

## **GENERAL INSTRUCTION AND GUIDELINES FOR ADMISSION OF I.V. G.P. RATING COURSE**

### **(A) REQUIRED DOCUMENTS AND FEE -**

#### **1. EDUCATIONAL QUALIFICATIONS**

- > Pass in 10<sup>th</sup> Examination from a recognized Board/University.

#### **2. MEDICAL FITNESS REPORT/CERTIFICATE**

- > Medically Fitness Certificate from Institute approved or DGS approved Doctor.
- > Eye sight should be 6/6 without glasses and no color blindness.

#### **3. CASTE CERTIFICATE FOR SC/ST/OBC/EWS**

- > The benefit of caste based reservation will be given only to those candidates who have produced the category certificate issued by the competent authority.

#### **4. FEE DET AILS**

- > Total fee Rs. 35200/- (Rupees Thirty Five Thousand Two Hundred) only must be paid at the time of admission for I.V. G.P. Rating Course. Fee Break Up are as under:

##### **■ Fees Break Up**

S.N.	Description	Fee/Amount
01.	Course fees	17,500.00
02.	Uniform & Legal charges	3,000.00
03.	Hostel charges	5,250.00
04.	Mess charges	9,450.00
<b>Total =</b>		<b>35,200.00</b>

Kindly make Demand Draft in favour of "SEA SPRINT SERVICES PRIVATE LIMITED" payable at Kolkata or NEFT/RTGS on below mentioned Bank Account:

- Beneficiary Name - SEA SPRINT SERVICES PRIVATE LIMITED
- Account No - 99999830411234
- IFSC/RTGS - HDFC0006894
- Bank Name - HDFC Bank
- Branch - Maheshtala

Note: Payment of admission fee shall be accepted through Demand Draft or NEFT/RTGS only.

#### **5. DOCUMENTS TO BE SUBMITTED**

- > Pass certificate of 10th Standard from recognized board.
- > 10 passport size color photographs.
- > ID Proof & Address Proof.
- > Caste/ categorization certificate for reservation if required.
- > Medical fitness certificate and eye sight test certificate.
- > Demand Draft/ payment proof.

Note: Please bring all certificates in original in support of educational qualification, age proof, Id proof, address proof, caste /categorization certificate along with one set of photocopies of the same at the time of admission.

### **(B) LEGAL DOCUMENTATION -**

- > Candidates will be required to execute an agreement: undertaking & indemnity on non judicial stamp paper. The Institute may facilitate this for you.
- > Legal documents to be executed by parent/legal guardian or by the candidate himself.

**(C) PARENTS/GUARDIANS VISIT TO THE CAMPUS -**

- > In order to prepare the trainees for profession, parents/guardians/ friends are **not allowed** on the campus during training period. In case of an emergency, parents can contact the Duty Officer/Instructor on 24 X 7 hour Duty.

**(D) ITEMS TO BE BROUGHT BY THE CANDIDATE -**

- > The candidate has to bring the following items at his own cost prior training/course for their personal uses.

Blanket or quilt and mosquito net	Bath & Hand Towels
Casual & Warm Clothing	Undergarments & Swimming kit
Long sleeve white shirt & black trousers	White T-Shirt & Black lower for sports
Black Leather Shoes & Sports Shoes	Shoe polish with brush and slippers
Clothes hangers & Belt for trousers	Water bottle. Raincoat & Lock with key etc.
Shaving kit, soap, tooth paste, brush, nail cutter, sanitizer and face mask, etc.	
Stationery and Mathematical Instrument Box (Geometry Box)	

**(E) ITEMS TO BE PROVIDED BY THE INSTITUTE -**

- > The following items will be provided during the training at NINI campus:

Items	Quantity	Items	Quantity
Boiler Suits	02	White Shirt and Black Trouser	01
Appellate (One Pair)	01	Safety Shoes (One Pair)	01
Cap	01	Blue Jersey /T-shirt	01

**(H) MEDICAL, VACCINATION, VISITING DOCTOR AND MEDICATION -**

- > Medication for minor common ailments is provided at the campus.
- > Costs of any visits to doctors or visit to specialist or hospitalization are to be borne by the candidate.
- > All medicines prescribed by the Doctor shall be bought by the candidate at his own cost.
- > However in house doctor visits the campus once a week or as when required, which is free of cost.

In view of high Hospitalization costs, it is **recommended** that each candidate has a medical insurance cover of minimum Rs. 1,00,000/- Medical Insurance may be obtained by the parents at their own cost from any Insurance Company.

**(I) INSTRUCTION -**

- > It is recommended that in case any valuables like jewellery, Walkman, mobile phone and other valuables are brought by the candidate, the Institute will not be responsible for any loss of any of the above items.
- > Any additional cost if require during the training will be borne by the candidate only.

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