

• To prepare and Place the Talents as Admirable **Office Executives, Accountants and Office Assistant** to control / assist ill Corporate, Industries, Government offices or organization for balancing their projections.

- Deliver structured professional training
- Integrate industry-relevant skill development
- Provide transparent placement assistance
- Maintain ethical governance & compliance standards

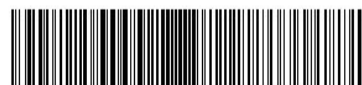
3. Program Overview

This is a **12-Month Professional Skill Development Program** combining:

- Academic Instruction
- Practical Lab Training
- Industry Case Studies
- On Job Training (OJT)
- Two Structured Campus Recruitment Drives
- Resume Engineering & Interview Coaching
- Corporate 12.28 skills development

A. Our 12 Basic Corporate Skill Development Sectors:

1. **Organizational Control Systems**
 - Planning, monitoring, coordination and administrative control in corporate setups.
2. **Corporate Management**
 - Principles of management, leadership roles, departmental coordination and governance.
3. **Business Ethics & Corporate Morality**
 - Professional conduct, compliance culture and ethical decision-making.
4. **Marketing Management**
 - Market analysis, branding, customer acquisition and positioning strategies.
5. **Sales Management**
 - Sales planning, target achievement systems and client relationship management.



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6. **Entrepreneurship Development**
 - Business startup planning, enterprise development and business control skills.
7. **Executive Development Training**
 - Grooming talents as corporate executives with managerial capabilities.
8. **Accounting & Financial Control Skills**
 - Practical training for accountants in corporate and industrial environments.
9. **Office Administration & Assistantship Skills**
 - Professional office management, documentation, coordination and support services.
10. **Interview Skills (Specific Interview Preparation – SIPD)**
 - Structured interview techniques, confidence building and selection strategies.
11. **Personality Development & Professional Grooming**
 - Communication skills, professional behavior, body language and workplace etiquette.
12. **Bi-Linguistic Communication & Pronunciation Development**
 - Technical English communication, language improvement and pronunciation correction for corporate readiness.

B. Major Vital Corporate Skill Development Topics

To make **Office Executives, Office Assistants, and Accountants** the best in the corporate field, training has been structured around high-impact, performance-oriented competencies.

Below are the **Major Vital Corporate Skill Development Topics** (carefully structured for real corporate excellence and placement readiness):

◆ CORE CORPORATE FOUNDATION

(Common for All Three Roles)

1. **Corporate Governance & Organizational Structure**
 - Understanding hierarchy, reporting systems, SOPs, and compliance culture.
2. **Professional Communication Skills (Bi-lingual – Hindi & English)**
 - Email drafting, official letters, meeting communication, telephone etiquette.
3. **Business Ethics & Workplace Discipline**
 - Confidentiality, integrity, punctuality, documentation responsibility.
4. **Personality Development & Professional Grooming**
 - Body language, corporate behaviour, confidence, presentation skills.
5. **Key Responsibility Area (KRA) Management**
 - Target-based performance system and accountability measurement.
6. **Time Management & Work Prioritization**
 - Deadline handling, task scheduling, productivity improvement.
7. **Digital Office Proficiency**
 - MS Office (Word, Excel, PowerPoint), email systems, digital filing.
8. **Data Management & Documentation Control**
 - Record keeping, file tracking, document lifecycle management.



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◆ **OFFICE EXECUTIVE**

– **ADVANCED CORPORATE SKILLS**

9. **Office Operations & Administrative Management**
 - Office coordination, workflow management, vendor coordination.
10. **Corporate Correspondence & Report Drafting**
 - Minutes of Meeting (MoM), circulars, notices, compliance reports.
11. **Client & Stakeholder Relationship Management**
 - Professional interaction with clients, vendors, and management.
12. **Basic HR & Payroll Coordination**
 - Attendance monitoring, employee documentation, HR compliance basics.
13. **Project Coordination & Follow-up Systems**
 - Tracking targets, departmental coordination, reporting hierarchy.

◆ **OFFICE ASSISTANT**

– **EXECUTION & SUPPORT EXCELLENCE**

14. **Front Office & Reception Management**
 - Visitor handling, call management, appointment scheduling.
15. **Clerical & Filing System Management**
 - Physical & digital record maintenance.
16. **Dispatch, Inventory & Asset Register Handling**
 - Courier records, stock registers, inward/outward documentation.
17. **Supportive Accounting Coordination**
 - Voucher filing, bill collection, petty cash support.
18. **Customer Service Etiquette & Complaint Handling**
 - Basic issue resolution and professional behaviour.

