



# GURUKUL NATIONAL INSTITUTE AND MANAGEMENT

Government of India recognized Institute

Office address: RDB Boulevard, GP, EP Block, Sector V, Bidhannagar, Kolkata- 700091

Tel: 033-6902-9692, Email: info@gnim.org Website: www.gnim.org

Index No: AD/2026/03

Date: 08.03.2026

## Admission Notice for Free Training and Job Placement Scheme

Managed by: Gurukul National Institute and Management

{All are Job oriented free course only}

The 'Gurukul National Institute and Management' is an education management project. It is a public welfare project. This management offers a challenging career to young, Indian Male/Female candidates for various departments. Registration of 'Online Application' will be through GNIM Selection website [www.gnim.org](http://www.gnim.org). This service can be found anywhere in India. Online applications for admission are invited from eligible candidates for courses (Training) for various Trade. **After selection the candidates will be admitted for do the course to any one of the institutes mentioned on the website under the responsibility of 'Gurukul National Institute and Management'.** After complete this course (Training), you can join the certain Service.

### **CATEGORY: OFFICE MANAGEMENT**

Trade Name: (Course > Job Title)	Capacity	Qualification	Duration
Receptionist Training Program >> Receptionist	500 Male & Female Candidate	Minimum 10th Passed	6 Months
Inventory & Store Management Course >> Storekeeper / Store Assistant	500 Male & Female Candidate	Minimum 10th Passed	6 Months
Data Entry & Office Automation Course >> Data Entry Operator	500 Male & Female Candidate	Minimum 10th Passed	1 Year
Front Office Management Course >> Front Office Executive	500 Male & Female Candidate	10+2 pass (any stream)	1 Year

**Age limit:** 18 to 35 Years only (For SC, ST Candidate 5 years & OBC Candidate 3 Years Extra). Age to be counted as on notification issue date.

**Scholarship & Stipend:** Rs.40 thousand Per Year in Training period & Rs.10 thousand Per Month In Internship period

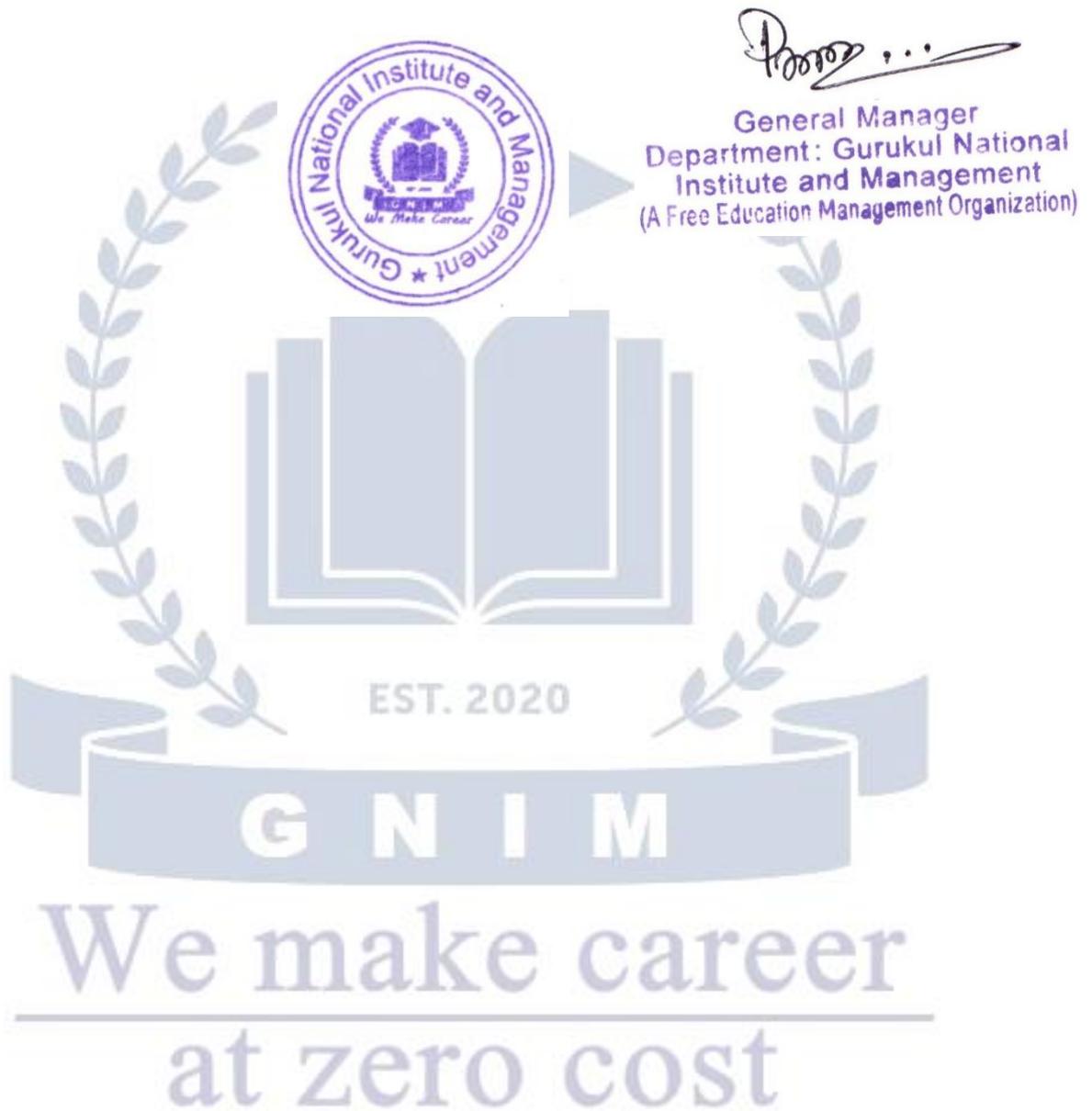
**Facilities:** Free hostel facility is applicable for all courses (Fooding and Lodging). (Terms and conditions apply.)

