

GOVERNMENT OF THE PEOPLE'S  
REPUBLIC OF BANGLADESHOFFICE OF THE PRINCIPAL  
DACCA GOVT. COMMERCIAL INSTITUTE  
SATMASJID ROAD, DACCA-7.

## ADMISSION NOTICE

Applications are invited from ladies only for admission to one-year Certificate-in-Secretarial Science Course. The minimum qualification for admission is S.S.C. or equivalent Examination. The number of seats is sixty (60) for English group and 30 (thirty) for Bengali group. Course in any group will not be offered if the number of students is less than 25 (twentyfive). The following subjects are offered in English and Bengali groups :

1. English shorthand|Bengali shorthand.
2. English typewriting|Bengali typewriting.
3. Business English|Business Bengali.
4. Office practice.
5. Record Management.

Those who pass the Certificate-in-Secretarial Science Examination may be considered eligible for service in Government and other agencies as Secretary Personal Assistant Stenographer, Steno-typist, Operator of Office Machines Office Assistant etc.

The candidate shall have to apply in the prescribed form obtainable in the office of the undersigned for Taka 1/- (one) between 8.00 A.M. and 2.00 P.M. and 12.00 noon. The following documents are to be submitted along with the application.

1. Attested copy of certificate of S.S.C. or equivalent examination. In absence of certificate, a testimonial from the Head of Institute from which she passed the examination.
2. Attested copy of character certificate from the Head of the Institute attended last.
3. Attested copy of mark-sheet of S.S.C. or equivalent examination.
4. Two copies of attested recent passport size photographs.
5. A postal order of Taka 10/- (ten) only in favour of the Principal.

Application will be received upto 1.00 P.M. of June 16, 1980.

Selection procedure : A written test on paragraph writing, comprehension, practices for English group and on essay, Expansion of ideas, and substance for Bengali group will be held at 10.00 a.m. on June 22, 1980. The names of the successful candidates will be given in the Notice Board of the Institute on June 25, 1980. Admission will begin from June 26, 1980. The following fees are to be paid at the time of admission :—

1. Admission fees	Tk. 25/-
2. Tuition fees for one term (four months @ Tk. 25/- p.m.)	Tk. 100/-
3. Caution money (refundable)	Tk. 50/-
4. Students union fees (for one term)	Tk. 15/-
5. Examination fees (for one term)	Tk. 10/-
6. Social Welfare Fund fees	Tk. 2/-

Total Tk. 202/-

For further information please contact the undersigned.

Principal,  
Dacca Government Commercial  
Institute, Dacca.

9/6/80

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