

Brochure

for
setting up New
**Vocational Training
Institute** (ITIs/ITCs)



Directorate General of Employment & Training

(Under Ministry of Labour & Employment)

Shram Shakti Bhawan

2&4 , Rafi Marg

New Delhi-110001

<http://dget.gov.in>

Fax no 011- 23708072
(up dated as on 19/11.2010)

Procedure for starting new Institutes / Trades / Units

- companies like sole propriety, private / public limited, registered under companies act, societies & trusts registered as per act, and promoters of SEZs, etc. are permitted to open ITIs/ITCs as well as Trainers Training Institutes and seek affiliation from NCVT.
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- The application is to be submitted to the respective State/UT Director dealing with Craftsmen Training (detailed list is annexed) in the prescribed proforma given in appendix XIX of Training Manual for Industrial Training Institutes and Centers (a copy of prescribed Performa attached at annexure-I)
- The State Director will scrutinize the application and after judging the authenticity and financial position of the applicant shall convey provisional permission to the deserving cases for starting the institute and ask them to make all necessary arrangement for pre-inspection by State/UT.
- The management of the institute shall make all necessary arrangement and create infrastructural facilities for the proposed Trades/Units as per prescribed norms of NCVT. **Tool & Equipment list are given in syllabus of each trades.**
- After creating necessary facilities, the institute may report to the concerned State/UT Director requested them for pre-inspection of the institute by the state director.
- The State Director will scrutinize the preliminary inspection report and after satisfied with report, he/she will constitute the standing committee for inspection.
- The Standing Committee after verifying available infrastructural facilities and arrangements made by the institute may recommend affiliation for the deserving trades/units only.
- The inspection report of Standing Committee constituted by State Director of respective state would be scrutinized by DGET for ascertaining compliance procedure. The affiliation of the trade/units recommended by the Standing Committed will be considered. Only those trades/units which confirm prescribed norms will be recommended by DGET to sub-committee of NCVT dealing with affiliation for their consideration/approval. The final orders conveying grant of affiliation by the sub-committee shall be issued by the Secretary, NCVT after obtaining their approval.
- **Admissions are done twice in a year i.e. February & August of Calendar year.**
- **Affiliations granted by the sub-committee of NCVT dealing with affiliation from 1st January to 30th June of Calendar year will be effective from session beginning August.**
- **Affiliations granted by the sub-committee of NCVT dealing with affiliation from 1st July to 31stDecember will be effective from session beginning February of next year.**

- At present 116 nos of trades are covered under CTS (Detailed List is annexed)
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- Presently, there is no provision of any financial grant from Central Govt. to open /run any Vocational Training Institute (ITI/ITCs) in any State.
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- Any institute desirous of getting affiliation for new/additional trades/units in that institute has to ensure that there untrained instructors for already affiliated trades/units in that institutes.
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- institutes (ITIs/ITCs) seeking affiliation from NCVT must apply for a minimum of two units (or multiple of two units) of a trade at a time and appoint two instructors one for each unit , as per norms. Out of these two instructors, one instructor must be with Diploma/Degree in relevant branch of engineering from recognized board/university and experience prescribed by NCVT.

Particulars to be furnished by the Management of the Private Institute/Centre seeking permission to conduct Training Courses on the pattern of Craftsmen Training Scheme leading to affiliation to NCVT.

I Particulars of the proposed Institute/Centre

1. Name/Proposed Name of the Institute. Centre
2. Full address of the Institute/Centre
3. Proposed date of establishment
4. Particulars of the trades/units proposed to be started on the pattern of Craftsmen Training Scheme

Sl No	Trades	No. of Units	Proposed date of start

5. Staff proposed to be appointed.

Sl No	Designation	No. proposed to be appointed	Proposed date of appointment

6. Accommodation proposed to be provided.

Sl No	Nature of room/workshop/laboratory	Area proposed to be provided	Owner or hired

7. Any other particulars of the proposed Institute/Centre.

II Particulars of the Management of the proposed Institute/Centre.

