



THE GEORGE TELEGRAPH TRAINING INSTITUTE
Thakurpukur Centre

852/2, James Long Sarani, Joka, Kolkata-700 104 Ph: 8017522286,9432644627

ADMISSION PARTICULARS: MAIN CHART

Session: April - May 2020

Refer to Main Chart for other courses

Issued on 17th January 2020



N.S.D.C

National Skill Development Corporation

Transforming the skill landscape

Sl. No.	NAMES OF THE COURSES	CLASSES			N.S.D.C TRAINING PARTNER	Admission Fees	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	2nd / Final Installment Fees	3rd / Final Installment Fees	Final Installment Fees		
												Fees (A)	
ELECTRONICS & TELECOMMUNICATION													
1	Computer Hardware & Networking Engineering <i>{with Networking - (LAN)}</i>	18	3	3 hours.	✓							Appeared Class XII Board Exam.	
2	Computer Hardware Technician	6	3	3 hours.	✓							Passed Class X Board Exam. + qualification in basic electronics	
3	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	✓								
4	Mobile & Telephone Mechanic <i>(With EPBT, Coraless, Mobile handsets)</i>	6	3	3 hours	✓							Passed Class IX	
ELECTRICAL													
5	Electrical Technician <i>(Including Wireman, Electrician, Armature Winder Overview & Engineering Drawing)</i>	12	5	16 hours/week (4daysX3hrs+1d)	✓							Appeared Class X Board Exam.	
CIVIL & MECHANICAL													
6	Automobile Engineering	24	3	3 hours.	✓							Passed Class X Board Exam.	
7	Automobile Technician <i>(Two & Three Wheeler)</i>	12	3	3 hours.	✓							Appeared Class X Board Exam.	
8	Automobile Mechanic	6	3	3 hours.	✓							Passed Class VIII Exam.	
9	Air-conditioning & Refrigeration Engineering	24	3	3 hours.	✓							Passed Class X Board Exam.	
10	Air-conditioning & Refrigeration Technician	12										Passed Class IX	
	Part I	6	3	3 hours	✓							Completed Part I	
	Part II	6	3	3 hours.									
11	AIR-CONDITIONING & REFRIGERATION MECHANIC	6	3	3 hours								Passed Class VIII Exam	
12	CIVIL CONSTRUCTION TECHNOLOGY	12	3	4 hours	✓							Passed Class XII Board Exam.	
13	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	16 hours/week (4daysX3hrs+1 dayX4hrs)									
14	Field Surveying (with CAD Overview)	12	3	3 hours.								Passed Class X Board Exam.	
15	Field Surveying (Amin)	6	3	3 hours.								Passed Class X Board Exam.	
COMMERCIAL													
16	Professional Executive Secretary	12	5	41/2 hrs.	✓							Graduation	
17	Telephone Operator & Receptionist <i>(with Computer Software)</i>	6	3	3 hours 45 min.								Passed Class X Board Exam.	
18	Office Management <i>(Module I + Module II) As given below</i>	10	3	3 hours								Passed Class XII Board Exam.	
19	Front Office Management <i>(Module I)</i>	6	3	3 hours								Passed Class XII Board Exam..	
20	Back Office Management <i>(Module II)</i>	4	3	3 hours								Passed Class XII Board Exam.	
21	Stenography	12	3	3 hours								Passed Class X Board Exam	
COMMUNICATION													
20	Spoken English	3	3	2 hours								Passed Class X Board Exam.	
21	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>													
							Instalment to be paid within the following Dates						
							Second Instalment			Final Instalment			
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			
N.B. The following documents are required at the time of admission							PROSPECTUS: Rs. 200/-						
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)						
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		Minimum Eligibility
		Duration (months)	Days per week	Classes per day				1st Installment Fees	Final Installment Fees	
	COMPUTER SOFTWARE					Fees	Fees	Fees	Fees	
1	Computer Application & Programming (CAP) <i>Module I: Computer Fundamentals, Operating Systems, Word, Powerpoint, Excel, Access, "C" Language, Internet, E-mail, Project</i> <i>Module II: Overview on HTML, Front Page & Java Script, PHP with MySQL, Oracle, OOP with C++, Basic Project.</i>	12 6 6	4	3 hours.	✓					Passed Class X Board Exam.
2	Office & Internet <i>Base Module: Computer Fundamentals ■ Operating Systems</i> <i>Module I: Word ■ Excel ■ PowerPoint ■ Internet (Browsing & E-mailing)</i> <i>Module II: Outlook ■ Access ■ PhotoDraw ■ Publisher</i>	6 1 2 3	3	2 hours	✓					Passed Class X Board Exam.
3	Computer Aided Drafting (CAD) <i>Base Module: Computer Fundamentals ■ Operating Systems ■ IT Concepts</i> <i>Module I: Drafting Concepts ■ Basic CAD</i> <i>Module II: Intermediate CAD & Advanced CAD</i>	6 1 2 3	3	2 hours						D'man/Polytech. Completed ATE/ARE from GTTI
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. The following documents are required at the time of admission						PROSPECTUS: Rs. 200/-				
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						by order Gora Dutta Principal				