

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

NO. T1/812(6)/2023-HRD&W

Office of the Managing Director,
RTC House, PNBS, Vijayawada.

NOTIFICATION NO. PD-04/2023, DATED: 28.02.2023

Sub: **TRAINING-** Free Training programme offered by ICICI Foundation at Vijayawada Center for a period of 3 months to the unemployed girls of age group of 18 to 30 years to develop the Soft skills & Technical skills in Office Administration – Notification Issued – Reg.

Ref: Letter of ICICI Foundation addressed to Managing Director, APSRTC.

Through the reference cited, Sr.Faculty Incharge, on behalf of 'ICICI Foundation for inclusive growth,' informed that ICICI Foundation has institutionalized "ICICI Academy for Skills" which is associated with National Skill Development Corporation (NSDC) since June, 2018. They have been offering a pro-bono courses (12 Weeks) to the unemployed girls of age 18 to 30 Years. The training programme focuses on imparting skills in various vocational courses, communication, etiquette, etc., to enhance the employability of under privileged youth.

The ICICI Foundation is offering training in "Office Administration" exclusively for girls at Vijayawada Centre. The details of course offered are as follows.

Age :

- should be between: 18 to 30 years.

Qualifications :

- 10th Class pass to Graduation.

Duration of course :

- Three(3) months.

Salient Features of the Course :

- There is no course fee and this is a free training programme.
- Purely non-residential.
- Course will be conducted in two batches
 - (a) 1st batch 07.30 hrs. to 12.30 hrs.
 - (b) 2nd batch 13.00 hrs. to 18.00 hrs.
- Batch size is 55 members.
- Next batch may start in April, 2023.
- Two Pairs of Uniform and One Pair Shoes will be provided by the ICICI Foundation on free of cost.

Required Documents :

- Two Pass Port Size Photos, Photo Identity Card, Latest Educational Qualification Certificate.

Contact Person Details :

- Ms. Sheela Syed, Sr.Faculty and Centre Incharge.
- Mobile No.9000450265

(P.T.O.)

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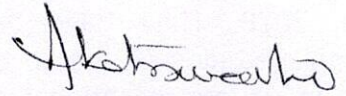
Address of the Training Institute :

- D.No.59-8-13A, Swayamsidda Complex, 1st floor, Gayathri Nagar, Polyclinic Road, Besides Bhashyam School, Vijayawada.

Hostel Facility :

- With regard to Hostel facility, the student may contact nearby Private Hostels for Food and accommodation during the said training period at their own cost.

Therefore, all Officers are hereby advised to inform the same to the employees of respective Depots/Units of APSRTC, and give wide publicity through Notice Boards/Gate Meetings etc., so that the interested girl children of APSRTC employees may utilize this opportunity.



**Executive Director (A)
APSRTC**

To
All Officers of Corporation.