



JHARKHAND GOVERNMENT MSME TOOL ROOM

(Formerly Jharkhand Govt. Mini Tool Room & Training Center)
(A society of Dept. of Industries, Government of Jharkhand)
Ranchi-835103



Application form

(fill in Capital letters)

Course applied for :

Starting Date :

Name of the Candidate :

Father's Name:

Date of Birth :

Regd. No.....

Passport size Colour
Photo

Address of Correspondence :

.....

.....

Pin : Ph./Mob.No.....

Email :

Permanent Address :

.....

Pin :

Nationally : Category (Gen/SC/ST/PH/Monority/W/OBC) :

Whether You Require Hostel..... (Yes/No)

How did You Know About the Course.....

Educational Qualification :

Exam Passed	Name of School/Institution	Name of Board	Year of Passing	% of Marks

I do hereby declare that the information given above are true and correct to the best of my knowledge and belief.-

Date:

Place:

Signature of Candidate

For office use only

Total Course Fees: (.....)

I Official Remark: A/c please deposit Rs (.....) as course fee. Rs (.....) as Hostel Fees. Rs (.....) as Mess charge. Rs (.....) as Security Deposit.

Received Rs.....in words only. Receipt No:.....dated.....

Accountant

A) Fee Details:-

(Installments only for courses more than 6 month's duration)

Installments	1 st	2 nd	3 rd	4 th
Due date for payment				
Amt. Received with date.				

Hostel fees Details:-

B) General Rules:-

- i) Electronic devices (Laptop, Hard disk, Pen drive etc) are not allowed in the class. All mobiles should be switched off inside the building, defaulters will be fined Rs 500/-.
- ii) Candidates should not indulge in activities other than practicing and learning on computers. Playing games is strictly prohibited.
- iii) In case of any damage caused to the laboratory infrastructure/Tools/Tackles etc, suitable fine will be charged as decided by the institute management.
- iv) Extra hours of practice after regular time period will be granted only after special permission from the Training Incharge.
- v) If Payment of fees is done after due date one will have to deposit late fine of Rs 5/- per day.
- vi) Course fees and hostel fees once paid will not be returned.
- vii) A minimum of 80% attendance is necessary in all courses to earn the certificate in the respective course.
- viii) Students will NOT be allowed in the workshop in slippers/sandals/chappals.
- ix) Students are not allowed to smoke or chew tobacco/gutka in the campus.

Signature of Candidate