

DGE&T- 19(6)/2010-CD
Government of India
M/o Labour & Employment
Directorate General of Employment & Training

New Delhi dated 1st October, 2010

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Vocational Training
2. Directors dealing with Vocational Training of all States/ UT Administrations
3. Director, ATI/ Chennai , Hyderabad, Bombay, Kolkata , Kanpur, Ludhiana CSTARI, Kolkata / ATI(EPI)Hydrabad, & Dehradun , FTI Bangalore & Jamshedpur & NIMI Chennai
4. RDAT, Kanpur, Mumbai , Kolkata ,Chennai, Faridabad & Hyderabad

Subject: Item No. 3.803.2 Amendment in the de-affiliation procedure of ITIs/ITCs

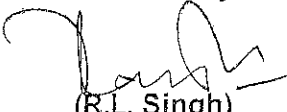
Sir/Madam,

This is to inform you that the 38th meeting of the National Council for Vocational Training (NCVT) under the Chairmanship Hon'ble Minister for Labour & Employment , was held on 31st May, 2010.

The Council recommended following amendment in the existing procedure for de-affiliation, mentioned in **appendix -XX** of the Training Manual for Industrial Training and Centers.

- I. Whenever, Secretary NCVT finds it necessary to carryout evaluation of any ITI/ITC, Secretary NCVT shall request the concerned State Director to constitute a Committee and to carry out inspection for evaluation within a period of 6 weeks. In case, State Director fails to constitute such committee and facilitate inspection of institute within stipulated time period, such committee would be constituted by Secretary NCVT which would carry out necessary evaluation.
 - II. The Standing Committee for evaluation should submit its report to DGE&T/Secretary (NCVT) within 07 days of the inspection. The recommendation of the committee would be placed before sub-committee of NCVT dealing with affiliation for consideration and decision.
 - III. In cases where, Standing Committee for Evaluation could not carry out inspection of institute for reason due to closer of the institute or other wise, the Evaluation Committee will submit the facts to the NCVT and the institute would be considered for de-affiliation/ suspension of affiliation from NCVT by the sub-committee of NCVT dealing with affiliation on the basis of the report.
3. The Government of India has accepted the above recommendations of the Council for implementation with immediate effect. Accordingly, the existing guidelines for de-affiliation of ITIs/ITCs from NCVT has been revised and are given in **annex**. Henceforth , above guide lines would be followed while de-affiliation of ITIs/ITCs from NCVT.

Yours faithfully


(R.L. Singh)

Director of Training
Member secretary NCVT

APPENDIX XX of Training Manual

**Procedure for Evaluation of ITIs/ITCs/Trades/Units which are already Affiliated to NCVT
(Government and Private) – De-affiliation Procedure**

Under the Craftsmen Training Scheme of Government of India , Ministry of Labour prescribed affiliation procedure is followed for granting affiliation to the trades/units which are found up to norms/standards prescribed by NCVT. With the objective of maintaining quality of training at a national level, it is desirable to ensure that such institutes /trades/units which enjoy national status (affiliation to NCVT) continue to maintain the prescribed norms and standards. It is quite possible that an institute/trade/unit in due course of time may fail to maintain the prescribed norms/standards due to negligence of the management. As already contained in the Training Manual, it is desirable that in such a case the institute/trade/unit is evaluated and if facilities are found inadequate, affiliation already granted should be withdrawn. In this regard no procedure has been prescribed so far. Therefore the following procedure is laid down which should be followed for evaluation of the trades / units at an ITI (Government / Private) which are already affiliated to NCVT.

1. A notice should be issued to the management of ITIs/ITCs for evaluation of their institutes as per Annexure – I to this procedure.
2. Periodical inspections as envisaged in the Training Manual, should be conducted by the respective State Directorates/UT Administrations and RDATs under DGET, Ministry of Labour. If infrastructural facilities in respect of a trade / unit (already affiliated to NCVT) at an institute (Government / Private) are found to be below the prescribed norms / standards and inadequate, it should be reported to the concerned State Director / UT Administrator by the inspecting officer / team, forwarding the relevant inspection report and highlighting the details of deficiencies / discrepancies observed during the inspection.
3. Either on the basis of inspections as stated at para 2 above or otherwise when it comes to the notice/knowledge of the concerned State Director (dealing with Craftsmen Training Scheme) that a particular ITI/ITC, in specific trades/units is either not conducting training as per curriculum and/or is lacking in maintaining the norms/standards prescribed by NCVT, he may initiate action and constitute Standing Committee for evaluation of the institute under intimation to the Director of Training , DGET, Ministry of Labour.

Similarly when it comes to the notice/knowledge of the Directorate General of Employment and Training, Ministry of Labour, the Director of Training (Secretary NCVT) may inform the concerned State Director and request him to constitute a Standing Committee for evaluation and get the institute/trade/unit inspected.

4. The Standing Committee for evaluation shall be constituted by the concerned State Director/UT Administrator or the same lines as is done for considering affiliation. The composition of above committee shall be as under:
 1. *One member to be nominated by the Secretary of the NCVT/ or his/her representative - Chairperson.
 2. *One member to be nominated by State Director in-charge of Craftsmen Training - member.

3. ****Two members to be nominated by SCVT (one technical expert from Industry and other the technical expert representing a trade union) - member.**

4. The State Director may co-opt one/two experts in the relevant trade/ trades.

(a)**Representatives from Govt. Departments should be a Group 'B' Gazetted (technical) officer or above; and*

(b)***Representatives from trade union should be responsible office bearer and from Industry, should be of the rank of Deputy/Assistant Manager depending on whether it is medium scale/large scale industry.*

Note: No two members should be from same department.

NOTE : At least three members (one representative of the Secretary NCVT, one representative of the State Directorate and anyone other) will form quorum.

5. As stated at (3) and (4) above, the Standing Committee for evaluation shall be constituted by the concerned State Director and necessary arrangements for inspections of ITIs/ITCs shall be made by him. A notice should be issued to the management of the ITI/ITC for inspection of the institute by the Standing Committee as per Annexure II to this procedure. The standing committee shall inspect the Institute and verify the existing infrastructural facilities, viz. Staff accommodation, workshop buildings, tools, shop outfits, equipment etc. as per prescribed norms/standards and conduct of training in relevant trades/units.

6. The committee shall prepare their report, the same day on the same proforma which has been prescribed for considering affiliation. Deficiencies/discrepancies observed at institute should be clearly mentioned in the appropriate columns of the proforma. The committee shall make their specific recommendations on the following lines:

(i) The trades of are

(Names of trades with units)

recommended for continuance of affiliation. The management of the institute should be informed of the minor deficiencies/discrepancies observed at the institutes for taking expeditious action to make them up within a stipulated period.

(ii) The trades of.....are

(Names of trades with units)

Recommended for de-affiliation i.e. withdrawal of affiliation granted to them,

7. Five copies of the report should be taken by the representative of the State Director and one copy should be collected by the representative of the secretary, NCVT. Subsequently, 4 copies of the inspection report should be forwarded by the concerned State Director to DGET Headquarters if de-affiliation or withdrawal of affiliation has been recommended by the committee for certain trades/units.

8. The Inspection report should be scrutinized in the Directorate General of Employment and Training. After scrutiny of the report if Secretary, NCVT thereon , should be forwarded to the members of the sub-committee of NCVT dealing with affiliation for their consideration and approval.

9. After obtaining due approval of the members of the subcommittee, de-affiliation order shall be issued to the concerned State Director with a copy to the concerned Institute. On the basis of this order, in the case of a private institute, the State Director should issue de-affiliation order to the Management of the Institute. In case of a Government Institute, similar appropriate action shall be taken by State Director.
10. From the date of the issue of such an order by the State Director the relevant trades/units will stand de-affiliated. However, the existing batch of trainees if otherwise eligible should be permitted by the state Director to appear in the ensuing All India Trade Test. Further admission of trainees should be stopped from the next session onwards.
11. When deficiencies/discrepancies are made up, the institute/trade/unit can be re-started by the management in accordance with the existing affiliation procedure.
12. Whenever, Secretary NCVT finds it necessary to carryout evaluation of any ITI/ITC, Secretary NCVT shall request the concerned State Director to constitute a Committee and to carry out inspection for evaluation within a period of 6 weeks. In case, State Director fails to constitute such committee and facilitate inspection of institute within stipulated time period, such committee would be constituted by Secretary NCVT which would carry out necessary evaluation.
13. The Standing Committee for evaluation should submit its report to DGE&T/Secretary (NCVT) within 07 days of the inspection. The recommendation of the committee would be placed before sub-committee of NCVT dealing with affiliation for consideration and decision.
14. In case where, the institute listed for inspection for evaluation, found closed by the Standing Committee for evaluation on the scheduled date of inspection, the Evaluation Committee will submit the facts to the NCVT and the institute would be considered for de-affiliation/ suspension of affiliation from NCVT by the sub-committee of NCVT dealing with affiliation on the basis of the report.

