



# THE COMMERCIAL INSTITUTE

Bhati Abhoynagar Cantonment Road, Agartala, West Tripura,  
Registration No. 2/18/234

## CIRCULAR

Dated, 21-11-2024

The institute is likely to commence its new batch of classes for Shorthand & Type writing w.e.f. 2<sup>nd</sup> January (Thursday) 2025. The schedule date of Admission, Admission Time, required documents etc. are given below:

### ADMISSION REQUIREMENT

(For Shorthand & Type Writing Classes)

Date of Admission: 15th & 22<sup>nd</sup> December (Sunday) from 10:30 am to 2:00pm

Schedule of Class Time: Tuesday, Thursday & Sunday: 10:30 am to 11:30am.

Sl.No.	Particulars	Qty.
1	Photo copy of Madhyamik Admit Card/Age Proof Certificate (1 Copy)/ Photocopy of Adhaar Card	Required at the time of admission
2	Recent Passport Size Photo(02Nos.)	
3	Educational Qualification Certificate/ Mark sheet (01 Copy)	

#### Note:

1. Before Admission Guardian/Student should contact over phone for appointment and Counseling. Details of Admission Requirement, fees etc. will be given at the time of counseling. Contact number given only for appointments, no other discussion/ information will be provided over telephone.
2. In case any student fails to attend during the schedule time of admission they should contact (8787450552) forthwith.

Sd/-  
Principal