1. Name and address of the individual society controlling/managing the institute
2. Date of establishment of the Managing Society.
3. Provision of spescific by laws/articles authorizing the society to run the institute/centre.
4. Certified copy of the resolution of the Board of Directors/Managing Committee of the Society through which the Institute has been established.
5. Financial status of the Managing Society – Quantum of funds available under the control of the Managing Society.
6. Likely Budget provision for the running of the institute during an academic year.
7. Source of income of the Society to run the institute.
8. Quantum of monthly tuition fees, etc, proposed to be collected from trainees.
9. Name of the person authorized to collect fees.
10. Any other information about the management of the proposed institute/centre.

Norms for Engineering and Non- Engineering trades under Craftsmen Training Scheme
(syllabi of all trades are available at DGE&T website www.dget.nic.in/trade)

Engineering Trades

Sl.No	Name of the Trade ^{Year of revision}	Duration	Unit Size	Space norms (Sq Mt) / Trainee	Power Supply load (KW)	Remarks
	1	2	3	4	5	6
Education Qualification 8th passed						
1	Carpenter	1 year	16	6.00	4	Science subject
2	Foundry man ¹⁹⁹⁸	1 year	16	8.00	11	
3	Mason (Building Constructor) ²⁰⁰⁴	1 year	16	5.00	2.5	
4	Mechanic (Tractor) ¹⁹⁹⁶	1 year	16	3.75*	4.4	
5	Mechanic Agricultural Machinery	2 years	16	4.50** #14.00	13.5	Science subject
6	Painter General	2 years	16	3.50	5	
7	Plumber ²⁰⁰⁴	1 year	16	4.00	2.6	
8	Sanitary Hardware fitter	06 months	16	3.50	4.3	
9	Sheet Metal Worker ¹⁹⁹⁶	1 year	16	5.00	11	
10	Welder (Gas and Electric) ²⁰⁰⁶	1 year	12	5.50	15.4	
11	Wireman ¹⁹⁹⁶	2 years	16	4.00	4.38	
12	Gold Smith	1 Year	16	3.00	5	
10th passed under 10+2 system						
12.	Plastic Processing Operator	1 year	16	@	13.6	
13.	Fitter ^{1997, 2007}	2 years	16	5.50	3.51	
14.	Turner ^{1999, 2007}	2 years	12	9.00	16.35	
15.	Machinist ^{1996, 2007}	2 years	12	10.00	18.32	
16.	Interior Decoration and Designing	01 year	16	4.00***	9.3	
17.	Mechanic (Diesel) ¹⁹⁹⁸	1 year	16	5.25**** #8.50	4.22	
18.	Machinist (Grinder) ¹⁹⁹⁷	2 years	12	8.50	23.4	
19.	Electroplater ¹⁹⁹⁹	2 years	16	3.00	16	
20.	Mech. Repair & Maintenance of Light Vehicles	1 year	16	17.50	6	
21.	Mech. Repair & Maintenance of Heavy Vehicles	1 year	16	31.50	6	
22.	Mech. Repair & Maintenance of Two Wheelers	6 months	16	5.13	1.2	
23.	Mech. Communication Equipment Maintenance	1 year	16	4.50	2	
24.	Mechanic Lens/Prism Grinding	1 year	12	8.40	7.5	

- * Parking room area 188 sq.mt. separate
- ** Parking area 152 sq.mt. separate
- *** One separate room is required for Computer Lab. (4x4mtr.)
- **** Parking room 52 sq.mt.
- @ Adequate space need to be decided