Notice to be Issued to Management of ITIs/ITCs by State Directors/UT Administrators under the Procedure for Evaluation of ITIs/ITCs/Trades/Units which are already affiliated to NCVT (Government and Private)--De-affiliation procedure.

Notice to the Management of ITIs/ITCs for evaluation of their institutes.

The trades/units at your institute namely.....as mentioned below are affiliated to NCVT.....

S.No.	Trades with units existing at the ITI/ITC	Units affiliated to NCVT
1	2	3

You are supposed to provide and maintain infrastructural facilities and conduct training as per prescribed norms/standards in these trades/units for continuance of affiliation. As and when considered desirable your institute may be inspected by standing committee, constituted by the State Director as per prescribed procedure to ensure that all the training facilities are being provided continuously. You should render necessary cooperation and assistance to committee for inspecting the institute/trades/units.

You are hereby informed that if infrastructural facilities are not found adequate as per norms/standards, the trades/units already affiliated to NCVT may be de-affiliated in accordance with prescribed procedure. You are also informed that if Standing Committee is not allowed to inspect the institute or necessary cooperation is not rendered for inspection, it may be viewed seriously by the State Government.

The above notice is to be issued through registered post to the management of all the ITIs/ITCs by the concerned State Director/UT Administrators once in every year in the month of January/February.

Notice to be Issued to Management of ITIs/ITCs by State Directors/UT Administrators under Procedure for Evaluation of ITIs/ITCs/Trades/Units which are already affiliated to NCVT (Government and Private Both)--De-affiliation procedure.

Notice to the Management of ITIs/ITCs for inspection of the institute by the Standing Committee.

It has come to our notice that your institute does not maintain infrastructural facilities as per prescribed norms/standards in the trades/units which have already been granted affiliation to NCVT. Therefore it has been decided to get your institute inspected on.....(date) by Standing Committee constituted to ascertain availability of infrastructural facilities therein. You are hereby informed that if facilities provided and training imparted in the affiliated trades/units are not found adequate as per prescribed norms/standards, these trades/units may be de-affiliated in accordance with the prescribed procedure for evaluation.

You are requested that all necessary assistance and cooperation is extended to the Committee for inspecting the ITIs/ITCs/Trades/Units on the fixed date. It is informed that if the Standing Committee is not allowed to inspect the institute or necessary cooperation is not extended to the committee, it may be viewed seriously by the State Govt."

The above notice is to be issued by the concerned State Director/UT Administrator to the management of the ITI/ITC through registered post at least 30 days before the date of inspection.

DGE&T- 19(10)/2010-CD
Government of India
M/o Labour & Employment
Directorate General of Employment & Training

Dated 29/9/2010

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Vocational Training
2. Directors dealing with Vocational Training of all States/ UT Administrations
3. Director, ATI Hyderabad, ATI Bombay, ATI Kolkata , ATI Kanpur, ATI Ludhiana, Principal CTI, Chennai

Item No. 3804.3: Abolition of provision for 3 months POT modules for instructors having 5 years and more experience as on July,2004 to designate them as trained instructors for trades where instructor training facilities are available.

Sir,

I am directed to inform you that the 38th meeting of the National Council for Vocational Training (NCVT) under the Chairmanship Hon'ble Minister of Labour & Employment , was held on 31st May,2010. Abolition of provision for 3 months POT modules for instructors having 5 years and more experience as on July,2004 to designate them as trained instructors was discussed in the meeting vide item No.3804.3 of agenda.

It was experienced that provision for POT training of 3 months duration for instructors having 5 years and more experience as on July, 2004, as one time relaxation, made vide letter No. DGE&T 19(2)/2004-CD dated 19th/22nd July,2004 was affecting badly the quality of delivery of training. Therefore, the Council recommended to abolish the above provision with immediate effect. The council also deliberated on various issues relating to quality of trainers of ITIs/ITCs and approved the following for implementation with immediate effect:

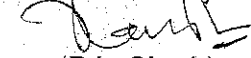
1. Withdrawal of orders issued vide letter No. DGE&T 19(2)/2004-CD dated 19th/22nd July,2004 regarding special provision of 3 month POT training for instructors having 5 years and more experience as on July, 2004 and giving them status of trained instructors.
2. DGE&T shall prepare a proper scheme/ plan for the training of untrained instructor based on requirement on number of untrained instructor provided by respective State Govts.
3. All the existing instructors should be trained in all the modules with in a period of three years. Trades where DGE&T have insufficient/no capacity, possibility will be explored to arrange training in modules with the help of appropriate institutes in the public / private sector having such competency.
4. After a period of three years, any institute desirous of getting affiliation for new/additional trades/units , has to be ensured that there should not be any untrained instructors for already affiliated trades/units in that institutes.
5. All the instructors must attend 2 week refresher training programme every alternate year arranged by DGE&T / State Directorate/ IMCs. TA/DA for these programme will not be necessarily be paid by DGE&T.
6. Vocational Instructors of ITIs/ITCs should be promoted to higher post only after they possess Craft Instructor Certificate.

Contd..

Government of India has accepted the above recommendation of the council for implementation with immediate effect. Accordingly, following norms should be followed with immediate effect.

1. Henceforth instructors would not be given the status of trained instructor in accordance with order issued vide letter No. DGE&T 19(2)/2004-CD dated 19th/22nd July, 2004 .
2. The instructors must be trained in all the modules as per NCVT norms and must possess National Craft Instructors Certificate to give them the status of trained instructors.
3. Vocational Instructors of ITIs/ITCs should be promoted to higher post only after they possess National Craft Instructors Certificate.
4. In order to ensure that training is delivered only by trained instructor, ITIs/ITCs/ any other institute affiliated to NCVT must depute 20-30% instructors every year for "Training of Trainers Programme" so that all the existing instructors are trained during a period of three years and . Thereafter, NCVT affiliation for new/additional trades/units in any ITI/ITCs would be granted only after ensuring that there are no untrained instructors for already affiliated trades/units in that ITIs/ITCs.

Yours faithfully



(R.L. Singh)

Director of Training
Member secretary NCVT

Copy to:

1. Director CSTA RI, Kolkata / ATI(EPI)Hydrabad, & Dehradun , FTI Bangalore & Jamshedpur & NIMI Chennai
2. RDAT Kanpur, Mumbai , Kolkata ,Chennai, Faridabad & Hyderabad
3. Principal MITI, Haldwani, Calicut, Jodhpur, Choudwar, NVTI, New Delhi and all RVTIs
4. All officers up to JDT level of DGE& (HQ)



(Anita Srivastava)
Dy. Director of Training

Copy for information : PS to Minister of Labour & Employment, PS to MoS (L&E),

PS to Secretary (L&E), PS to DG/JS

DGE&T-19(12) / 2010-CD
Government of India
M/o Labour & Employment
Directorate General of Employment & Training

Dated 28th September,2010

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Vocational Training
2. Directors dealing with Vocational Training of all States/ UT Administrations
3. Director, ATI Hyderabad, ATI Bombay, ATI Kolkata , ATI Kanpur, ATI Ludhiana, Principal CTI, Chennai

Subject: Appointment of two Instructors for two units of each trade with different qualifications

Sir,

Your kind attention is invited to our earlier letter of even No. dated 6th August,2010 on the above subject where in it was informed that institutes (ITIs/ITCs) desirous of taking 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.

It has been brought to our notice that the above instruction is not clear about the appointment of instructors in the trades in which, one unit is already running in the it is/ITCs and it they apply for the other unit of same trade. In this regard following is informed:

- i) If the institute has odd number of affiliated trade units, it can apply for one unit to make it even. Subsequently the institute would apply for even units for affiliation.
- ii) Qualification of the instructors should be such that for every two units one instructors should be with Diploma/Degree in relevant branch of engineering from recognized board/university and experience prescribed by NCVT.


Yours faithfully


(R.L. Singh)

Director of Training
Member secretary NCVT

Copy to,

1. Director CSTA RI, Kolkata / ATI(EPI)Hydrabad, & Dehradun , FTI Bangalore & Jamshedpur & NIMI Chennai
2. RDAT Kanpur, Mumbai , Kolkata ,Chennai, Faridabad & Hyderabad
3. Principal MITI, Haldwani, Calicut, Jodhpur, Choudwar, NVTI, New Delhi and all RVTIs
4. All officers up to JDT level of DGE& (HQ)
- 5.


(Anita Srivastava)

DGE&T-19(13) / 2010-CD
Government of India
M/o Labour & Employment
Directorate General of Employment & Training

Dated 30th September,2010

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Vocational Training
2. Directors dealing with Vocational Training of all States/ UT Administrations
3. Director, ATI Hyderabad, ATI Bombay, ATI Kolkata , ATI Kanpur, ATI Ludhiana, Principal CTI, Chennai

Subject: Item No.3804.6: Extending trainers training facilities of DGE&T institutes for training of trainers of Basic Training Centres of establishments implementing Apprentices Act 1961.


Sir,

I am directed to inform you that the 38th meeting of the National Council for Vocational Training (NCVT) under the Chairmanship Hon'ble Minister of Labour & Employment , was held on 31st May,2010. **Extending trainers training facilities of DGE&T institutes for training of trainers of Basic Training Centres of establishments implementing Apprentices Act 1961** was discussed in the meeting vide item No.3804.6 of agenda.

