



**THE GEORGE TELEGRAPH TRAINING INSTITUTE**

**Malbazar Centre**

Raja Para Road, Ward No.3, Calcutta More, Malbazar, Jalpaiguri, Pin: 735 221.

**ADMISSION PARTICULARS: MAIN CHART**

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	Admission Fee	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		
<b>ELECTRONICS</b>											
1	ELECTRONICS & ELECTRICAL EQUIPMENT ENGINEERING (HOUSEHOLD)	12	3	3 hours						Passed Class X Board Exam.	
2	Computer Hardware Engineering {with Networking - (LAN)}	18	3	3 hours	✓					Appeared Class XII Board Exam.	
3	Computer Hardware Technician	6	3	3 hours	✓					Passed Class X Board Exam. + qualification in basic electronics	
4	CHIP LEVEL LAPTOP REPAIRING	6	3	3 hours						Passed Class X Board Exam.	
5	CCTV INSTALLATION TECHNICIAN	3	3	3 hours						Appeared Class X Board Exam.	
6	Mobile & Telephone Mechanic (with EPBT, Cordless, Mobile handsets)	6	3	3 hours	✓					Passed Class IX	
7	Mobile & Telephone Repairing Technician Module I : Basic Electronics, EPBT Module II : Computer Software Overview, Mobile handsets (GSM)	12 6 6	3	3 hours	✓					Passed Class X Board Exam. Completed Module I	
8	CERTIFICATE COURSE IN SMART PHONE REPAIRING (JUNIOR TECHNICIAN LEVEL)	3	3	3 hours						Passed Class VIII Exam.	
9	CERTIFICATE COURSE IN SMART PHONE REPAIRING (SENIOR TECHNICIAN LEVEL)	3	3	3 hours						Passed Class VIII Exam.	
<b>ELECTRICAL</b>											
10	Electrical Technician (Including Wireman, Electrician, Armature Winder Overview & Engineering Drawing)	12	5	16 hours/ week (4daysX3hrs+1 dayX4hrs)	✓					Appeared Class X Board Exam.	
<b>CIVIL &amp; MECHANICAL</b>											
11	Automobile Engineering	24	3	3 hours.	✓					Passed Class X Board Exam.	
12	Automobile Technician (Two & Three Wheeler)	12	3	3 hours.	✓					Appeared Passed Class X Board Exam.	
13	Motor Vehicle Technician	12	3	3 hours.						Appeared Class X Board Exam.	
14	Automobile Mechanic	6	3	3 hours	✓					Passed Class VIII	
15	Air-conditioning & Refrigeration Engineering	24	3	3 hours.	✓					Passed Class X Board Exam.	
16	Air-conditioning & Refrigeration Technician Part I Part II	12 6 6	3	3 hours.	✓					Passed Class IX Completed Part I	
17	AIR-CONDITIONING & REFRIGERATION MECHANIC	6	3	3 hours						Passed Class VIII Exam	
18	Civil Draughtsmanship (with CAD) Part I Part II	12 6 6	5	3 hours. 4 hours.	✓					Passed Class X Board Exam. Completed Part I	
19	Field Surveying (Amin)	6	3	3 hours.						Passed Class X Board Exam.	
<b>COMMERCIAL</b>											
20	Stenography with Computer Operation	12	3	1&1/2 hours						Passed Class X Board Exam.	
21	Professional Executive Secretary	12	5	41/2 hrs.	✓					Graduation	
22	Telephone Operator & Receptionist (with computer software overview)	6	3	3 hours 45 min.						Passed Class X Board Exam.	
<b>COMMUNICATION</b>											
23	Spoken English	3	5	2 hours						Passed Class X Board Exam.	
24	Advanced Spoken English	6	5	2 hours						Passed Class X Board Exam.	
<i>Class Time and Class Day may vary in exigency of circumstance</i>											
						<b>Instalment to be paid within the following Dates</b>					
						Second Instalment		Final Instalment			
						-		20th Jan 2020			
						15th April 2020		15th Sept 2020			
						<b>PROSPECTUS: Rs.200/-</b>					
<b>N.B</b> The following documents are required at the time of admission A. Photocopy of age-proof Certificate 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						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)					
						By order: <b>Gora Dutta</b> Principal					



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Raja Para Road, Ward No.3, Caltex More, Malbazar, Jalpaiguri, Pin: 735 221,

#### ADMISSION PARTICULARS: COMPUTER COURSES

Session: April - May 2020

Refer to Main Chart for other 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		
<b>COMPUTER SOFTWARE</b>										
1	<b>Computer Application &amp; Programming (CAP)</b>	12								Passed Class X Board Exam.
	Module I: Computer Fundamentals, Operating Systems, Word, Powerpoint, Excel, Access, "C" Language, Internet, E-mail, Project	6	3	4 hours	✓					
	Module II : Overview on HTML, Front Page & Java Script, PHP with MySQL, Oracle, OOP with C++, Basic Project.	6								
2	<b>Office &amp; Internet</b>	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	<b>Computer Aided Drafting (CAD)</b>	6								D'man/Pol ytech.  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	<b>COMPUTER APPLICATION &amp; OFFICE MANAGEMENT</b>	12	3	3 hours						Appeared Class XII Board
5	<b>Computerised Financial Accounting (CFA)</b>	6	3	2 hours	✓					Passed Class XII Board Exam.(Com.)
6	<b>Computerised Financial Accounting (CFA)</b>	6	4	2 hours	✓					Passed Class XII Board Exam. (Non-Com.)
7	<b>Computerised Accounting (CA)</b>	3	3	2x60min.						Appeared Class X Board Exam.
	Base Module: PC Fundamentals ■ Operating Systems ■ IT Concepts ■ Internet Concepts	1								
	Accounting Module: Excel ■ Tally Overview	2								
<i>Class Time and Class Day may vary in exigency of circumstance</i>										
						<b>Instalment to be paid within the following Dates</b>				
For courses of six months in duration						20th Jan 2020				
For courses of one year and more in duration						30th April 2020				
<b>N.B. The following documents are required at the time of admission</b>						<b>PROSPECTUS: Rs.200/-</b>				
A. Photocopy of age-proof Certificate B. Photocopy of last board/council/university examination Mark Sheet/Certificate C. 3 copies of recent passport size photograph						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)				
ORIGINALS OF ITEMS A AND B ABOVE MUST BE PRODUCED FOR VERIFICATION						by order	<b>Gora Dutta</b>			Principal