



THE GEORGE TELEGRAPH TRAINING INSTITUTE
Liluah (Howrah) Centre

Near Liluah Station, Beside Mahabir Park, 1/3, Belur Road, Belur, Howrah - 711204 ☐ 801777229 / 9830136688 . E-mail: lil@georgetelegraph.org



ADMISSION PARTICULARS: MAIN CHART
Session: April-May 2019

Refer to Computer Courses Chart for Computer Software courses
 Issued on 4th December 2018

Sl. No.	NAMES OF THE COURSES	CLASSES			N.S.D.C Training Partner	N.S.O.U Affiliation	Admission Fee	Course Fees if paid in one Lump	University Certification Fees	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	
ELECTRONICS													
1	Electronics & Electrical Equipment Engineering (Household)	12	3	3	✓							Passed Class X Board Exam.	
2	Computer Hardware Engineering with Networking	18	3	3 hours	✓							Appeared Class XII Board Exam.	
3	COMPUTER HARDWARE AND ADVANCED NETWORK ENGINEERING	24	3	3 hours		✓						Appeared Class XII Board Exam.	
4	ADVANCE NETWORK ENGINEERING	6	3	3 hours		✓						H.S. + 1 year exp. In Computer Hardware or passed Comp Hardware Engg.	
5	Computer Hardware Technician	6	3	3 hours	✓							Passed Class X Board Exam. + qualification in basic electronics	
6	CCTV Installation Technician	3	3	3 hours		✓						Appeared Class X Board Exam.	
7	Mobile & Telephone Repairing Technician	12										Passed Class X Board Exam.	
	Module I : Basic Electronics, EPBT	6	3	3 hours	✓							Completed Module I	
	Module II : Computer Software Overview, Mobile handsets (GSM)	6											
8	Mobile & Telephone Repairing Mechanic	6	3	3 hours	✓							Passed Class IX	
	(with EPBT, Cordless, Mobile handsets)												
9	Certificate Course in Smart Phone Repairing (Junior Technician Level)	3	3	4 hours 30 mins		✓						Passed Class VIII Exam.	
10	CERTIFICATE COURSE IN SMART PHONE REPAIRING (SENIOR TECHNICIAN LEVEL)	3	3	3 hours		✓						Passed Class VIII Exam.	
ELECTRICAL													
11	Electrical Technician	12										Appeared Class X Board Exam.	
	(Including Wireman, Electrician, Armature Winder Overview & Engineering Drawing)		5	16 hours/ week (4daysX3hrs+1dayX4hrs)	✓								
12	Armature Winder	6	4	3 hours		✓						Class IX	
MECHANICAL & CIVIL													
13	Automobile Engineering	24	3	3 hours.	✓							Passed Class X Board Exam.	
14	Automobile Technician	12	3	3 hours.	✓							Appeared Class X Board Exam.	
	(Two & Three Wheeler)												
15	Air-conditioning & Refrigeration Engineering	24	3	3 hours.	✓							Passed Class X Board Exam.	
16	Air-conditioning & Refrigeration Technician	12			✓							Passed Class IX	
	Part I	6	3	3 hours.								Completed Part I	
	Part II	6	3	3 hours.									
17	Air-conditioning & Refrigeration Mechanic	6	3	3 hours		✓						Passed Class VIII Exam	
18	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+1dayX4hrs)									
COMMERCIAL													
19	Professional Executive Secretary	12	5	4 1/2 hrs.	✓							Graduation	
20	Office Management (Module I + Module II) As given below	10	3	3 hours		✓						Passed Class XII Board Exam.	
21	Front Office Management (Module I)	6	3	3 hours		✓						Passed Class XII Board Exam.	
22	Back Office Management (Module II)	4	3	3 hours		✓						Passed Class XII Board Exam.	
23	Stenography	6	3	2 hours		✓						Passed Class X Board Exam.	
24	Stenography	12	3	3 hours		✓						Passed Class X Board Exam.	
COMMUNICATION													
25	Communicative English and Personality Development	3 month (40 hours)	2	2 hours								GTTI Existing students	
26	Spoken English	3 month	3	2 hours		✓						Passed Class X Board Exam.	
27	Advanced Spoken English	6 month	3	2 hours		✓						Passed Class X Board Exam.	

Enrolment to Communicative English and Personality Development (CEPD) course is mandatory for admission to all courses having duration of 1 year and above. The course fees for such students for Communicative English & Personality Development course would be Rs. 1700/-. The admission and payment of course fees for CEPD is compulsory at the time of taking admission in all courses of 1 year & above

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 October, 2019	20th July, 2019 15th April, 2020

N.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

PROSPECTUS: Rs.150/-

Please Note:
 At the time of admission:
 For one lump: Admission Fees +Course Fees i.e (A+B)
 Admission Fees +Installment Fees i.e (A+C)

For Installment scheme:

ORIGINALS OF ITEMS A AND B ABOVE MUST BE PRODUCED FOR VERIFICATION

By order Gora Dutta Principal



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ADMISSION PARTICULARS: COMPUTER COURSES

Session: April-May 2019

Refer to Main Chart for other courses

Issued on 4th December 2018

Sl. No.	NAMES OF THE COURSES	CLASSES			N.S.D.C Training Partner	N.S.O.U Affiliation	Admission Fee	Course Fees if paid in one Lump	University Certification Fees	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 (CA) Module I: Computer Fundamentals & Operating System, Word & PowerPoint, Excel & Access, Outlook, Internet & E-mail Concepts, Oracle, Presentation Project	6	3	2 hours		✓						Passed Class X Board Exam.
2	Computer Application & Programming (CAP) Module I: Computer Fundamentals, Operating Systems, Word, Powerpoint, Excel, Access, "C" Language, Internet, E-mail, Project Module II: Overview on HTML, Front Page & Java Script, PHP with MySQL, Oracle, OOP with C++, Basic Project.	12 6 6	3	4 hours	✓							Passed Class X Board Exam.
3	Computer Aided Drafting (CAD) Base Module: Computer Fundamentals n Operating Systems n IT Concepts Module I: Drafting Concepts □ Basic CAD Module II: Intermediate CAD & Advanced CAD	6 1 2 3	3	2 hours		✓						D'man/Polytech. Completed ATE/ARE from GTTI
4	MS. Office and DTP	3	3	2 hours		✓						Passed Class X Board Exam.
5	CERTIFICATE COURSE IN ADVANCED EXCEL	3	3	3 hours		✓						Passed Class X Board Exam
6	Computerised Financial Accounting (CFA)	6	3	2 hours	✓							Passed Class XII Board Exam.(Com.)
7	Computerised Financial Accounting (CFA)	6	4	2 hours	✓							Passed Class XII Board Exam. (Non-Com.)
<p>Enrolment to Communicative English and Personality Development (CEPD) course is mandatory for admission to all courses having duration of 1 year and above. The course fees for such students for Communicative English & Personality Development course would be Rs. 1120/-. The admission and payment of course fees for CEPD is compulsory at the time of taking admission in all courses of 1 year & above</p>						<p>*Instalment to be paid within the following Dates</p>						
For courses of six months in duration						20th July, 2019						
For courses of one year and more in duration						15th Oct, 2019						
<p>N.B. The following documents are required at the time of admission</p> <p>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</p>						<p>PROSPECTUS: Rs.150/-</p> <p>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)</p>						
<p>ORIGINALS OF ITEMS A AND B ABOVE MUST BE PRODUCED FOR VERIFICATION</p>						by order		Gora Dutta		Principal		