The council, approved the proposal for permitting instructors of BTCs of establishments implementing Apprentices Act, 1961, to avail facility for instructors training programmes in various modules including "Training Methodology" module offered at DGE&T field institutes. The council also approved that such instructor should be treated at par with sponsored candidates of state governments for admission purposes and tuition fee should be charged as per norms from them.

Government of India has accepted the above recommendation of council for implementation with immediate effect. Henceforth, instructors of BTCs of establishments implementing Apprentices Act, 1961, are permitted to take admission in instructors training programmes in various modules including "Training Methodology" offered at DGE&T field institutes & other institutes offering instructor training programme. Such instructor should be treated at par with sponsored candidates of state governments for admission purposes and appropriate tuition fee as per norms be charged from them.

Yours faithfully



(R.L. Singh)

Director of Training
Member secretary NCVT

DGE&T-19(14) / 2010-CD
Government of India
M/o Labour & Employment
Directorate General of Employment & Training

Dated 27th January,2011

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Vocational Training
2. Directors dealing with Vocational Training of all States/ UT Administrations

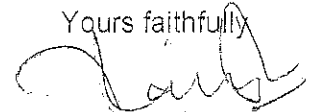
Subject: Withdrawal of order NO. DGE&T-19(14) / 2010-CD dated 30th September,2010 regarding extending the number of years for passing All India Trade Test of Craftsmen for candidates from three to five years.

Sir,

This is in continuation of our earlier letter of even No dated 30th September,2010 where in it was informed that the NCVT during its 38th meeting agreed to increase the number of years for passing All India Trade Test of Craftsmen for candidates from existing three to five years. Accordingly, five chances would be given to a trainee within a period of five years to pass the All India Trade Test for the award of National Trade Certificate.

In this regard it is clarified that NCVT during its 38th meeting did not agree to increase the number of years for passing All India Trade Test of Craftsmen for candidates from existing three to five years. Therefore, order NO. DGE&T-19(14) / 2010-CD dated 30th September,2010 is withdrawn and status -quo would be maintained . Failed trainees would be given additional five chances with in a period of three years only for passing All India Trade Test of Craftsmen for the award of National Trade Certificate.

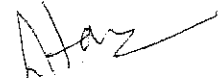
Yours faithfully


(R.L. Singh)

Director of Training
Member secretary NCVT

Copy to:

1. Director, ATI Hyderabad, ATI Bombay, ATI Kolkata , ATI Kanpur, ATI Ludhiana, Principal CTI, Chennai
2. Director COSTA RI, Kolkata / ATI(EPI)Hydrabad, & Dehradun , FTI Bangalore & Jamshedpur & NIMI Chennai
3. RDAT Kanpur, Mumbai , Kolkata ,Chennai, Faridabad & Hyderabad
4. Principal MITI, Haldwani, Calicut, Jodhpur, Choudwar, NVTI, ~~NOIDA~~ and all RVTIs
5. All officers up to JDT level of DGE& (HQ)
6. TTC of DGE&T



(Anita Srivastava)
Dy. Director of Training

DGE&T-19(14) / 2010-CD
Government of India
M/o Labour & Employment
Directorate General of Employment & Training

Dated 30th September,2010

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Vocational Training
2. Directors dealing with Vocational Training of all States/ UT Administrations
3. Director, ATI Hyderabad, ATI Bombay, ATI Kolkata , ATI Kanpur, ATI Ludhiana, Principal CTI, Chennai
4. Director CSTA RI, Kolkata / ATI(EPI)Hydrabad, & Dehradun , FTI Bangalore & Jamshedpur & NIMI Chennai

Subject: Item No. 3804.7: Extending the number of years for passing All India Trade Test of Craftsmen for candidates from three to five years.


Sir,

I am directed to inform you that the 38th meeting of the National Council for Vocational Training (NCVT) under the Chairmanship Hon'ble Minister of Labour & Employment , was held on 31st May,2010. Extending the number of years for passing All India Trade Test of Craftsmen for candidates from three to five years was discussed in the meeting vide item No.3804.7 of agenda.

The council agreed to increase the number of years for passing All India Trade Test of Craftsmen for candidates from existing three to five years.

Government of India has accepted the above recommendation of council for implementation with immediate effect. Henceforth, five chances would be given to a trainee within a period of five years to pass the All India Trade Test for the award of National Trade Certificate.

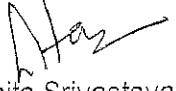
Yours faithfully


(R.L. Singh)

Director of Training
Member secretary NCVT

Copy to:

1. R DAT Kanpur, Mumbai , Kolkata ,Chennai, Faridabad & Hyderabad
2. Principal MITI, Haldwani, Calicut, Jodhpur, Choudwar, NVTI, New Delhi and all RVTIs
3. All officers up to JDT level of DGE& (HQ)


(Anita Srivastava)
Dy. Director of Training

Copy for information : PS to Minister of Labour & Employment, PS to MoS (L&E), PS to Secretary (L&E), PS to DG/JS

DGE&T-19(15) / 2010-CD
Government of India
M/o Labour & Employment
Directorate General of Employment & Training

Dated 20th September, 2010
22nd

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Vocational Training
2. Directors dealing with Vocational Training of all States/ UT Administrations
3. Director, ATI Hyderabad, ATI Bombay, ATI Kolkata , ATI Kanpur, ATI Ludhiana, Principal CTI, Chennai

Subject: Item No 3804.8: Removing the bar of upper age limit for admission under Craftsmen Training.

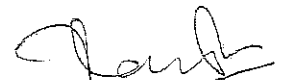
Sir,

This is to inform you that the 38th meeting of the National Council for Vocational Training (NCVT) under the Chairmanship Hon'ble Minister of Labour & Employment , was held on 31st May, 2010. Removing the bar of upper age limit for admission under Craftsmen Training was discussed in the meeting vide item No.3804.8 of Agenda.

The council, after deliberation, approved removal of the bar of upper age limit for trainees seeking admission in courses under Craftsmen Training Scheme.

Government of India has accepted the above recommendation of the Council for implementation. Accordingly, candidates having age of 14 years and above are permitted to take admission in ITIs/ITCs affiliated to NCVT.


Yours faithfully


(R.L. Singh)

Director of Training
Member secretary NCVT

Copy to,

1. Director CSTARI, Kolkata / ATI(EPI)Hydrabad, & Dehradun , FTI Bangalore & Jamshedpur & NIMI Chennai CSTA
2. RDAT Kanpur, Mumbai , Kolkata ,Chennai, Faridabad & Hyderabad
3. Principal MITI, Haldwani, Calicut, Jodhpur, Choudwar, NVTI, New Delhi and all RVTIs
4. All officers up to JDT level of DGE& (HQ)


(Anita Srivastava)

Dy. Director of Training

Copy for information : PS to Minister of Labour & Employment, PS to MoS (L&E), PS to Secretary (L&E), PS to DG/JS

DGE&T- 19(16)/2010-CD
Government of India
M/o Labour & Employment
Directorate General of Employment & Training

Dated 26/10/2010

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Vocational Training
2. Directors/Commissioners dealing with Vocational Training of all States/ UT Administrations
3. Director, ATI Hyderabad, ATI Bombay, ATI Kolkata , ATI Kanpur, ATI Ludhiana,
4. Principal CTI, Chennai , MITI, Haldwani, Calicut, Jodhpur, Choudwar, NVTI, Noida and all RVTIs

Subject: Item No. 3804.10 : Reviewing the provisions for setting up of workshops in multi-storied building.

Sir/Madam,

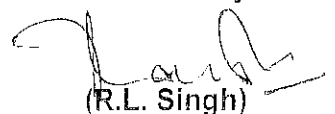
I am directed to inform you that the 38th meeting of the National Council for Vocational Training (NCVT) under the Chairmanship Hon'ble Minister of Labour & Employment was held on 31st May, 2010 was discussed vide item No.3804.10 of agenda.

Keeping in view the escalating cost of land, and non availability of required land in urban areas, metropolitan and other cities, the council deliberated and approved vertical expansion, with multi storied design for workshop with a condition that trades with heavy machineries to be housed only in the ground floor and remaining trades may be housed at any floor. Further, before housing any trade involving machineries at any floor other than ground floor, a certificate regarding safety/suitability of structure to house that trade from Civil/Structural Engineer would be necessary. It was also approved that as per building bye laws, buildings having more than three floors, provision of lift would be mandatory.

Government of India has accepted the above recommendation of council for implementation with immediate effect. Accordingly, Workshop of following trades requiring heavy machinery must be accommodated on ground floor.

