

DACC MONDAY AUGUST 4, 1980

GOVERNMENT OF THE PEOPLE'S
REPUBLIC OF BANGLADESHOffice of the Principal
Dacca Govt. Commercial Institute
Satmasjid Road, Dacca-7.

Dated, 30.7.1980.

Admission Notice

Applications are invited for admission to the First Year First Semester Class of two year Diploma-in-Commerce for the Session 1980-81 of the Dacca Govt. Commercial Institute. The intending candidates must have passed the SSC or equivalent Examination with 40% marks on average. None needs apply who passed the S.S.C. or equivalent Examination before 1978.

The following subjects are taught in the Diploma-in-Commerce in three Groups Namely : (1) English Secretarial Science, (2) Bengali Secretarial Science and (3) Accounting.

- 1) English/Bengali Shorthand
- 2) Book-keeping and Accounting including costing.
- 3) English/Bengali Typewriting.
- 4) Business English and Correspondence.
- 5) Bengali, Commercial Bengali and Correspondence.
- 6) Economics and Commercial Geography.
- 7) Business Organisation and Office Management.
- 8) Office Machines and filing.
- 9) Commercial Arithmetic and Bank Accounts.

The number of seats available in the group are as follows :

1) English Secretarial Science	60
2) Bengali Secretarial Science	50
3) Accounting	50

Diploma-in-Commerce holders may be considered eligible for admission to B.Com. (Pass and Hons.) Courses in any college or University of Bangladesh. Moreover, they may be eligible for appointment to the post of Stenographer, Stenotypist, Office Assistant, Accountant, File Clerk etc., in different offices and Firms in Bangladesh.

Candidates are to apply in the prescribed form available from the office of the undersigned on payment of Tk. 1/- (Taka one) only from 9.00 a.m. to 1 p.m. on all working days except Friday. On Friday, it will be available from 9.00 a.m. to 12.00 noon.

The last date of submitting applications with the following documents is August 25, 1980 up to 2.00 p.m. Incomplete applications or applications reached after the last date shall not be accepted or considered. The candidate must have to mention the group according to preference in which he/she seeks admission.

NECESSARY DOCUMENTS

- 1) True copy of the original SSC or equivalent certificate or a testimonial in lieu of the original certificate from the Head of the Institute from which he/she passed the Examination.
- 2) A character certificate from the head of the Institute attended last.
- 3) True copy of mark-sheet of the SSC or equivalent Examination.
- 4) Two copies of recent passport size photograph duly attested.
- 5) A postal order of Tk. 10/- (Ten) only in favour of the undersigned.

Of all the applicants only 500 (five hundred) according to merit will be allowed to appear at the written test. The list of the names of the candidates eligible for the test will be published in the Notice Board of the Institute in the evening of August 27, 1980. The written test will be held at 10.00 a.m. on August 28, 1980. The subjects of written tests are :— English, Bengali and General Knowledge, according to SSC curriculum and standard. The result of the written test will be published on September 1, 1980 at the Notice Board of this Institute. The candidates qualified in the written test, will have to appear at a viva-voce for final selection. The date of viva-voce will be notified just with the result of the written test. The selected candidates shall have to produce a Medical Certificate from the Medical Officer of this Institute, at the time of admission.

AMOUNTS TO BE PAID AT THE TIME OF ADMISSION

1) Admission fee	5/-
2) Tuition fee for one semester (six months)	30/-
3) Caution Money (refundable)	50/-
4) Students Union fee for one semester	25/-
5) Examination fee for one semester	15/-
6) Board Registration fee	15/-
7) Identity Card fee	4/-

Total Tk. 144/-

There is no arrangement for hostel accommodation. The students will have to manage their own accommodation.

For further information they may contact the undersigned.

(Md. Aminul Islam)
Principal,
Dacca Govt. Commercial Institute,
Satmasjid Road, Dacca.