Sl.No	Name of the Trade ^{Year of revision}	Duration	Unit Size	Space norms (Sq Mt) / Trainee	Power Supply load (KW)	Remarks
	1	2	3	4	5	6
25.	Building Maintenance\$	06 months	16	4.00	2.5	
26.	Architectural Assistant	1 year	16	4.00	12.6	
27	Tool & Die Maker (Press Tools, Jigs & Fixtures)	3 years	16	7.00	29.6	Science subject
28	Tool & Die Maker (Dies & Moulds)	3 years	16	7.00	29.6	Science subject
29	Pump Operator-cum-Mechanic ^{1999, 2007}	1 year	16	@	11	Science subject
30	Lift Mechanic	2 years	16	3.5	10	Science subject
31	Mechanic Medical Electronics	2 years	20	6.00*	2	Science & Maths subject
32	Mechanic Consumer Electronics	2 years	20	5.00	2	Science & Maths subject
33	Marine Fitter	2 years	16	16	30	Science & Maths with 50% marks subject
34	Vessel Navigator ²⁰¹⁰	2 years	16	15	20	Science & Maths with 50% marks subject
35	Instrument Mechanic ²⁰⁰⁰	2 years	16	5.00	8.07	Science subject
36	Draughtsman (Mechanical) ^{1996, 2007}	2 years	16	4.00	3.7	Science & Maths subject
37	Maintenance Mechanic (Chemical Plant) ²⁰¹⁰	2 years	16	6.00	13	Science & Maths subject
38	Instrument Mechanic (Chemical Plant) ²⁰¹⁰	(a) 2 years (b) 6 months	16	6.50	8	Science subject Passed B.Sc with Physics & Chemistry
39	Attendant Operator (Chemical Plant) ²⁰¹⁰	(a) 2 years (b) 6 months	16	6.50	13	Science subject Passed B.Sc with Physics & Chemistry
40	Laboratory Assistant (Chemical Plant) ²⁰¹⁰	(a) 2 years (b) 6 months	16	6.00	6	Science subject Passed B.Sc with Physics & Chemistry
41	Information Technology & Electronics System Maintenance ²⁰⁰⁷	2 years	16	5.00	7.2	Science & Maths subject
42	Mechanic (Motor Vehicle) ²⁰⁰²	2 years	16	5.25**	4.8	Science subject
43	Electrician ^{1996, 2007}	2 years	16	6.10	5.2 (for 2 units in one shift)	Science subject
44	Mechanic (Radio & TV) ¹⁹⁹⁶	2 years	16	3.50	3.04	
45	Mechanic-cum-Operator Electronics Communication System	2 years	20	4.00	2	Science subject
46	Mechanic (Refrigeration and Air-Conditioner) ²⁰⁰³	2 years	16	5.00	6.82	Science , Maths subject
47	Mechanic Machine Tools Maintenance ¹⁹⁹⁹	3 years	16	12.00	17	Science subject

Sl.No	Name of the Trade <small>Year of revision</small>	Duration	Unit Size	Space norms (Sq Mt) / Trainee	Power Supply load (KW)	Remarks
	1	2	3	4	5	6
48	Draughtsman (Civil) ^{1996, 2007}	2 years		4.00	3.7	Science , Maths subject
49	Surveyor ^{1997, 2007}	2 years	16	4.00	2	Science , Maths subject
50	Electronic Mechanic ²⁰⁰⁶	2 years	16	3.50	3.04	Science , Maths subject
51	Mechanic Auto Electrical and Electronics	06 months	16	3.5	2.5	Science , Maths subject
52	Spinning Technician ^{New 2008}	2 years	16	32.81	19	
53	Weaving Technician ^{New 2008}	2 years	20	26.25	9.4	
54	Textile Mechatronics ^{New 2008}	2 years	20	12	9	
55	Marine Engine Fitter	1 year	16	5.25	3	Science , Maths subject
56	Textile Wet Processing Technician	2 years	16	6.5	8	Science , Maths subject
Education Qualification 12th Passed under 10+2 system						
57	Mechanic Mechatronics	2 years	16	@	8	Science subject
58	Mechanic Industrial Electronics	2 years	20	5.0	3	Science subject
59	Mechanic Computer Hardware	2 years	20	5.00	4	
60	Operator Advanced Machine Tools	2 years	12	@	25	Science subject
61	Physiotherapy Technician	1 year	16	6.25	3	Science , Maths subject
62	Radiology Technician (Radio Diagnosis & Radiotherapy)	2 years	16	4.69	4	Science , Maths subject