Welder, Foundryman , Mechanic Tractor, Mechanic Diesel, Mechanic Motor Vehicle, Fitter, Turner, Machinist, Sheet Metal Worker, Carpenter, Machinist Grinder, Tool and Die Maker, Building Constructor(Mason) & any other having single machinery weighing more than 200 Kg. Remaining trades may be housed at any floor. However, as per building bye laws, buildings having more than three floors, provision of lift is mandatory

Yours faithfully


(R.L. Singh)

Director of Training
Member secretary NCVT

DGE&T-19(18) / 2010-CD
Government of India
M/o Labour & Employment
Directorate General of Employment & Training

Dated 9th August, 2010

16th

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Vocational Training
2. Directors dealing with Vocational Training of all States/ UT Administrations
3. Directors - ATI Hyderabad, ATI Bombay, ATI Kolkata , ATI Kanpur, ATI Ludhiana, Principal CTI, Chennai
4. Directors - RDAT Kanpur, Mumbai , Kolkata ,Chennai, Faridabad & Hyderabad

Subject: Re-constitution of Standing Committee for inspection

Sir,

This is to inform you that the 38th meeting of the National Council for Vocational Training (NCVT) under the Chairmanship Hon'ble Minister of Labour & Employment , was held on 31st May, 2010. Re-constitution of Standing Committee for inspection was discussed in the meeting vide item No.3804.11 of agenda.

Following composition of Standing Committee for inspection of ITIs/ITCS for affiliation purpose have been approved by Government of India for implementation with immediate effect.

1. *One member to be nominated by the Secretary of the NCVT/ or his/her representative - Chairperson.
2. *One member to be nominated by State Director in-charge of Craftsmen Training - member.
3. **Two members to be nominated by SCVT (one technical expert from Industry and other the technical expert representing a trade union) - member.
4. The State Director may co-opt one/two experts in the relevant trade/ trades.

(a)*Representatives from Govt. Departments should be a Group 'B' Gazetted (technical) officer or above; and

(b)**Representatives from trade union should be responsible office bearer and from Industry, should be of the rank of Deputy/Assistant Manager depending on whether it is medium scale/large scale industry.

Note: No two members should be from same department.

It is requested that above composition of Standing Committee for inspection of ITIs/ITCs for affiliation purpose should be strictly followed while its constitution by respective state governments.

Yours faithfully



(R.L. Singh)

Director of Training
Member secretary NCVT

DGE&T-19(19) / 2010-CD
Government of India
M/o Labour & Employment
Directorate General of Employment & Training

Dated 24th March, 2011

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Vocational Training
2. Directors dealing with Vocational Training of all States/ UT Administrations

Subject: - Introduction of IT literacy courses in Govt. and Pvt. ITIs - regarding.

Sir/Madam,

This is to inform that National Council for Vocational Training (NCVT) during its 38th meeting held on 31st May, 2010 under the Chairmanship Hon'ble Minister of Labour & Employment approved Introduction of IT literacy courses in Govt. & Pvt. ITIs from session starting from August, 2011.. Accordingly, all the State Govts. / UT Administration were requested to introduce IT literacy courses in their state vide DGE&T letter no. 19(19)/2010 dated 15.10.2010 .

In view of above, you are requested to introduce IT literacy programme in your State as per curricula for Basic Computer Course (BCC) prepared by DOEACC and approved by DGE&T (copy enclosed). The syllabus also available at DGE&T website: www.dget.nic.in DOEACC has been approved as one of the assessing and certification bodies for assessment & certification of trainees for this course. Any similar institution set up by the State Govt. for certification can also be designated for certification, by respective State Directorates. The DOEACC would develop study material and e-learning package for mass scale training in the course. It would be available on internet free of cost. Examination fee of Rs. 200/- for BCC examination would be charge by DOEACC. This rate have been approved by DGE&T.

The existing infrastructure of Govt. & Pvt ITIs could be used to implement this training programme. The responsibility of training would rest with the institutes. After successfully passing the exam for BCC, certificate would be issued by DOEACC.

Yours faithfully



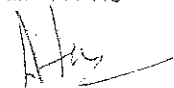
(R.L. Singh)

Director of Training

Member secretary NCVT

Copy to:

1. Director, ATI Hyderabad, ATI Mumbai, ATI Kolkata , ATI Kanpur, ATI Ludhiana, Principal CTI, Chennai
2. Director CSTA RI, Kolkata / ATI(EPI)Hydrabad, & Dehradun , FTI Bangalore & Jamshedpur & NIMI Chennai
3. RDAT Kanpur, Mumbai , Kolkata ,Chennai, Faridabad & Hyderabad
4. Principal MITI, Haldwani, Calicut, Jodhpur, Choudwar, NVTI, Noida and all RVTIs
5. All officers up to JDT level of DGE& (HQ)
6. TTC of DGE&T



(Anita Srivastava)

DGE&T- 19(19)/2010-CD
Government of India
M/o Labour & Employment
Directorate General of Employment & Training

Dated 15/10/2010

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Vocational Training
2. Directors/Commissioners dealing with Vocational Training of all States/ UT Administrations
3. Director, ATI Hyderabad, ATI Bombay, ATI Kolkata , ATI Kanpur, ATI Ludhiana,
4. Principal CTI, Chennai , MITI, Haldwani, Calicut, Jodhpur, Choudwar, NVTI, Noida and all RVTIs

Subject: Item No. 3804.12: Introduction of IT literacy courses in ITIs/ITCs.

Sir/Madam,

I am directed to inform you that the 38th meeting of the National Council for Vocational Training (NCVT) under the Chairmanship Hon'ble Minister of Labour & Employment was held on 31st May, 2010 was discussed vide item No.3804.13 of agenda.

As computer literacy is demand of labour market, it was proposed to make IT literacy course compulsory for the trainees of ITIs/ ITCs. The issue was deliberated and the council approved to make the IT literacy course compulsory for all the training schemes of DGE&T. The council also approved the following guide lines in this regard:

1. DOEACC be approved as one of the assessing and certification bodies for assessment of trainees. Any similar institution set up by the State Govt. for certification can also be designated for certification, by respective State Directorates
2. NTC shall be issued only after passing this IT literacy course.
3. This decision will be effective from session starting from August, 2011.
4. The DOEACC would develop study material and e-learning package for mass scale training in the course. It would be available on internet free of cost.
5. The existing infrastructure of ITIs can be used to implement this training programme.
6. The responsibility of training would rest with the institute/centre.
7. DOEACC would decide the fee charged (if any) in consultation with DGE&T and concerned State Governments.

Government of India has accepted the above recommendation of council for implementation from session starting from August, 2011. Thereafter, IT literacy will be made a compulsory course for trainees under going training in ITI/ITCs under Craftsmen Training Scheme. A curriculum on Basic Computer Course has been prepared by DOEACC and the copy is enclosed for ready reference. The same is also available on website of DGE&T and DOEACC.

In view of above, you are requested to initiate action for introduction of IT literacy programme in ITIs/ITCs in your state as per the approved curricula. The existing infrastructure of ITIs can be used to implement this training programme. DOEACC has been approved as one of the assessing and certification bodies for the purpose. Any similar institution /organization set up by State Government for certification can also be designated for training and certification only with approval from NCVT. The fee charged by DOEACC/ any other agencies should be decide in consultation with DGE&T concerned State Governments.

Yours faithfully

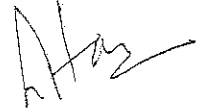


(R.L. Singh)

Director of Training
Member secretary NCVT

Copy to:

1. Shri M.M. Tripathi, Joint Director, DOEACC Society, Electronics Niketan, 6, CGO Complex, Lodi Road, New Delhi-110003
2. Director CSTA RI, Kolkata / ATI(EPI) Hyderabad & Dehradun , FTI Bangalore & Jamshedpur & NIMI Chennai
3. RDAT Kanpur, Mumbai , Kolkata ,Chennai, Faridabad & Hyderabad
4. All officers up to JDT level of DGE& (HQ)



(Anita Srivastava)
Dy. Director of Training

Copy for information : PS to Minster of Labour & Employment, PS to MoS (L&E), PS to Secretary
(L&E), PS to DG/JS

Enc: as stated above

Basic Computer Course (BCC)

Objective: The course is designed to aim at imparting a basic level appreciation programme for the common man. After completing the course the incumbent is able to use the computer for basic purposes of preparing his personnel/business letters, viewing information on internet (the web), sending mails etc. This allows a common man or housewife to be also a part of computer users list. This would also aid the PC penetration program. This helps the small business communities, housewives to maintain their small account using the computers and enjoy in the world of Information Technology.

Duration: Theory : 10 hrs.
 Practical : 22 hrs.
 Tutorial : 04 hrs.

