

PCPS Girls' Polytechnic
Bamunimaidan, Guwahati – 781021
Website: www.pcpsgirlspoly.org

Admission Form

Name of the Course: **Certificate Course in Stenography with Computer Proficiency**
(Under IRG Scheme)

Duration of the Course: 1 year (2 Semester)

Starting Date of the Course: 4th of August 2025 (from 11.00 a.m.)

Minimum Educational Qualification: Class 10th Pass or its equivalent

Photo

1. Name of the Candidate: _____
2. Parent/Guardian Name & Contact No. _____
3. Address: _____
4. (a). Mobile Number: _____ 4. (b) Email ID _____
5. Date of Birth: _____ 6. Gender _____
7. Category: Gen/SC/ST/OBC 8. Marital Status: Married/Unmarried
9. Aadhar/PAN _____ 10. Educational Qualification: _____

Declaration:

I hereby declare that all the information provided by me in the Admission Form is true, complete, and correct to the best of my knowledge and belief. I further undertake that I shall abide by all the rules, regulations, and code of conduct of the course.

Signature: _____

Full name: _____

Date: _____

Important Information for the Candidates:

- i. Daily Class Timings: From 11.00 a.m. to 3.30 p.m. from Monday to Friday.
- ii. Candidates can collect the hard copy of the Admission Form from the office or can download from the website of the Institute i.e. www.pcpsgirlspoly.org
- iii. The Course is open to both boys and girls
- iv. Admission will be granted on a First Come, First Serve basis
- v. **Course highlights: Stenography, Computer Proficiency in office works, Computerized Accounting (Tally), Employability Skills, Spoken English, Communication Skills etc.**
- vi. Fee Structure: Admission Fee: Rs. 1,000/- & Course Fee: Rs. 10,000/- (in 2 installments)
- vii. Candidates can take admission at the office of PCPS Girls' Polytechnic from **07.07.2025 to 01.08.2025** by paying Rs.6000/- (Admission Fee of Rs.1,000 plus Course Fee of Rs. 5000/-) by filling up the Admission Form and submitting the photocopies of educational certificates.
- viii. Candidates can also take admission by depositing Rs.6000/- to the following Bank Account:
(1) Account Holder Name: PCPS Girls Polytechnic (2) Bank Name: Bank of Baroda
(3) Account Number: 46880100004302 (4) IFSC Code: BARB0BAMUNI
Alternatively, candidates can scan the QR code below to make the payment of Rs.6000/- via UPI and may submit the filled-up Admission Form by attaching the details of payment made and photocopies of educational certificates through email: gpirg21@gmail.com



ix. For any course related query, please contact any one of following:

- (i) Dr. Syeda Musfia Begum (9435102318)
- (ii) Dr. Papori Rani Barooah (9435113328)
- (iii) Mrs. Kankana Deka (98645449784)
- (iv) Sri. Juganto Bora (9678969919)

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