All the syllabus are available on website <http://www.dget.gov.in>

* Inclusive 10 sq.mt.dark room area

** Parking room 156 sq.mt.

@ Not decided

Non-Engineering Trades

	Education Qualification 8th passed					Subjects
Sl no.	Trades	Duration	Unit Size	Space Norms (Sq Mt per trainee)	Power Supply load (KW)	
63	Embroidery and Needle Work ²⁰⁰⁰	1 Year	16	3.50	3.7	
64	Cane Willow and Bamboo Work	1 Year	16	5.00	3.5	
65	Weaving of Silk and Woolen Fabrics	1 year	16	9.00	17	
66	Weaving of Woolen Fabrics	1 year	16	8.00	17	
67	Cutting & Sewing ²⁰⁰²	1 Year	16	3.50	4	
68	Manufacture of Footwear ²⁰⁰⁸	1 year	16	4.50	5.2	
69	Old Age Care	06 months	16	6.25	2	
70	Leather Goods Maker ²⁰⁰⁸ (new name Footwear Management)	1 Year	16	4.50	4	
	Education Qualification 10th Passed under 10+2 pattern					
71	Hair and Skin care ¹⁹⁹⁷	1 year	16	3.00	14	
72	Steward	1 year	16	3.00	8	
73	Craftsman Food Production (General)	1 year	16	6.00	4	
74	Craftsman Food Production (Vegetarian)	1 year	16	6.00	4	
75	Computer Aided Embroidery & Needle Work	6 months	16	3.50	5	
76	Dress Making ¹⁹⁹⁷	1 year	16	3.50	20	
77	Dairying	01 year	25	5.00	3	
78	Baker and Confectioner	1 year	16	6.00	16.6	
79	Driver Cum Mechanic (Light Motor Vehicle)	06 months	16	3.50 (Vehicle parking in common garage)	1.2	
80	Dental Laboratory Equipment Technician	02 years	16	7.50	12	
81	Institution House Keeping	06 months	16	2.00	9.2	
82	Corporate House Keeping	06 months	20	2.00	4.2	
83	Domestic House Keeping	06 months	20	2.00	16.7	
84	Pre/Preparatory School Management (Assistant)	06 months	16	3.00	3	
85	Event Management Assistant	06 months	16	3.50	4	
86	Front Office Assistant	06 months	16	3.50	12.8	
87	Crèche Management	06 months	16	3.00***	2	
88	Cabin/Room Attendant	06 months	16	5.00	2	

SI no.	Trades	Duration	Unit Size	Space Norms (Sq Mt per trainee)		
89						Science subject
90	Preservation of fruits and vegetables ²⁰⁰⁰ (new name Fruit & Vegetable Processing)	1 year	16	4.00	4.7	Science subject
91	Photographer	1 year	16	3.00	7	Science subject
92	Process Cameraman	1 year	16	6.00	4	Science subject
93	Plate Maker-cum-Imposer	1 year	16	4.50	4.2	Science subject
94	Litho – Offset Machine Minder	1 year	16	6.00	4	Science subject
95	Catering & Hospitality Assistant	1 year	16	4.00	19	
96.	Data Entry Operator	06 months	16	3.5	4	Typing Speed 30w.p.m. in English
97	Multimedia Animation to Special Effect	1 year	20	Studio -50sq.mt Lab- 80 Sq.mt.	6	
	Education Qualification 12th Passed under 10+2 pattern					
98	Library & Information Science	06 months	20	0.75	3	
99	Insurance Agent	06 months	25	1.50	2	
100	Network Technician	06 months	16	3.50	5	
101	Tourist Guide	06 months	16	3.50	4	
102	Digital Photographer	01 year	16	3.50	6.5	
103	Fashion Technology	01 year	16	3.50	8.2	
104	Hospital House Keeping	01 year	20	2.00	5	
105	Hospital Waste Management	6 months	16	2000 Sq. ft for one unit	5	
106	Floriculture & Landscaping	06 months	20	1 Hectare plot of land.	2	
107	Health Sanitary Inspector	01 year	20	2.00	4	Science Subjects
108	Medical Transcription	06 months	10	3.50	4	
109	Horticulture	01 year	20	1 Hectare plot of land	2	
110	Stenography (English) ²⁰⁰²	1 year	16	3.00	4.4	
111	Secretarial Practice ¹⁹⁹⁷	1 year	16	3.00	1.8	
112	Stenography (Hindi) ²⁰⁰⁸	1 year	16	3.00	4.4	
113	Desk Top Publishing Operator ²⁰⁰⁴	1 year	16	3.50	4.3	
114	Computer Operator and Programming Assistan ^{t2003,2007}	1 year	20	3. 50	3.45	
115	Travel & Tour Assistant	1 year	16	3.50	4.5	
116	Office Assistant cum Computer Operator	1 year	20	3.50	6	