Syllabus Outline:

	Theo ry	Tutori als	Practical
1. Knowing computer	1	1	1
2. Operating Computer using GUI Based Operating System	2	0	4
3. Understanding Word Processing	2	1	6
4. Using Spread Sheet	1	1	4
5. Communicating using the Internet	1	0	2
6. WWW and web browsers	1	0	2
7. Communications And Collaboration	1	0	2
8. Making small presentation	1	1	1
Grand Total	10	4	22

DETAILED SYLLABUS

1. KNOWING COMPUTER

- 1.0 Introduction
- 1.1 Objectives
- 1.2 What is Computer?
 - 1.2.1 Basic Applications of Computer
- 1.3 Components of Computer System
 - 1.3.1 Central Processing Unit
 - 1.3.2 Keyboard, mouse and VDU
 - 1.3.3 Other Input devices
 - 1.3.4 Other Output devices
 - 1.3.5 Computer Memory
- 1.4 Concept of Hardware and Software
 - 1.4.1 Hardware
 - 1.4.2.1 Application Software
 - 1.4.2.2 Systems software
 - 1.4.2 Software
- 1.5 Concept of computing, data and information
- 1.6 Applications of ICT
 - 1.6.1 e-governance
 - 1.6.2 Entertainment
- 1.7 Bringing computer to life
 - 1.7.1 Connecting keyboard, mouse, monitor and printer to CPU
 - 1.7.2 Checking power supply
- 1.8 Summary
- 1.9 Model Answers

2. OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM

- 2.0 Introduction
- 2.1 Objectives
- 2.2 Basics of Operating System
 - 2.2.1 Operating system
 - 2.2.2 Basics of popular operating system (LINUX, WINDOWS)
- 2.3 The User Interface
 - 2.3.1 Task Bar
 - 2.3.2 Icons
 - 2.3.3 Menu
 - 2.3.4 Running an Application
- 2.4 Operating System Simple Setting
 - 2.4.1 Changing System Date And Time
 - 2.4.2 Changing Display Properties
 - 2.4.3 To Add Or Remove A Windows Component
 - 2.4.4 Changing Mouse Properties
 - 2.4.5 Adding and removing Printers
- 2.5 File and Directory Management
 - 2.5.1 Creating and renaming of files and directories
- 2.6 Common utilities
- 2.7 Summary
- 2.8 Model Answers

3. UNDERSTANDING WORD PROCESSING

- 3.0 Introduction
- 3.1 Objectives

- 3.2 Word Processing Basics
 - 3.2.1 Opening Word Processing Package
 - 3.2.2 Menu Bar
 - 3.2.3 Using The Help
 - 3.2.4 Using The Icons Below Menu Bar
- 3.3 Opening and closing Documents
 - 3.3.1 Opening Documents
 - 3.3.2 Save and Save as
 - 3.3.3 Page Setup
 - 3.3.4 Print Preview
 - 3.3.5 Printing of Documents
- 3.4 Text Creation and manipulation
 - 3.4.1 Document Creation
 - 3.4.2 Editing Text
 - 3.4.3 Text Selection
 - 3.4.4 Cut, Copy and Paste
 - 3.4.5 Spell check
 - 3.4.6 Thesaurus
- 3.5 Formatting the Text
 - 3.5.1 Font and Size selection
 - 3.5.2 Alignment of Text
 - 3.5.3 Paragraph Indenting
 - 3.5.4 Bullets and Numbering
 - 3.5.5 Changing case
- 3.6 Table Manipulation
 - 3.6.1 Draw Table
 - 3.6.2 Changing cell width and height
 - 3.6.3 Alignment of Text in cell
 - 3.6.4 Delete / Insertion of row and column
 - 3.6.5 Border and shading
- 3.7 Summary
- 3.8 Model Answers

4. USING SPREAD SHEET

- 4.0 Introduction
- 4.1 Objectives
- 4.2 Elements of Electronic Spread Sheet
 - 4.2.1 Opening of Spread Sheet
 - 4.2.2 Addressing of Cells
 - 4.2.3 Printing of Spread Sheet
 - 4.2.4 Saving Workbooks
- 4.3 Manipulation of Cells
 - 4.3.1 Entering Text, Numbers and Dates
 - 4.3.2 Creating Text, Number and Date Series
 - 4.3.3 Editing Worksheet Data
 - 4.3.4 Inserting and Deleting Rows, Column
 - 4.3.5 Changing Cell Height and Width
- 4.4 Formulas and Function
 - 4.4.1 Using Formulas
 - 4.4.2 Function
- 4.5 Summary
- 4.6 Model Answers

5. COMMUNICATION USING THE INTERNET

- 5.0 Introduction
- 5.1 Objectives
- 5.2 Basic of Computer Networks
 - 5.2.1 Local Area Network (LAN)
 - 5.2.2 Wide Area Network (WAN)
- 5.3 Internet
 - 5.3.1 Concept of Internet
 - 7.5.3 Applications of Internet
 - 7.5.4 Connecting to the Internet
 - 7.5.5 Troubleshooting
- 5.4 Summary
- 5.5 Model answers

6. WWW AND WEB BROWSER

- 6.0 Introduction
- 6.1 Objectives
- 6.2 World Wide Web (WWW)
- 6.3 Web Browsing Softwares
 - 6.3.1 Popular Web Browsing Softwares
- 6.4 Search Engines
 - 6.4.1 Popular Search Engines / Search for content
 - 6.4.2 Accessing Web Browser
 - 6.4.3 Using Favorites Folder
 - 6.4.4 Downloading Web Pages
 - 6.4.5 Printing Web Pages
- 6.5 Understanding URL
- 6.6 Surfing the web
 - 6.6.1 Using e-governance website
- 6.7 Summary
- 6.8 Model Answers

7. COMMUNICATIONS AND COLLABORATION

- 7.0 Introduction
- 7.1 Objectives
- 7.2 Basics of E-mail
 - 7.2.1 What is an Electronic Mail
 - 7.2.2 Email Addressing
- 7.3 Using E-mails
 - 7.3.1 Opening Email account
 - 7.3.2 Mailbox: Inbox and Outbox
 - 7.3.3 Creating and Sending a new E-mail
 - 7.3.4 Replying to an E-mail message
 - 7.3.5 Forwarding an E-mail message
 - 7.3.6 Sorting and Searching emails
- 7.4 Document collaboration
- 7.5 Instant Messaging and Collaboration
 - 7.5.1 Using Instant messaging
 - 7.5.2 Instant messaging providers
 - 7.5.3 Netiquettes
- 7.6 Summary
- 7.7 Model Answers

8. MAKING SMALL PRESENTATIONS

- 8.0 Introduction
 - 8.1 Objectives
 - 8.2 Basics
 - 8.2.1 Using PowerPoint
 - 8.2.2 Opening A PowerPoint Presentation
 - 8.2.3 Saving A Presentation
 - 8.3 Creation of Presentation
 - 8.3.1 Creating a Presentation Using a Template
 - 8.3.2 Creating a Blank Presentation
 - 8.3.3 Entering and Editing Text
 - 8.3.4 Inserting And Deleting Slides in a Presentation
 - 8.4 Preparation of Slides
 - 8.4.1 Inserting Word Table or An Excel Worksheet
 - 8.4.2 Adding Clip Art Pictures
 - 8.4.3 Inserting Other Objects
 - 8.4.4 Resizing and Scaling an Object
 - 8.5 Presentation of Slides
 - 8.5.1 Viewing A Presentation
 - 8.5.2 Choosing a Set Up for Presentation
 - 8.5.3 Printing Slides And Handouts
 - 8.6 Slide Show
 - 8.6.1 Running a Slide Show
 - 8.6.2 Transition and Slide Timings
 - 8.6.3 Automating a Slide Show
 - 8.7 Summary
 - 8.8 Model Answers
-

DGE&T- 19(20)/2010-CD
Government of India
M/o Labour & Employment
Directorate General of Employment & Training

Dated 02/11/2010

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Vocational Training
2. Directors/Commissioners dealing with Vocational Training of all States/ UT Administrations
3. Director, ATI Hyderabad, ATI Bombay, ATI Kolkata , ATI Kanpur, ATI Ludhiana,
4. Principal CTI, Chennai , MITI, Haldwani, Calicut, Jodhpur, Choudwar, NVTI, Noida and all RVTIs

Subject: Item No. 3804.13: Redefining the norms for appearing in All India Trade Test as Private Candidates

Sir/Madam,

I am directed to inform you that the 38th meeting of the National Council for Vocational Training (NCVT) under the Chairmanship Hon'ble Minister of Labour & Employment was held on 31st May, 2010. Redefining the norms for appearing in All India Trade Test as Private Candidates was discussed vide item No.3804.13 of agenda.

The council approved following amendment in the norms for appearing in All India Trade Test as Private Candidates, all other existing provisions remained unaltered:-

1. The applicant should possess minimum of 3 years experience instead of 5 years in the relevant trade in establishments implementing Apprenticeship Training Scheme/ small establishments and shops covered under Factory Act or Registered with any Government/ local authorities.
2. SCVT Certificate holders who has received institutional training in same trade with same duration of training period & entry qualification.

The council also approved that wherever private candidates are allowed, the examinations shall be supervised by Tripartite Board consisting of representatives from Employers, trade unions and the Government. Secretary SCVT would constitute trade wise tripartite board and notify such centres where private applicants should submit the applications. Secretary SCVT should notify exclusive centers for examination of private candidates.

Government of India has accepted the above recommendation of council with immediate effect. Henceforth, "All India Trade Test" for private candidates should be supervised by Tripartite Board consisting of trade representatives from Employers, trade unions and the Government. Secretary SCVT should constitute trade wise tripartite board and notify such centres where private applicants should submit the applications. Secretary SCVT should also notify exclusive centers for examination of private candidates.

