

## METROPOLITAN TRANSPORT CORPORATION (CHENNAI) LIMITED, CHENNAI-2.

### INSTRUCTION TO SCHOOLS TO ISSUE OF FREE BUSS PASS

- 1 (a). The application can be downloaded from the website [www.mtcbus.org](http://www.mtcbus.org) or it can be obtained from MTC head office free of cost.
- (b). The format of soft copy (in Excel format) can be downloaded from the website [www.mtcbus.org](http://www.mtcbus.org).
2. The application should be filled up by the school authority / student correctly and clearly.
3. The Application number to be granted by the School Itself.
4. The Application number is to be created as follows.

Class	Class	Class	Class
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SEC	SEC
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Sl.No.	Sl.No.	Sl.No.
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ROMAN LETTERS (3 Characters)

ALPHABET (2 Character)

NUMERIC (3 Character)

**Example: 1**

0	0	0	I
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A	1
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0	0	1
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**Example: 2**

0	X	I	I
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B	0
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0	3	2
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5. The application number should be continuous for a particular class, even if the applications are given in batches.
6. The Application number in the Application form and the soft copy should have same number to identify student.
7. The photos should be pasted with Fevicol in the space given with no markings.
8. The Address should be clearly given in the space assigned - Door number, Street name, Area and City with Pin code.
9. The FROM and TO should be the nearest bus stop to school from residence.
10. The applications should be certified in the space given on each page by the school Head / Representative.
11. The soft copy is to be submitted to MTC along with the application forms as early as possible.
12. The school representative should furnish the contact Phone / Cell number.
13. The cards have to be collected from MTC only by furnishing the delivery Chalan. The format of delivery Chalan may also be downloaded from the website [www.mtcbus.org](http://www.mtcbus.org).
14. Soft copy to be entered in capital letter in font name "Times New Roman" and in font size "12".
15. For other clarification contact phone No. 9445030515/9840058239.

[Type text]

16. ITIs, to be followed to enter the class as follows

ELECTRICIAN:

I	E	L	E
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FITTER

I	F	I	T
---	---	---	---

DRAUGHTSMAN CIVIL

I	D	C	L
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MECHANIC RADIO AND TV

I	M	R	V
---	---	---	---

WELDER

I	W	L	R
---	---	---	---

STENOGRAPHY

I	S	G	Y
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17. Diploma to be followed to enter the class as follows

DIPLOMA In Architecture

D	A	A	A
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DIPLOMA IN CIVIL ENGG.

D	C	E	O
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DIPLOMA ENVORMENT ENGG

D	E	E	O
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DIPLOMA IN ELECTRONICS ENGGC

D	E	E	E
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DIPLOMA IN COMPUTER TECH.

D	C	T	O
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DIPLOMA IN GARMENT TECH

D	G	T	O
---	---	---	---

DIPLOMA IN MECHANICAL ENGG

D	M	E	O
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18. Degree to be followed to enter the class as follows

BSc (Physics)

B	S	C	O
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BCom

B	C	O	M
---	---	---	---

BA

B	A	O	O
---	---	---	---

MA

M	A	O	O
---	---	---	---

MCom

M	C	O	M
---	---	---	---

MSC

M	S	C	O
---	---	---	---

BBA

B	B	A	O
---	---	---	---

MCA

M	C	A	O
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17. Mentally Disabled Schools to be followed to enter the class as follows

Mentally Disabled Schools

S	O	O	O
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