

CENTRE FOR INDUSTRY INSTITUTE PARTNERSHIP
GURU JAMBHESHWAR UNIVERSITY OF SCIENCE &
TECHNOLOGY, HISAR

Skill Development Programme
on
Accounting and Book Keeping
(December 16-18, 2019)



■ **Who Can Participate:**

Office professionals comprising Clerks, Assistants, Deputy Superintendents, Superintendents and Officer Secretaries i.e Steno typists, Stenographers, Private Secretaries etc.

■ **How to Apply?**

Interested candidates are required to send the duly filled registration form through email to the program coordinator latest by 13th December, 2019. **The registration form and program brochure can be downloaded from institute website www.gjust.ac.in/CIIP/**

The number of participants is limited to a maximum of 30. Registrations will be done on 'first come first served' basis.

■ **Registration Fees:**

Registration fee of Rs. 8000/- will be charged from the outstation participant. Registration fee has to be paid via (i) Demand Draft in favour of "Registrar, GJU S & T", payable at PNB, GJU S&T, Hisar **OR** (ii) NEFT/RTGS in Account of Registrar, Bank Name- PNB, Branch Name- PNB, GJU Hisar, Bank Account No.- 4674001100000182, IFSC- PUNB0467400.

A scanned copy of the registration form along with the scan copy of Demand Draft/Transaction receipt may be e-mailed to the coordinator as an advance copy. The original registration form and Demand Draft may be deposited on the spot on December 16, 2019.

■ **Accommodation:**

Accommodation will be arranged for the participants, in the university campus if needed.

■ **Important Dates:**

Last date for receiving the registration form through email	December 13, 2019
Programme dates	December 16 - 18, 2019

■ **Enquiry:**

For any further clarification or detailed information please contact the program coordinator.

Prof. H.C. Garg

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