Contd..

Revised norms for appearing in All India Trade Test as private candidate are given below. These norms should be followed with immediate effect.

- i) The applicant should have the minimum prescribed entry qualification for a particular trade under CTS in which he/she is desirous of appearing as private candidate.
- ii) The applicant should possess minimum of 3 years experience in the relevant trade in establishments implementing Apprenticeship Training Scheme/ small establishments covered under Factories Act, 1948 or Registered with any government/ local authorities.
- iii) SCVT Certificate holders who has received institutional training in same trade with same duration of training period & entry qualification.
- iv) There should be trade test by SCVT for all the candidates who are desirous of appearing in the All India trade test under the aegis of NCVT as private candidates. All those, who qualify the SCVT test, may be permitted by the State Director to appear in the AITT under NCVT.
- v) Private candidates from establishments covered under the Apprentices Act, 1961 and sponsored candidates of ITIs and SCVT certificate holders (above iii) may be exempted from appearing in the trade test to be conducted by the SCVT.
- vi) Apprentices under the Apprentices Act, 1961 who have failed six times in the All India Trade Tests for Apprenticeship can appear as private candidates in the corresponding ITI trade only. This will be only applicable to such apprentices who have not qualified earlier for the award of National Trade Certificate by the NCVT.

Yours faithfully

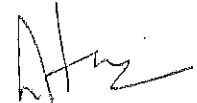


(R.L. Singh)

Director of Training
Member secretary NCVT

Copy to:

1. Director CSTA RI, Kolkata / ATI(EPI)Hydrabad, & Dehradun , FTI Bangalore & Jamshedpur & NIMI Chennai
2. RDAT Kanpur, Mumbai , Kolkata ,Chennai, Faridabad & Hyderabad
3. All officers up to JDT level of DGE& (HQ)



(Anita Srivastava)
Dy. Director of Training

Copy for information : PS to Minster of Labour & Employment, PS to MoS (L&E), PS to Secretary (L&E), PS to DG/JS

DGE&T- 19(22)/2010-CD
Government of India
M/o Labour & Employment
Directorate General of Employment & Training

Dated 05/10/2010
11/7

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Vocational Training
2. Directors/Commissioners dealing with Vocational Training of all States/ UT Administrations
3. Director, ATI Hyderabad, ATI Bombay, ATI Kolkata , ATI Kanpur, ATI Ludhiana,
4. Principal CTI, Chennai , MITI, Haldwani, Calicut, Jodhpur, Choudwar, NVTI, Noida and all RVTIs

Subject: tem No.3804.15 : Modification of proforma of provisional certificate issued to the successful trainees of ITIs/ITCs.

Sir/Madam,

I am directed to inform you that the 38th meeting of the National Council for Vocational Training (NCVT) under the Chairmanship Hon'ble Minister of Labour & Employment was held on 31st May,2010. **Modification of proforma of provisional certificate issued to the successful trainees of ITIs/ITCs** was discussed vide item No.3804.15 of agenda.

As per existing system trainees from any ITIs/ITCs once appear in AITT and pass the exam, provisional National Trade Certificate in prescribed proforma was issued to them by respective State Government. The language of existing provisional certificate was such that it was binding on the part of NCVT to issue the National Trade certificates irrespective of the fact that the institute was affiliated to NCVT. Modification in proforma of provisional certificate was proposed. NCVT recommended to revise the proforma by including the reference of affiliation order No. and deleting the content that "trade certificate will be issued by NCVT". The final approved proforma is enclosed for ready reference..

Government of India has accepted the above recommendation of council with immediate effect. Henceforth, provisional National Trade Certificate to the passed out trainees of ITIs / ITCs should issued as per enclosed new proforma.

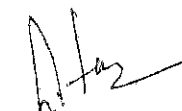
Yours faithfully


(R.L. Singh)

Director of Training
Member secretary NCVT

Copy to:

1. Director CSTA RI, Kolkata / ATI(EPI)Hydrabad, & Dehradun , FTI Bangalore & Jamshedpur & NIMI Chennai
2. RDAT Kanpur, Mumbai , Kolkata ,Chennai, Faridabad & Hyderabad
3. All officers up to JDT level of DGE& (HQ)



(Anita Srivastava)

Dy. Director of Training

Copy for information : PS to Minster of Labour & Employment, PS to MoS (L&E), PS to Secretary (L&E), PS to DG/JS

PROVISIONAL NATIONAL TRADE CERTIFICATE

(FOR REGULAR CANDIDATES)

(Particulars of the State Directorate/DGET Offices)

PROVISIONAL NATIONAL TRADE CERTIFICATE

Shri/Shrimati/Kumari Son/Wife/Daughter of Shri
.....Roll No.....has completed
the training programme at(Name of Institute and Place) in
.....trade. She/he was admitted during August/Februarysession at Sl. No.
out of totaladmitted againstunit(s) affiliated to National Council for Vocational
Training vide order No. DGET-.....dated. She/He has passed the All India Trade
Test for Craftsmen Training Scheme held in the month of20...

Character during the period of training was found to be.....:

Trade Test Marks

Subject	Max. Marks	Marks obtained
1.		
2.		
3.		
4.		
5.		
Total		

Date of birth as recorded in the School Certificate.....

Prepared by

Checked by

Signature of Principal of ITI/

(Facsimile Signature)

(In-charge, CTS of DGET Instt./with seal)

Secretary S.C.V.T/

Head of DGET Instt.

(Signature of certificate holder)

Date

DGE&T-19(23) / 2010-CD
Government of India
M/o Labour & Employment
Directorate General of Employment & Training

Dated 30th November, 2010
6th Dec. 2010

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Vocational Training
2. Directors/Commissioners dealing with Vocational Training of all States/ UT Administrations
3. Director, ATI Hyderabad, ATI Bombay, ATI Kolkata, ATI Kanpur, ATI Ludhiana,
4. Principal CTI, Chennai, MITI, Haldwani, Calicut, Jodhpur, Choudwar, NVTI, Noida and all RVTIs

Subject: Item No. 3804.16: Issue of computerized certificates to AITT passed candidates.

Sir/Madam,

I am directed to inform you that the 38th meeting of the National Council for Vocational Training (NCVT) was held on 31st May, 2010 under the Chairmanship Hon'ble Minister of Labour & Employment. Issue of computerized certificate to AITT passed candidates was discussed vide item No. 3804.16 of agenda.

It was proposed that using ICT, the National Trade Certificate would be printed at DGE&T and supplied to State Directors so that delay in distribution of certificates could be avoided. The council approved the above proposal for issue of computerised certificates to pass out trainees of AITT. The council also approved the following guidelines

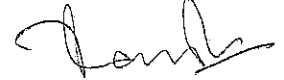
- Admissions in ITIs/ITCs should be closed by State Directorates by a fixed date for both the sessions i.e. 28th/29th February and 31st August respectively for August and February session. The admission details in a prescribed proforma should be forwarded to DGE&T in a soft copy in CD or DVD within one month from the closing date of admission i.e. by 31st March and 30th September for both the session. There should be only one CD/ DVD for whole State.
- After the exams are conducted and results are declared, State Govt. should again forward a copy of result updating exactly in the same table in which data was sent earlier. The DGE&T will print the certificates name-wise (of students) and forward it to State Directorates with printed signature of NCVT Secretary. The Secretary SCVT will countersign the certificates before distribution to students. In this way trainees may get certificate with in six month.

Government of India has accepted the above recommendation of council for implementation with immediate effect. Henceforth, All the state governments are required to submit the admission details in a prescribed proforma to DGE&T in a soft copy in CD or DVD within one month from the closing date of admission i.e. by 31st March and 30th September for February for August and session respectively. There should be only one CD/ DVD for whole State (institute wise should not be forwarded).

Contd..

Also, State Govt. should again forward a copy of result updating exactly in the same table in which data was sent earlier. The DGE&T will print the certificates name-wise (of students) and forward it to State Directorates having printed signature of Secretary NCVT. The Secretary, SCVT would counter sign the certificate before distribution to trainees. **DGE&T would discontinue supply of blank National Trade Certificate to State Government.**

Yours faithfully

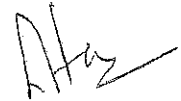


(R.L. Singh)

Director of Training
Member secretary NCVT

Copy to:

1. Director CSTA RI, Kolkata / ATI(EPI) Hyderabad & Dehradun , FTI Bangalore & Jamshedpur & NIMI Chennai
2. RDAT Kanpur, Mumbai , Kolkata ,Chennai, Faridabad & Hyderabad
3. All officers up to JDT level of DGE& (HQ)
4. TT Cell of DGE&T H.Q.