**Salary Package:** 3 lakhs Per Annum Approximately for Certificate course holder, 3.36 lakhs Per Annum Approximately for Diploma course holder & 4.20 lakhs Per Annum Approximately for Degree course holder.

**\*Selection:** Skill Test and Personality Test will be conducted for the selection process.

**Last date of application received:** 31.03.2026

**Admission Process:** For online admission visit the following website [www.gnim.org](http://www.gnim.org) and click on the "Admission Here". Then you will get an online registration form. Before registration, you must make a valid Email ID and before submitting your registration, you must upload your photo (JPEG file) and signature (JPEG file), then you fill up the online registration form and submit. When you submit the online fill-up registration form, then you will get an e-payment option. Thereafter, pay the application fees by net banking, credit card, debit card, UPI payment etc... When your registration fee of Rs: 500/- (Non-refundable amount Five hundred rupees) for all category student is paid, then you will get a conformation e-mail of "Online registration details" and e-payment receipt in your registered email id, at inbox or spam folder, and then you print two copies of 'Online registration details and e-payment receipt'.



# **GNIM SELECTION PROCESS**

<b>Process</b>	<b>Remark</b>
<b>Online Application Submit:</b> ( within notice time)	Application Submitted
<b>All India Entrance Examination for Admission (Computer Based Test):</b> This exam will be of total 100 marks. The subjects are English, General Knowledge, General Intelligence, Current Affairs and Math. Each subject carries 20 marks for questions. One mark will be deducted for each wrong answer. To pass the first level of the entrance exam, the candidate must obtain at least 60 percent marks in each subject and 60 percent or more in total	Qualify/ Disqualify
<b>Personality Test (Computer Based Test):</b> This exam will be of total 100 marks. The subjects are Psychology and Reasoning. Each subject carries 50 marks for questions. One mark will be deducted for each wrong answer. To pass the second level of the Personality Test, the candidate must obtain at least 60 percent marks in each subject and 60 percent or more in total.	Qualify/ Disqualify
<b>Medical Test:</b> (if applicable) Medical tests are conducted everywhere by departmental medical examiners.	Fit/Unfit
<b>Final Merit:</b> ( According to the cut off mark of Personality Test)	Qualify/ Disqualify
<b>Academic Qualification certificate Verification:</b> Verified by the 'Relevant Institution' and the Board or University of the relevant institution	Clear / Not Clear
<b>Police Verification Report:</b> Verify by District Superintendent of Police or Commissioner Police	Clear / Not Clear
<b>Counselling:</b> Trade and college selection will be done through counselling	Complete / Incomplete
<b>College admission:</b> Admission to the selected college is confirmed in counselling	Complete / Incomplete
<b>Permanent Job Placement:</b> In a Government-Approved or Government-Undertaking Organization	Complete / Incomplete

## **Thank you**

- **Exam language English and Hindi.**
- **The type of entrance exam questions will be determined according to the educational qualifications required for each course.**