



THE GEORGE TELEGRAPH TRAINING INSTITUTE

Dakghar Centre

Dakghar, Maheshthal

ADMISSION PARTICULARS: MAIN CHART

Session: April - May 2019

Refer to Computer Courses Chart for Computer Software courses

Issued on 22nd December 2018



N.S.D.C

National Skill Development Corporation

Transforming the skill landscape

Sl. No.	COURSE	CLASSES			N.S.D.C TRAINING PARTNER	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	
ELECTRONICS & TELECOMMUNICATION											
1	Computer Hardware & Networking Engineering {with Networking - (LAN)}	18	3	3 hours	✓						Appeared Class XII Board Exam.
ELECTRICAL											
2	Electrical Technician (Including Wireman, Electrician, Armature Winder Overview & Engineering Drawing)	12	5	16 hours/week (4daysX3hrs+1dayX4hr)	✓						Appeared Class X Board Exam.
CIVIL & MECHANICAL											
3	Automobile Engineering	24	3	3 hours	✓						Passed Class X Board Exam.
4	Automobile Technician (Two & Three Wheeler)	12	3	3 hours.	✓						Appeared Class X Board Exam.
5	Air-conditioning & Refrigeration Engineering	24	3	3 hours	✓						Passed Class X Board Exam.
6	Air-conditioning & Refrigeration Technician	12			✓						Passed Class IX
	Part I	6	3	3 hours							
7	Civil Draughtsmanship (with CAD)	12			✓						Passed Class X Board Exam.
	Part I	6	5	15 hours/week (5daysX3hr)							
COMMERCIAL											
8	Office Management (Module I + Module II) As given below	10	3	3 hours							Passed Class XII Board Exam.
9	Front Office Management (Module I)	6	3	3 hours							Passed Class XII Board Exam.
10	Back Office Management (Module II)	4	3	3 hours							Passed Class XII Board Exam.
11	Telephone Operator & Receptionist (with computer software overview)	6	3	3 hours 45 min.							Passed Class X Board Exam.
Class Time and Class Day may vary in exigency of circumstance											
Communicative English is Compulsory for Courses having duration of 1year and above. These Classes will be held additionally beyond normal class timings. (One Class of 45 mins.Per Week)						Instalment to be paid within the following Dates					
For courses of six months in duration						Second Instalment			Final Instalment		
For courses of one year and more in duration						15th Oct 2019			20th July 2019		
N.B. The following documents are required at the time of admission						PROSPECTUS: Rs.150/-					
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						By order			Gora Dutta Principal		



THE GEORGE TELEGRAPH TRAINING INSTITUTE

Dakghar Centre

Dakghar, Maheshtala
Kolkata : 700141

ADMISSION PARTICULARS: COMPUTER COURSES

Session: April - May 2019

Refer to Main Chart for other courses

Issued on 22nd December 2018



Sl. No.	COURSE	CLASSES			N.S.D.C TRAINING PARTNER	Admission Fees	Course Fees if paid in	Fees payable under Installment scheme		Minimum Eligibility	
		Duration (months)	Days per week	Classes per day		Fees	Fees	1st Installment Fees	Final Installment Fees		
	Computer Software					(A)	(B)	(C)	(D)		
1	Office & Internet	6	3	2 hours	✓					Passed Class X Board Exam.	
	<i>Base Module: Computer Fundamentals</i> ■ <i>Operating Systems</i>	1									
	<i>Module I: Word ■ Excel ■ PowerPoint</i> <i>Internet (Browsing & E-mailing)</i>	2									
	<i>Module II: Outlook ■ Access</i> <i>PhotoDraw ■ Publisher</i>	3									
2	Computer Aided Drafting (CAD)		3	2 hours						D'man/ Polytech.	
	<i>Base Module: Computer Fundamentals</i> ■ <i>Operating Systems</i> ■ <i>IT Concepts</i>	1									
	<i>Module I: Drafting Concepts</i> ■ <i>Basic CAD</i>	2									
	<i>Module II: Intermediate CAD & Advanced CAD</i>	3									
3	Computerised Financial Accounting (CFA)	6	3	2 hours	✓					Passed Class XII Board Exam.(Com.)	
4	Computerised Financial Accounting (CFA)	6	4	2 hours	✓					Passed Class XII Board Exam. (Non-Com.)	
Class Time and Class Day may vary in exigency of circumstance											
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For courses of six months in duration						20th July 2019					
For courses of one year and more in duration						15th Oct 2019					
N.B.	The following documents are required at the time of admission					PROSPECTUS: Rs.150/-					
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	Gora Dutta				Principal