Addresses of State Directorates

STATE	Designation of Director	Address	Address	Phone nos*
Andhra Pradesh	Commissioner of Employment and Training	B.R.K.Rao Bhawan, 3rd Floor, Tankbund	Hyderabad 500 063	040-23222704
Arunachal Pradesh	Director of Industries	Government of Arunachal Pradesh	Itanagar 791 110	0360-2214943
Assam	Director of Employment and Craftsmen Training	Rehabari	Guwahati 781 008	0361-2548380
Bihar	Director of Employment and Training	New Secretariate, Vikas Bhawan	Patna 800 001	0612-2221142
Chandigarh	Director of Technical Education	Chandigarh Administration	C/O I T I, Sector - 28	0172-2745445
Chattisgarh	Director of Employment & Training	Beryan Bazar	Raipur	0771-2331341
Daman & Diu	Principal ITI	Daman Moti	Daman 396 220	0260-2242800
Delhi	Director of Training & Tech Education	Kasturaba Polytechnic Campus,	Pitam Pura, N Delhi	011-27425341
Goa	Director of Craftsmen Trg.	Junta House Annexe	Panaji 403 001	0832-2437060
Gujarat	Director of Employment and Training	Block No 1,3rd Floor, Dr. Jivraj	Mehta Bhavan, Gandhinagar 382010	079-23253835
Haryana	Director of Ind.Trg.& Voca. Education	30, Bay's Building, Sector - 17	Chandigarh 160 017	0172-2701321
Himachal Pradesh	Director of Tech. Edu.& Voca. Training	Distt. Mandi	Sundernagar 174 401	01907-266120
Jammu & Kashmir	Director of Technical Education	Govt. Polytechnic Premises	Vikrum Chowk, Jammu Tawi 119001	0191-2435190
Jammu & Kashmir	Director of Technical Education	B- Block, Old Secretariat	Srinagar	0194-2479668
Jharkhand	Department of Labour and Training	Nepal House,	Ranchi	0651-2490514
Karnataka	Director of Employment and Training	Kaushalaya Bhawan , Banergatta Road ,Dairy Cicle,	Bangalore 560 029	080-42663102 42122041
Kerala	Director of Employment & Training	Thycaud	Trivandrum 695 014	0471-2323856
Madhya Pradesh	Director of Employment and Training	Block No. 9, Civic Centre	Jabalpur 482 002	0761-2310711
Maharashtra	Director Vocational Education & Training	3, Mahapalika Marg, Dhobi Talao	Bombay 400 001	022-22620603
Manipur	Director of Craftsman Training	D.C. office complex, Old Bldg.	Lamphelpat, Imphal 795 004	0385-2223418
Meghalaya	Director of Employment & Craftsmen Trg.	Government of Meghalaya	Shillong 793 001	223445
Mizoram	Director of Labour & Employment	Dept. of Labour and Employment	Aizwal 796 001	0389-2322734
Nagaland	Director of Employment	Government of	Kohima 797 001	0310-2221349

	&Craftsmen Trg.	Nagaland		
Orissa	Director of Technical Education & Trg.	Killa Maidan	Cuttack 753 001	0674-2301061
Pondicherry	Director B & T	Secretariat Annexe,	Govt. of Pondicherry-605001	0413-2271752
Punjab	Director Tech. Edn. & Industrial Trg.	Takniki Bhawan, Plot No.1, Sector 36-A,	Chandigarh 160036	0172-2613385
Rajasthan	Director of Technical Education	W - 6, Residency Road	Jodhpur 342 001	0291-2430398
Sikkim	Director of Technical Education	Tashiling Annexe	Gangtok-Eo - 737101	03592-2210610
Tamilnadu	Director of Employment & Training,	Govt. of Tamilnadu,	Guindy , Chennai 600 032	044-22324525
Tripura	Director, Dept. of Industries & Commerce	Shilpudyog Bhavan	Gurkhabasti Agartala 799 006	0381-2223826
Uttar Pradesh	Director of Training & Employment	Guru Gobindsingh Marg	Lucknow 226 001	0522-2227450
Uttrakhand	Director of Training & Employment	ITI Haldwani Campus	Haldwani- 263 139	05946-224214 0135-2521145
W. Bengal	Director of Industrial Trng. & Tech Edn.	Bikash Bhavan, 10th Flr, North Block	Salt Lake City, Kolkata 700 091	030-23342837