

TYPEWRITING & SHORTHAND SCHOOL FOR WOMEN

21-2-79, Ganneru Street, near A.V.N College,
Maruthi Type Institute premises, 23rd Ward, Visakhapatnam - 530001.

ADMISSION NOTICE FOR THE YEAR 2014-15 (Women only)

Course	:	Diploma in TYPEWRITING & SHORTHAND
Duration	:	One year (June, 2014 – March, 2015)
Timings	:	9am to 5pm (Lunch: 12pm to 2pm)
SUBJECTS	:	<u>TYPEWRITING</u> : English & Telugu (Lr. & Hr.) <u>SHORTHAND</u> : Eng. Lower 80 words per minute <u>COMPUTER</u> : M.S. Office General Intelligence, General English, General Knowledge.
Eligibility	:	Intermediate Pass / Any Degree Pass or fail
Limited Seats	:	30 Students only
Course Fee	:	Rs. 10,000 (5000/- + 5000/-) per annum (2 instalments) Fee must be paid along with application form

Issue of Applications	:	01-02-2014
Application cost	:	Free of cost (pls collect from the Instt.)
Last Date for submission of applns.	:	30-04-2014.
Course Starts from	:	10-06-2014.

Note : This course is purely meant for those who want to become **STENOGRAPHER.**

Stenographer duties: Taking dictation (letters, official & other information) from the Officer and the same will be typed on Computer. Attending phone calls, maintaining office files.

- **Benefits:** Use of learning shorthand is writing more words in less time.
- You can get Stenographer job in District & High Courts, Central / State Govts.& in various organizations throughout India by learning this course.
 - We will send you for Type Exams: English & Telugu Lower & Higher (**FREE**)
 - We will send you for Shorthand English Lower Grade Exams (**FREE**)
 - Those who are selected in the written test conducted by Staff Selection Commission Stenographer Group C&D Exam. we will pay the transport (train) charges to attend Shorthand Exam at Chennai.
 - There is no interview & there is no competition for this job.
 - **100% JOB ORIENTED COURSE**
 - **Salary : Selected students in comp. exam will get salary Rs.25,000/- appx. per month**

Date: 08-01-2014
Contact: 92466 45515

PRINCIPAL
e-mail: sorna.rame1966@gmail.com