



# TOOL ROOM & TRAINING CENTRE, GUWAHATI

(A Govt. of India Society)

Ministry of Micro, Small & Medium Enterprises, Govt. of India,  
Amingaon Industrial Area, North Guwahati Road  
AMINGAON, GUWAHATI - 781 031



QMR/7.2.1-01

Sl. No.....

## APPLICATION FORM FOR CERTIFICATE COURSE IN MACHINIST - 2014

*\*To be filled up in block letter only.*

**(CCMT - 14)**

Name : .....  
Father's Name : .....  
Permanent Address : .....

Recent  
Passport size  
Photograph

State ..... Pin Code.....

Address for Communication : .....  
with Phone Number .....

Date of Birth : ..... Nationality.....

Caste : SC / ST / OBC / General Sex : Male / Female

### Qualification Details

Examination Passed :	Board / University	Year of Passing	% of Marks	Division

Date :

Place :

\_\_\_\_\_  
(Signature of the Applicant)

## TOOL ROOM & TRAINING CENTRE, GUWAHATI

**ADMIT CARD for CCMT-14**

(\*TO BE FILLED BY THE CANDIDATE)

Sl. No.....

Name of the Candidate : .....

Address : .....

Phone No. : .....

\_\_\_\_\_  
(Signature of the TRTC Official with Seal)

**FOR OFFICE USE ONLY**

Date of Test : ..... 28/06/2014 .....  
Time : ..... 8:00 A.M. ....  
Venue : ..... Tool Room & Training Centre, Amingaon Industrial Area, .....  
..... North Guwahati Road, Guwahati - 781 031 .....  
Check List : (a) Qualification  
(b) Age  
(c) Caste Certificate  
Eligible : Yes / No  
Dispatch No. : .....  
Date : .....

\_\_\_\_\_  
*Signature of the TRTC Official*

**FOR OFFICE USE ONLY**

Date of Test : ..... 28/06/2014 .....  
Time : ..... 8:00 A.M. ....  
Venue : ..... Tool Room & Training Centre, .....  
..... Amingaon Industrial Area, Guwahati - 781 031 .....

Passport  
Photo

\_\_\_\_\_  
*(Signature of the TRTC Official with Seal)*

**TOOL ROOM & TRAINING CENTRE, GUWAHATI**  
**General information about the course CCMT - 14**

Name of the course	: 2 years Certificate Course in Machinist (under SCVT )
Date of Commencement	: 01/08/2014
Duration of the Course	: 2 years
Intake	: 32 Nos.
Eligible Criteria	: a. 10 <sup>th</sup> pass before Commencement of Course b. Age 15 - 24 Years
Date of Birth	: Born in between 01/08/1990 to 31/07/1999
Course Fees	: Rs. 18,000/- per year (Paid by two installments) (Nil for SC/ST candidates).
Application fees	: Rs. 250/- (Rs. 300/- for those who seeks by posts)
Selling of "Form" on office hrs.	: 05/05/2014 to 21/06/2014
Last date of submission of "Form"	: 21/06/2014
Entrance examination for eligible candidate	: 28/06/2014 at 8:00 A.M. at Amingaon, Guwahati - 31
Declaration of Merit list on	: 28/06/2014 at 4:00 P.M.
Admission for successful candidates on or before	: 26/07/2014
Admission for wait listed candidates	: 28/07/2014 to 31/07/2014
Method of Selection	: Written test / Counselling on 10 <sup>th</sup> standard basis.
Fees at the time of Admission	: Tuition Fees Rs. 9000/- (Nil for ST/SC candidate) : Security Deposits Rs. 5000/- (Rs. 9000/- for ST/SC candidates) : Registration fees Rs. 1000/- : <u>Administrative fees Rs. 3000/-</u> <b>Total Rs.18,000/-</b> : (Rs. 13,000/- for ST/SC candidates)
Hostel Charges	: Rs. 1200/- per month for boarding charge only. Fooding charges extra as applicable and refer the rules & regulations of the hostel.
Implant Training	: 1 year compulsory implant training in any Industries or TRTC, Guwahati after completion the course.

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Signature of Parents/Guardian

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Signature of Applicant

## **BASIC RULES & REGULATIONS**

- ✍ Prescribed Application Form must be filled up, signed & submitted by the applicant along with 4 copies recent coloured passport size photographs, certificate of age, qualification and caste.
- ✍ Course fees once deposited will not be refunded.
- ✍ Applicant should attend the training course in time fixed by TRTC, Guwahati.
- ✍ Applicant should maintain discipline during his /her staying in the TRTC, Guwahati.
- ✍ Holiday will be as per TRTC holiday list & the specific holidays for specific courses.
- ✍ For any clarification on any matter applicant should report to the Batch-in-charge.
- ✍ TRTC, Guwahati reserves the right to terminate any trainee during training course for any acts of the trainee, which may cause damage to TRTC's image.
- ✍ TRTC, Guwahati has the right to introduce new rules or modify/amend the existing rules at any time, which are to followed by the trainees.
- ✍ Trainees must be wear their uniform & shoes in all Training Days. Black leather hard shoes are required during the training period.
- ✍ Attendance of class should be maintained at least 90% in average.
- ✍ Trainees, who are willing for accommodation, they should be obtained general rules of hostel.
- ✍ During training period, trainees are not allowed to use Pan, Pan Masala, Gutkha, Cigarette, Biri, Wine or any other types of unhygienic addictions etc.
- ✍ If any items, property of TRTC will be damaged by the trainees, they have to replace the same within one week.
- ✍ Trainees are not allowed to bring Camera, CD, Floppy Disk, Pen Drive, Palmtop, Mobile phone etc., to the campus.
- ✍ No guarantee for placement. However 100% pass out trainees have been placed.
- ✍ Payment will be made by demand draft in favour of "**Tool Room & Training Centre, Guwahati**", payable at **SBI, New Guwahati**.
- ✍ Security deposit will be returned only after successfully completion the course.
- ✍ Selected SC/ST student will deposit one original certificate, either caste certificate or class 10std admit card for security of their completion the course, if they obtained free course. The certificate will be refunded after successfully completion the course.
- ✍ Stipend will be provided during implant training.

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Signature of Parents/Guardian

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Signature of Applicant