◆ **ACCOUNTANT**

– **FINANCIAL CONTROL MASTERY**

19. **Bookkeeping & Ledger Management**
 - Cash book, ledger, journal entries, reconciliation.
20. **Tally / Accounting Software Proficiency**
 - GST entries, voucher entry, report generation.
21. **GST, TDS & Basic Tax Compliance**
 - Filing process, statutory compliance basics.
22. **Financial Reporting & MIS Preparation**
 - Balance Sheet, P&L, monthly financial reporting.
23. **Budgeting & Cost Control Techniques**
 - Expense monitoring and financial planning basics.
24. **Internal Control & Audit Preparation**
 - Documentation for CA audit, compliance verification.



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◆ PLACEMENT & CORPORATE READINESS MODULE

- 25. Interview & Corporate Selection Preparation
- 26. Resume & Professional Profile Building
- 27. On-Job Training & Practical Exposure
- 28. Corporate Culture Adaptability Training

 **Outcome of This Training Structure**

After systematic training:

- Office Executive → Becomes : **Operational Controller**
- Office Assistant → Becomes : **Reliable Administrative Backbone**
- Accountant → Becomes : **Financial Control Specialist**

PART II — PROGRAM STRUCTURE

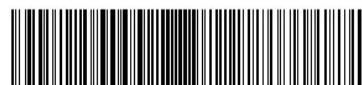
| Available Programs | Training Components |
|--|---|
| <p>1. Office Assistant Eligibility: 12th Pass (Any Stream)</p> <p>2. Accountant Eligibility: Graduate (Any Stream)</p> <p>3. Office Executive Eligibility: Graduate / Degree Pursuing Candidate</p> | <ul style="list-style-type: none"> • Instructor-Led Learning • Offline Classroom Training • Online Digital Modules • Practical Lab Sessions • On Job Training (OJT) • Internal Skill Assessment • Corporate Recruitment Drives |

PART III — PLACEMENT FRAMEWORK

Placement Support Includes:

- Government & Private Sector Placement Assistance
- Interview Preparation
- Resume Development
- Skill Assessment Evaluation
- Career Mentorship Support

***Important Note:** Placement assistance is performance-based in Campus Selection merit-guaranteed employment.



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PART IV — FEE STRUCTURE

Registration Fee: ₹ 1,100 (Non-Refundable)

| 1. OFFICE ASSISTANT | 2. ACCOUNTANT | 3. OFFICE EXECUTIVE |
|---|---|---|
| Admission Seats : 40 | Admission Seats : 40 | Admission Seats : 40 |
| Course Fee: ₹ 37,200 Total One-Time Payment: ₹ 38,300 | Course Fee: ₹ 45,500 Total One-Time Payment: ₹ 46,600 | Course Fee: ₹ 53,600 Total One-Time Payment: ₹ 54,700 |
| 2 Installment Plan (5% INT.): @ ₹ 20,080 = ₹ 40,160 | 2 Installment Plan (5% INT.): @ ₹ 24,437.5 = ₹ 48,875 | 2 Installment Plan (5% INT.): @ ₹ 28,690 = ₹ 57,380 |
| 4 Installment Plan (10% INT.): @ ₹ 10,505 = ₹ 42,020 | 4 Installment Plan (10% INT.): @ ₹ 12,787.5 = ₹ 51,150 | 4 Installment Plan (10% INT.): @ ₹ 15,015 = ₹ 60,060 |

Installment Schedule

| 2 Installments | 4 Installments |
|--|--|
| <ul style="list-style-type: none"> • 1st – At Admission • 2nd – After 4 Months | <ul style="list-style-type: none"> • 1st – At Admission • 2nd – After 2 Months • 3rd – After 4 Months • 4th – After 6 Months |

PART V — ADMISSION PROCESS

1. Submit Completed Admission Form
2. Submit Required Documents
3. Pay Registration Fee & Education Fee
4. Document Verification
5. Admission Approval & Batch Allocation

*Admission is granted on First Come, First Serve basis (Limited Seats).

This is not a traditional course —
It is a **Corporate Grooming + Practical Execution + KRA-Oriented Professional Development Program + Placement Supports (Campus Selection)**

