



GOVT. POLYTECHNIC FOR WOMEN

Lower Shiv Nagar Near, AG's office Jammu-1800

राजकीय महिला पॉलिटेक्निक

शिवनगर (एजीकार्यालयके पास) जम्मू



Er. Neelanjana Manwati

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The Joint Director
Information Department,
Jammu.

No: WPJ/F-195/2472-75


Dated: 09-01-2025

Sub: Publication of Admission Notice for Skill Development Training Courses under Continuing Education Programme (IRG) Scheme.

Sir,

Kindly find enclosed herewith copy of admission notice for favour of its publication in the local leading English/Hindi newspapers preferably **Daily Excelsior, Amar Ujala** for its wide publicity.

Yours Faithfully,


(Er. Neelanjana Manwati)
Chief Coordinator/Principal
Govt. Polytechnic for Women,
Jammu

Copy to the: -

1. Director, Skill Development Department for information.
2. Internal Coordinator, IRG for information.
3. I/c Website for uploading on website.
4. Notice Board.



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ADMISSION NOTICE

Applications on the prescribed format are invited for the following 06 months courses under Continuing Education Programme (IRG).

S. No.	Name of the Trade	Gender	Qualification	Duration	Course Fee
1.	Computer Operator	Female/Male	10 th Pass	6 Months	Rs. 3500/-
2.	Stenography	Female/Male	10 th Pass	6 Months	Rs. 3500/-
3.	Beautician	Female	8 th Pass	6 Months	Rs. 3500/-
4.	Garment Making	Female	8 th Pass	6 Months	Rs. 3500/-
5.	Electrician	Male	8 th Pass	6 Months	Rs. 3500/-
6.	Pathology	Female/Male	10 th Pass	6 Months	Rs. 3500/-

The admission to the courses shall be purely on merit basis. The batch strength shall be limited to maximum 25. **Application Form as per Annexure 'A'** shall be deposited along with requisite fee in the shape of **Bank Draft of J&K Bank in favour of Principal, Govt. Polytechnic for Women, Jammu payable at Jammu** with the office clerk of this Institute during the working hours by **31st January, 2025**. The timing for these courses shall be notified in the Institution as per availability of labs / outsource staff.

The training in each trade shall tentatively start w.e.f 1st February, 2025.

Bank Draft shall be returned to the candidate if the minimum candidates in particular trade is not available. However, no Bank Draft shall be returned in case the admission is confirmed. Also, no change of trade shall be allowed after confirmation of admission in one trade.

Certificates to be attached with the application form:

- 1) Two Photographs
- 2) Qualification Certificate
- 3) Address Proof

-Sd/-

Chief Coordinator/ Principal
IRG Scheme

FORMAT

**Application for admission in Skill Development Training Courses
under Continuing Education Program (IRG Scheme)**

1. Name: _____

2. Parentage: _____

3. Permanent Address: _____

_____ Ph:- _____

4. Address for correspondence: _____

_____ Ph:- _____

5. Category _____

6. Qualification with attested photocopies:- _____

7. Trade in which the admission is sought: _____

8. Course Fee:- _____ Name of the Bank _____

Bank Draft No:- _____ Date:- _____



Declaration:-

I hereby declare that I will abide all the rules and regulation of this institution and adhere the timings as per institution schedule.

Signature of Father / Guardian

Signature of Candidate

Documents to be attached

1. Academic Qualification
2. Address Proof
3. 2 coloured Photograph
4. Demand Draft mentioning name and trade in which admission is sought on the back side of the DD.

For Office Use Only

Received Application form of Mr/Ms _____ S/o D/o of Sh _____ in
_____ Trade under Continuing Education Scheme with Draft No:-
_____ Dated:- _____.