



# THE GEORGE TELEGRAPH TRAINING INSTITUTE

## Siliguri Centre

Hill Cart Road, Siliguri - 734001 ☎ (0353) 2522588/2523635 E-mail: slg@georgetelegraph.org

### ADMISSION PARTICULARS : MAIN CHART

Session: April/May 2016

Refer to Computer Courses Chart for Software courses

Issued on 12th January 2016

Sl. No.	NAMES OF THE COURSES	CLASSES			Admission Fees	Course Fees if paid in one Lump	Course Fees payable under Installment Scheme			Minimum Eligibility
		Duration (months)	Days per week	Classes per day			1st Installment	2nd / Final Installment	Final Installment	
					Fees	Fees	Fees	Fees	Fees	
					(A)	(B)	(C)	(D)	(E)	
<b>ELECTRONICS</b>										
1	Electronics Appliances Engineering	12	3	3						Passed Class X Board Exam.
2	Computer Hardware Engineering {with networking (LAN)}	18	3	3 hours						Appeared Class XII Board Exam.
3	Mobile & Telephone Repairing Technician	12	3	3 hours						Passed Class X Board Exam.
	Module I : Basic Electronics, EPBT, Cordless	6								Completed Module I
	Module II : Computer Software Overview, Mobile handsets (GSM)	6								
4	Mobile & Telephone Mechanic (with EPBT, Cordless, Mobile handsets)	6	3	3 hours						Passed Class IX
<b>ELECTRICAL</b>										
5	ELECTRICAL TECHNICIAN	12	5	16 hours/ week (4daysX3hrs+ 1dayX4hrs)						Appeared Class X Board Exam.
	(Including Wireman, Electrician, Armature Winder Overview & Engineering Drawing)									
<b>MECHANICAL</b>										
6	Automobile Engineering	24	3	3 hours						Passed Class X Board Exam.
7	Advanced Course in Automobile Engineering	12	3	3 hours						Passed Automobile Engineering
8	Automobile Mechanic (with driving)	6	3	3 hours						Passed Class VIII
9	Air-conditioning & Refrigeration Technician	12	3	3 hours						Passed Class IX
	Part I	6								Completed Part I
	Part II	6								
10	Civil Draughtsmanship (with CAD)	12	5	15 hours/week (5daysX3hrs.)						Passed Class X Board Exam.
	Part I	6								Completed Part I
	Part II	6								
<b>COMMERCIAL</b>										
11	Telephone Operator & Receptionist (with Computer Software Overview)	6	3	3 hours 45 min.						Passed Class X Board Exam.
12	Stenography with Computer Operation	12	3	1&1/2 hours						Passed Class X Board Exam.
<b>COMMUNICATION</b>										
13	Communicative English and Personality Development	3 month (40 hours)	2	2 hours						GTTI Existing students
14	Spoken English	3	3	2 hours						Madhyamik
15	Advanced Spoken English	6	3	2 hours						Madhyamik
<i>Class Time and Class Day may vary in exigency of circumstance</i>										
Communicative English is Compulsory for Courses having duration of 1 year and above. These Classes will be held additionally beyond normal class timings. (One Class of 45 mins. Per Week)							<b>Second Instalment</b>		<b>Final Instalment</b>	
For Courses of Six months in Duration							-		20th July 2016	
For Courses of One year and more in Duration							15th Oct 2016		15th April 2017	
<b>N. The following documents are required at the time of admission</b>										
A. Photocopy of age-proof Certificate					Please Note: At the time of admission: For one lump: Admission Fees +Course Fees i.e (A+B) For Installment scheme: Admission Fees +Installment Fees i.e (A+C)					
B. Photocopy of last board/council/university examination Mark Sheet/Certificate										
C. 3 copies of recent passport size photograph										
ORIGINALS OF ITEMS A AND B ABOVE MUST BE PRODUCED FOR VERIFICATION							<b>Gora Dutta</b>		<b>Principal</b>	



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**ADMISSION PARTICULARS: COMPUTER COURSES**

**Session: April/May 2016**

*Refer to Main Chart for other courses  
Issued on 12th January 2016*

Sl. No.	NAMES OF THE COURSES	CLASSES			Admission Fees	Course Fees if paid in one Lump	Course Fees payable under Installment scheme			Minimum Eligibility
		Duration (months)	Days per week	Classes per day			1st Installment Fees	2nd / Final Installment Fees	Final Installment Fees	
					Fees	Fees	Fees	Fees	Fees	
					(A)	(B)	(C)	(D)	(E)	
<b>COMPUTER SOFTWARE</b>										
1	<b>Office &amp; Internet</b>	6	3	2 hours						Passed Class X Board Exam.
	Base Module: Computer Fundamentals ■ Operating Systems	1								
	Module I: Word ■ Excel ■ PowerPoint ■ Internet (Browsing & E-mailing)	2								
	Module II: Outlook ■ Access ■ PhotoDraw ■ Publisher	3								
2	<b>Desk Top Publishing (DTP)</b>	6	3	2 hours						Passed Class X Board Exam.
	Base Module: Computer Fundamentals ■ Operating Systems ■ IT Concepts	1								
	Module I: Word ■ PowerPoint ■ Publisher ■ PageMaker	2								
	Module II: CorelDraw ■ PhotoShop ■ Freehand	3								
3	<b>Computer Aided Drafting (CAD)</b>	6	3	2 hours						D'man/ Polytech.
	Base Module: Computer Fundamentals ■ Operating Systems ■ IT Concepts	1								
	Module I: Drafting Concepts ■ Basic CAD	2								
	Module II: Intermediate CAD & Advanced CAD	3								
4	<b>Computerised Financial Accounting (CFA) (Including VAT &amp; TDS)</b>	6	3	2 hours						Passed Class XII Board Exam.(Com.)
	Base Module: Computer Fundamentals ■ Operating Systems ■ IT Concepts	1								
	Module I: Word ■ Excel ■ ACE ■ FACT	2								
	Module II: EX-NGN ■ Tally (Including VAT & TDS)	3								
5	<b>Computerised Financial Accounting (CFA) (Including VAT &amp; TDS)</b>	6	4	2 hours						Passed Class XII Board Exam. (Non-Com.)
	Module I : Computer Fundamentals ■ Operating Systems ■ IT Concepts Word ■ Excel ■ Induction to Accounting	3								
	Module II : ■ ACE ■ FACT ■ EX-NGN ■ Tally (Including VAT & TDS)	3								
<i>Class Time and Class Day may vary in exigency of circumstance</i>							<b>Final Instalment</b>			
For Courses of Six Months Duration							20th July 2016			
<b>N.B. The following documents are required at the time of admission</b>						Please Note:				
A. Photocopy of age-proof Certificate						At the time of admission:				
B. Photocopy of last board/council/university examination Mark Sheet/Certificate						For one lump: Admission Fees +Course Fees i.e (A+B)				
C. 3 copies of recent passport size photograph						For Installment scheme: Admission Fees +Installment Fees i.e (A+C)				
ORIGINALS OF ITEMS A AND B ABOVE MUST BE PRODUCED FOR VERIFICATION						<b>Gora Dutta</b>				<b>Principal</b>