(Anita Srivastava)
Dy. Director of Training

Copy for information : PS to Minister of Labour & Employment, PS to MoS (L&E), PS to Secretary (L&E), PS to DG/JS

DGE&T-19(24) / 2010-CD
Government of India
M/o Labour & Employment
Directorate General of Employment & Training

Dated 5th October, 2010
12th

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Vocational Training
2. Directors dealing with Vocational Training of all States/ UT Administrations
3. Director, ATI/ Chennai , Hyderabad, Bombay, Kolkata , Kanpur, Ludhiana CSTARI, Kolkata / ATI(EPI)Hydrabad, & Dehradun , FTI Bangalore & Jamshedpur & NIMI Chennai

Subject: Enhancement in rates of grant for technical books and magazines, sports and recreation, medical, cost of trade testing, under Craftsmen Training

Sir/Madam

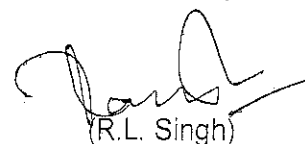
I am directed to inform you that the 38th meeting of the National Council for Vocational Training (NCVT) under the Chairmanship Hon'ble Minister of Labour & Employment , was held on 31st May, 2010. Enhancement in rates of grant for technical books and magazines, sports and recreation, medical, cost of trade testing, under Craftsmen Training Scheme was discussed in the meeting vide Item No 3804.17 of agenda.

The council approved the following enhanced rates for implementation with immediate effect.

Sl.	Item	Existing rates	Revised enhanced rates
1.	Grant for Technical books and magazines	Rs.5/-per month per trainee	Rs 25/-per month per trainee
2.	Grant for Initial expenditure for setting up of library ITI having seating capacity 256 trainees ITI having seating capacity more than 256 trainees	Rs 10,000 Rs 20,000	Rs 50,000 Rs 1,00,000
3.	Sports and recreation grant	Rs. 10 per trainee per month	Rs 50 per trainee per month
4.	Medical grant	Rs 20 per month per trainee	Rs 100 per month per trainee

The Government of India accepted the above recommendations of the Council for implementation. Accordingly, you are requested to implement the revised rates with immediate effect.

Yours faithfully



(R.L. Singh)
Director of Training
Member secretary NCVT

Note: So far as DGET field institutes are concerned, the revised rates would be made effective only after getting the approval of IFD, M/o Labour & Employment. There after, fresh orders for DGE&T institutions would be issued separately.

Copy to,:

1. Directors dealing with Vocational Training of all States/ UT Administrations .
2. RDAT Kanpur, Mumbai, Kolkata, Chennai, Faridabad & Hyderabad
4. Principal CTI Chennai, MITI, Haldwani, Calicut, Jodhpur, Choudwar, NVTI, New Delhi, all RVTIs .
5. All officers up to JDT level of DGE& (HQ)
6. D.O. II with a request to take up the matter with IFD for revision of the rates for DGE&T institutes.



(Anita Srivastava)

Dy. Director of Training

Copy for information : PS to Minister of Labour & Employment, PS to MoS (L&E), PS to Secretary (L&E), PS to DG/JS

DGE&T-19(25) / 2010-CD
Government of India
M/o Labour & Employment
Directorate General of Employment & Training

Dated 15th October,2010

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Vocational Training
2. Directors dealing with Vocational Training of all States/ UT Administrations
3. Director, ATI/ Chennai , Hyderabad, Bombay, Kolkata , Kanpur, Ludhiana CSTARI, Kolkata / ATI(EPI)Hydrabad, & Dehradun , FTI Bangalore & Jamshedpur & NIMI Chennai

Subject: Item No. 3804.18. Enhancement in the rates of cash award under the scheme of "All India Skill Competition for Craftsmen".

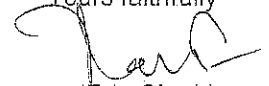
Sir/Madam

I am directed to inform you that the 38th meeting of the National Council for Vocational Training (NCVT) under the Chairmanship Hon'ble Minister of Labour & Employment , was held on 31st May,2010. Enhancement in rates **Enhancement in the rates of cash award under the scheme of "All India Skill Competition for Craftsmen,** was discussed in the meeting vide Item No 3804.18 of agenda. The council approved the following enhanced rates for implementation with immediate effect.

Item	Existing rate	Proposed rate
Cash prize to the best trainees of each trade	Rs 10,000	Rs. 50,000
ITI instructor of the trade whose trainee is adjudged the best trainee in the skill competition at All India level.	Rs 1000	Rs 6000
ITI instructor (Allied trade, Workshop Calculation and Science and Engineering. Drawing), whose trainee is adjudged the best trainee in the skill competition of All India level.	Rs 500	Rs 3000
ITI instructor of the trade, whose trainee is adjudged the best trainee in the Skill Competition at the State level.	Rs.500	Rs 3,000
ITI instructor imparting Allied Trade training, teaching Workshop Calculation and Science and Engg. Drawing whose trainee is adjudged the best trainee in the Skill Competition at the State level.	Rs.250	Rs. 1500

The Government of India accepted the above recommendations of the Council for implementation. Accordingly , you are requested to implement the revised rates with immediate effect .

Yours faithfully


(R.L. Singh)

Director of Training
Member secretary NCVT

Note: So far Cash prize to the best trainees of each trade are concerned, the revised rates would be made effective only after getting the approval of IFD, M/o Labour & Employment. There after , fresh orders for DGE&T institutions would be issued separately.

Copy to,:

1. Directors dealing with Vocational Training of all States/ UT Administrations .
- 2 RDAT Kanpur, Mumbai , Kolkata ,Chennai, Faridabad & Hyderabad
4. Principal CTI Chennai , MITI, Haldwani, Calicut, Jodhpur, Choudwar, NVTI, New Delhi, all RVTIs .
5. All officers up to JDT level of DGE& (HQ)
6. D.O. II with a request to take up the matter for approval of IFD for enhancement of the rates for Cash prize to the best trainee.



(Anita Srivastava)

Dy. Director of Training

Copy for information : PS to Minister of Labour & Employment, PS to MoS (L&E), PS to Secretary (L&E), PS to DG/JS

DGE&T- 19(26)/2010-CD
Government of India
M/o Labour & Employment
Directorate General of Employment & Training

Dated 30/9/2010

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Vocational Training
2. Directors dealing with Vocational Training of all States/ UT Administrations
3. Director, ATI Hyderabad, ATI Bombay, ATI Kolkata, ATI Kanpur, ATI Ludhiana, Principal CTI, Chennai

Subject: Item No. 3804.19 : Instructor Qualification for Advanced Module of Multi Skill Courses being implemented in ITIs upgraded as CoE.

Sir/Madam,

I am directed to inform you that the 38th meeting of the National Council for Vocational Training (NCVT) under the Chairmanship Hon'ble Minister of Labour & Employment, was held on 31st May, 2010. **Qualification for Instructor of Advanced Module of Multi Skill Courses being implemented in ITIs upgraded as CoE** was discussed vide item No.3804.19 of agenda.

The following qualification of Instructor for Advanced Module of Multi Skill Courses being implemented in ITIs upgraded as CoE was recommended by the council.

Academic	*Essential Qualification		Experience (in industry/ training)	Desirable
	Technical			
10th class pass or equivalent	A) For Engineering sectors		2 years in appropriate/ concerned module	Pass NCVT approved "Training Methodology Module" of Craft Instructor Training Programme
	I. Degree in appropriate branch of engineering from a recognised University or equivalent			
	or		5 years in appropriate/ concerned module	
	II. 3 years Diploma in appropriate branch of engineering from recognised Board/ Institute or equivalent			
B) For Non-engineering sectors		2 years in appropriate/ concerned module	Pass NCVT approved "Training Methodology Module" of Craft Instructor Training Programme	
I. Degree in appropriate sector from a recognised University or equivalent				
or		5 years in appropriate/ concerned module		
II. 3 years Diploma in appropriate sector from recognised Board/ Institute or equivalent				

* Appointed instructor if do not posse Certificate of Training Methodology module of Craft Instructor Training Programme, he should be trained in Training Methodology module with in first six months period of his joining.

Government of India has accepted the above qualification of Craft Instructor for Advanced Module of Multi Skill Courses for implementation with immediate effect. Henceforth, instructors for advanced module should be appointed as per above qualification and if appointed instructor do not possess Certificate of Training Methodology module of Craft Instructor Training Programme, he should be trained in Training Methodology module within first six months period of his joining.

Yours faithfully

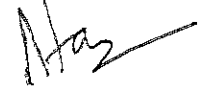


(R.L. Singh)

Director of Training
Member secretary NCVT

Copy to:

1. Director CSTA RI, Kolkata / ATI(EPI)Hydrabad, & Dehradun , FTI Bangalore & Jamshedpur & NIMI Chennai
2. RDAT Kanpur, Mumbai , Kolkata ,Chennai, Faridabad & Hyderabad
3. Principal MITI, Haldwani, Calicut, Jodhpur, Choudwar, NVTI, New Delhi and all RVTIs
4. All officers up to JDT level of DGE& (HQ)



(Anita Srivastava)
Dy. Director of Training

Copy for information : PS to Minister of Labour & Employment, PS to MoS (L&E),

PS to Secretary (L&E), PS to DG/JS

DGE&T-19(27) / 2010-CD
Government of India
M/o Labour & Employment
Directorate General of Employment & Training

Dated 30th August,2010

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Vocational Training
2. Directors dealing with Vocational Training of all States/ UT Administrations
3. Director, ATI Hyderabad, ATI Bombay, ATI Kolkata , ATI Kanpur, ATI Ludhiana, Principal CTI, Chennai

Subject: Additional Item No.1: Prescribing Power Norms for trades under Craftsmen Training Scheme.

