



THE GEORGE TELEGRAPH TRAINING INSTITUTE
Garden Reach Centre

J-263, Paharpur Road, Garden Reach, Kolkata-700024(Akshay Kanan Lane) Ph: (033)2469-5637/ 9230613574



ADMISSION PARTICULARS: MAIN CHART

Session: April - May 2020

Refer to Main Chart for other courses
 Issued on 17th January 2020

NAMES OF THE COURSES	CLASSES			N.S.D.C TRAINING PARTNER	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	3rd / Final Installment Fees	
							(C)	(D)	(E)	
					(A)	(B)	(C)	(D)	(E)	
ELECTRONICS & TELECOMMUNICATION										
ELECTRONICS & ELECTRICAL EQUIPMENT ENGINEERING (HOUSEHOLD)	12	3	3 hours							Passed Class X Board Exam.
Computer Hardware & Networking Engineering (with Networking - (LAN))	18	3	3 hours.	✓						Appeared Class XII Board Exam.
Computer Hardware Technician	6	3	3 hours.	✓						Passed Class X Board Exam. + qualification in basic electronics
CHIP LEVEL LAPTOP REPAIRING	6	3	3 hours							Passed Class X Board Exam.
Mobile & Telephone Repairing Technician	12									Passed Class X Board Exam.
Module I : Basic Electronics, EPBT	6			✓						Completed Module I
Module II : Computer Software Overview, Mobile handsets (GSM)	6	3	3 hours							
Mobile & Telephone Mechanic (with EPBT I, Cordless, mobile handsets)	6	3	3 hours	✓						Passed Class IX
CERTIFICATE COURSE IN SMART PHONE REPAIRING (JUNIOR TECHNICIAN LEVEL)	3	3	3 hours							Passed Class VIII Exam.
CERTIFICATE COURSE IN SMART PHONE REPAIRING (SENIOR TECHNICIAN LEVEL)	3	3	3 hours							Passed Class VIII Exam.
CCTV INSTALLATION TECHNICIAN	3	3	3 hours							Appeared Class X Board Exam.
ELECTRICAL										
Electrical Technician	12	5	16 hours/ week (4daysX3hrs+1dayX4 hrs)	✓						Appeared Class X Board Exam.
(Including Wireman, Electrician, Armature Winder Overview & Engineering Drawing)										
CIVIL & MECHANICAL										
Automobile Engineering	24	3	3 hours.	✓						Passed Class X Board Exam.
Automobile Technician (Two & Three Wheeler)	12	3	3 hours.	✓						Appeared Class X Board Exam.
AUTOMOBILE MECHANIC	6	3	3 hours.							Passed Class VIII Exam.
Air-conditioning & Refrigeration Engineering	24	3	3 hours.	✓						Passed Class X Board Exam.
Air-conditioning & Refrigeration Technician	12									Passed Class IX
Part I	6	3	3 hours	✓						Completed Part I
Part II	6	3	3 hours.							
AIR-CONDITIONING & REFRIGERATION MECHANIC	6	3	3 hours							Passed Class VIII Exam
CIVIL CONSTRUCTION TECHNOLOGY	12	3	4 hours	✓						Passed Class XII Board Exam.
Civil Draughtsmanship (with CAD)	12									Passed Class X Board Exam.
Part I	6	5	15 hours/week (5daysX3hrs.)	✓						Completed Part I
Part II	6	5	15 hours/week (4daysX3hrs+1dayX3hrs.)							
Field Surveying (with CAD Overview)	12	3	3 hours.							Passed Class X Board Exam.
COMMERCIAL										
Professional Executive Secretary	12	5	4 1/2 hrs.	✓						Graduation
Telephone Operator & Receptionist (with Computer Software Overview)	6	3	3 hours 45 min.							Passed Class X Board Exam.
Office Management (Module I + Module II) As given below	10	3	3 hours							Passed Class XII Board Exam.
Front Office Management (Module I)	6	3	3 hours							Passed Class XII Board Exam.
Back Office Management (Module II)	4	3	3 hours							Passed Class XII Board Exam.
COMMUNICATION										
Spoken English	3	3	2 hours							Passed Class X Board Exam.
Advanced Spoken English	6	3	2 hours							Passed Class X Board Exam.
<i>Class Time and Class Day may vary in exigency of circumstance</i>										
					Installment to be paid within the following Dates					
					Second Installment		Final Installment			
For courses of six months in duration							20th Jan 2020			
For courses of one year and more in duration					15th April 2020		15th Sept 2020			
The following documents are required at the time of admission										
A. Photocopy of age proof Certificate					PROSPECTUS: Rs. 200/-					
B. Photocopy of last board/council/University examination Mark Sheet/Certificate					Please Note:					
C. 3 copies of recent passport size photograph					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)					
ORIGINALS OF ITEMS A AND B ABOVE MUST BE PRODUCED FOR VERIFICATION					By order Gora Dutta Principal					



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ADMISSION PARTICULARS: COMPUTER SOFTWARE

Session: April - May 2020

Refer to Computer Courses Chart for Computer Software courses

Issued on 17th January 2020

Sl. No.	NAMES OF THE COURSES	CLASSES			N.S.D.C TRAINING PARTNER	Admission Fee	Course Fees if paid in one Lump	Fees payable under Installment scheme		Minimum Eligibility	
		Duration (months)	Days per week	Classes per day				1st Installment Fees	Final Installment Fees		
						Fees	Fees	Fees	Fees		
COMPUTER SOFTWARE											
1	Computer Application & Programming (CAP)	12								Passed Class X Board Exam.	
	Module I: Computer Fundamentals, Operating Systems, Word, Powerpoint, Excel, Access, "C" Language, Internet, E-mail, Project	6	4	3 hours.	✓						
	Module II: Overview on HTML, Front Page & Java Script, PHP with MySQL, Oracle, OOP with C++, Basic Project.	6									
2	Office & Internet	6								Passed Class X Board Exam.	
	Base Module: Computer Fundamentals ■ Operating Systems	1	3	2 hours	✓						
	Module I: Word ■ Excel ■ PowerPoint ■ Internet (Browsing & E-mailing)	2									
	Module II: Outlook ■ Access ■ PhotoDraw ■ Publisher	3									
3	Computer Aided Drafting (CAD)	6								D'man/Polytech Completed ATE/ARE from GTTI	
	Base Module: Computer Fundamentals ■ Operating Systems ■ IT Concepts	1	3	2 hours							
	Module I: Drafting Concepts ■ Basic CAD	2									
	Module II: Intermediate CAD & Advanced CAD	3									
4	Computerised Financial Accounting (CFA)	6	3	2 hours	✓					Passed Class XII Board Exam.(Com.)	
5	Computerised Financial Accounting (CFA)	6	4	2 hours	✓					Passed Class XII Board Exam. (Non-Com.)	
<i>Class Time and Class Day may vary in exigency of circumstance</i>											
						Instalment to be paid within the following Dates					
For courses of six months in duration						20th Jan 2020					
For courses of one year in duration						30th April 2020					
N.B. The following documents are required at the time of admission						PROSPECTUS: Rs. 200/-					
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											
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