



THE GEORGE TELEGRAPH TRAINING INSTITUTE

Jaipaguri Centre

3 NO GHUMTI, NEAR RAIL GATE, PIN CODE- 735101

ADMISSION PARTICULARS: MAIN CHART

Session: April - May 2019

Refer to Computer Courses Chart for Computer Software courses

Issued on 27th December 2018



Sl. No.	NAMES OF THE COURSES	CLASSES			N.S.D.C TRAINING	Admission Fee	Course Fees payable under Installment scheme			Minimum Eligibility	
		Duration (months)	Days per week	Classes per day			Course Fees if paid in one Lump	1st Installment Fees	2nd / Final Installment Fees		Final Installment Fees
						Fees	Fees	Fees	Fees	Fees	
ELECTRONICS											
1	Computer Hardware Engineering {with Networking - (LAN)}	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 Mechanic (with EPBT, Cordless, Mobile handsets)	6	3	3 hours	✓						Passed Class IX
4	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	✓						
ELECTRICAL											
5	Electrical Technician (Including Wireman, Electrician, Armature Winder Overview & Engineering Drawing)	12	5	16 hours/ week (4daysX3hrs+1 dayX4hrs)	✓						Appeared Class X Board Exam.
CIVIL & MECHANICAL											
6	Automobile Engineering	24	3	3 hours.	✓						Passed Class X Board Exam.
7	Automobile Technician (Two & Three Wheeler)	12	3	3 hours.	✓						Appeared Passed Class X Board Exam.
	8	Motor Vehicle Technician	12	3	3 hours.						Appeared Class X Board Exam.
9	Automobile Mechanic (with driving)	6	3	3 hours							Passed Class VIII
10	Air-conditioning & Refrigeration Engineering	24	3	3 hours.	✓						Passed Class X Board Exam.
11	Air-conditioning & Refrigeration Technician	12									Passed Class IX
	Part I	6	3	3 hours.	✓						Completed Part I
	Part II	6	3	3 hours.							
12	Civil Draughtsmanship (with CAD)	12									Passed Class X Board Exam.
	Part I	6	5	3 hours.	✓						Completed Part I
	Part II	6	5	4 hours.							
13	Field Surveying (Amin)	6	3	3 hours.							Passed Class X Board Exam.
COMMERCIAL											
15	Stenography with Computer Operation	12	3	1&1/2 hours							Passed Class X Board Exam.
14	Professional Executive Secretary	12	5	4 1/2 hrs.	✓						Graduation
15	Telephone Operator & Receptionist (with computer software overview)	6	3	3 hours 45 min.							Passed Class X Board Exam.
	COMMUNICATION										
16	Spoken English	3	5	2 hours							Passed Class X Board Exam.
17	Advanced Spoken English	6	5	2 hours							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 1 year 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
		20th July 2019
For courses of one year and more in duration		15th April 2020
	15th Oct 2019	

N.D. 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



THE GEORGE TELEGRAPH TRAINING CENTRE
Jalpaiguri Centre
 3 NO GHUMTI, NEAR RAIL GATE,
ADMISSION PARTICULARS: COMMERCE
 Session: April - May 2019
 Refer to Main Chart for other courses
 Issued on 27th December 2018



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	3	4 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/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								
1	COMPUTER APPLICATION & OFFICE MANAGEMENT	12	3	3 hours						Appeared Class XII Board
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.)
6	Computerised Accounting (CA)	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>										
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)						Installment to be paid within the following Dates				
For courses of six months in duration						20th July 2019				
For courses of one year and more in duration						30th 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