Sir,

I am directed to inform you that the 38th meeting of the National Council for Vocational Training (NCVT) under the Chairmanship Hon'ble Minister of Labour & Employment , was held on 31st May,2010. **Prescribing Power Norms for trades under Craftsmen Training Scheme** was discussed in the meeting vide additional agenda item No.1.

In order to ensure total transparency and consistency in the affiliation system, power norms were prescribed for 114 trade under CTS on the recommendation of an Expert Committee formed for the purpose. The council approved the above power norms for trades under CTS which given in enclosed Annex.

Government of India has accepted the above suggested Power Norms for 114 trades under CTS for implementation. Henceforth, institutes (ITIs/ITCs) desirous of taking affiliation from NCVT must ensure the availability of prescribed power for the respective trade as given in the enclosed Annex.

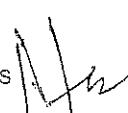
Yours faithfully


(R.L. Singh)

Director of Training
Member secretary NCVT

Copy to,

1. Director CSTA RI, Kolkata / ATl(EPI)Hydrabad, & Dehradun , FTI Bangalore & Jamshedpur & NIMI Chennai
2. RDAT Kanpur, Mumbai , Kolkata ,Chennai, Faridabad & Hyderabad
3. Principal MITI, Haldwani, Calicut, Jodhpur, Choudwar, NVTI, New Delhi and all RVTIs
4. All officers up to JDT level of DGE& (HQ)


(Anita Srivastava)
Dy. Director of Training

Copy for information : PS to Minster of Labour & Employment, PS to MoS (L&E), PS to Secretary (L&E), PS to DG/JS

**Recommended Power norms per unit for Engineering and Non- Engineering trades
under Craftmen Training Scheme**

Engineering Trades

Sl.No.	Name of the Trade	Total
1	2	3
1.	Architectural Assistant	12.6 KW
2.	Attendant Operator (Chemical Plant)	13 KW
3.	Building Maintenance	2.5 KW
4.	Carpenter	4KW
5.	Draughtsman (Civil)	3.7 KW
6.	Draughtsman (Mechanical)	3.7 KW
7.	Electrician	5.2KW for 2 Units in one shift
8.	Electronic Mechanic	3.04KW
9.	Electroplater	16 KW
10.	Fitter	3.51 KW
11.	Foundry man	11KW
12.	Information Technology & Electronics System Maintenance	7.2 KW
13.	Instrument Mechanic	8.07KW
14.	Instrument Mechanic (Chemical Plant)	8 KW
15.	Interior Decoration and Designing	9.3 KW
16.	Laboratory Assistant (Chemical Plant)	6 KW
17.	Lift Mechanic	10 KW
18.	Machinist	18.32KW
19.	Machinist (Grinder)	23.4KW
20.	Maintenance Mechanic (Chemical Plant)	13 KW
21.	Marine Fitter	3 KW
22.	Mason (Building Constructor)	2.5 KW
23.	Mech. Communication Equipment Maintenance	2 KW
24.	Mech. Repair & Maintenance of Heavy Vehicles	6 KW
25.	Mech. Repair & Maintenance of Light Vehicles	6 KW
26.	Mech. Repair & Maintenance of Two Wheelers	1.2 KW
27.	Mechanic (Diesel)	4.22KW
28.	Mechanic (Motor Vehicle)	4.8KW
29.	Mechanic (Radio & TV)	3.04KW
30.	Mechanic (Refrigeration and Air-Conditioner)	6.82KW
31.	Mechanic (Tractor)	4.4KW
32.	Mechanic Agricultural Machinery	13.5 KW
33.	Mechanic Auto Electrical and Electronics	2.5 KW
34.	Mechanic Computer Hardware	4 KW
35.	Mechanic Consumer Electronics	2 KW
36.	Mechanic Industrial Electronics	3 KW

37.	<u>Mechanic Lens/Prism Grinding</u>	7.5 KW
38.	<u>Mechanic Machine Tools Maintenance</u>	17 KW
39.	<u>Mechanic Mechatronics</u>	8 KW
40.	<u>Mechanic Medical Electronics</u>	2 KW
41.	<u>Mechanic-cum-Operator Electronics Communication System</u>	2 KW
42.	<u>Operator Advanced Machine Tools</u>	25 KW
43.	<u>Painter General</u>	5 KW
44.	<u>Physiotherapy Technician</u>	3 KW
45.	<u>Plastic Processing Operator</u>	13.6 KW
46.	<u>Plumber</u>	2.6 KW
47.	<u>Pump Operator-cum-Mechanic</u>	11 KW
48.	<u>Radiology Technician (Radio Diagnosis & Radiotherapy)</u>	4 KW
49.	<u>Sanitary Hardware fitter</u>	4.3 KW
50.	<u>Sheet Metal Worker</u>	11KW
51.	<u>Spinning Technician</u>	19 KW
53.	<u>Textile Mechatronics</u>	9 KW
54.	<u>Tool & Die Maker (Dies & Moulds)</u>	29.6KW
55.	<u>Tool & Die Maker (Press Tools, Jigs & Fixtures)</u>	29.6KW
56.	<u>Turner</u>	16.35KW
57.	<u>Vessel Navigator (under development)</u>	
58.	<u>Welder (Gas and Electric)</u>	15.4 KW
59.	<u>Weaving Technician</u>	9.4 KW
60.	<u>Wireman</u>	4.38 KW

Note : NORMALLY 3 PHASE WILL BE RECOMMENDED BUT INSTITUTES HAVING TOTAL LOAD 5 KW AND BELOW WITH SINGLE PHASE CONNECTION CAN ALSO BE CONSIDERED IN NON TECHNICAL AREAS

Non-Engineering Trades

1.	Baker and Confectioner	16.6 KW
2.	Textile Wet Processing Technician	8.6KW
3.	Cabin/Room Attendant	2 KW
4.	Cane Willow and Bamboo Work	3.5 KW
5.	Computer Aided Embroidery & Needle Work	5 KW
6.	Computer Operator and Programming Assistant	3.45KW
7.	Corporate House Keeping	4.2 KW
8.	Craftsman Food Production (General)	4 KW
9.	Craftsman Food Production (Vegetarian)	4 KW
10.	Crèche Management	2 KW
11.	Cutting & Sewing	4 KW
12.	Dairying	3 KW
13.	Data Entry Operator	4 KW
14.	Dental Laboratory Technician	12 KW
15.	Desk Top Publishing Operator	4.3 KW
16.	Digital Photographer	6.5 KW
17.	Domestic House Keeping	16.7 KW
18.	Dress Making	20 KW
19.	Driver Cum Mechanic (Light Motor Vehicle)	1.2 KW
20.	Embroidery and Needle Work	3.7 KW
21.	Event Management Assistant	4 KW
22.	Fashion Technology	8.2 KW
23.	Floriculture & Landscaping	2 KW
24.	Front Office Assistant	12.8 KW
25.	Hair and Skin care	14 KW
26.	Health Sanitary Inspector	4 KW
27.	Horticulture	2 KW
28.	Hospital House Keeping	5 KW
29.	Hospital Waste Management	5 KW
30.	Institution House Keeping	9.2 KW
31.	Insurance Agent	2 KW
32.	Leather Goods Maker	4 KW
33.	Library & Information Science	3 KW
34.	Litho -- Offset Machine Minder	4 KW
35.	Manufacture of Footwear	5.2 KW
36.	Medical Transcription	4 KW
37.	Network Technician	5 KW
38.	Old Age Care	2 KW
39.	Photographer	7 KW
40.	Plate Maker-cum-Imposer	4.2 KW
41.	Pre/Preparatory School Management (Assistant)	3KW
42.	Preservation of fruits and vegetables	4.7 KW
43.	Process Cameraman	4 KW
44.	Secretarial Practice	1.8 KW
45.	Stenography (English)	4.4 KW
46.	Stenography (Hindi)	4.4 KW

47.	<u>Steward</u>	8 KW
48.	<u>Tourist Guide</u>	4 KW
49.	<u>Weaving of Silk and Woolen Fabrics</u>	17 KW
50.	<u>Weaving of Woolen Fabrics</u>	17 KW
51.	<u>Catering & Hospitality Assistant</u>	19 KW
52.	<u>Travel & Tour Assistant</u>	4.5 KW
53.	<u>Multimedia Animation & Special Effect</u>	6KW
54.	<u>Office Assistant cum Computer Operator</u>	6KW

Note: NORMALLY 3 PHASE WILL BE RECOMMENDED BUT INSTITUTES HAVING TOTAL LOAD 5 KW AND BELOW WITH SINGLE PHASE CONNECTION CAN ALSO BE CONSIDERED IN NON TECHNICAL AREAS

DGE&T-19(28) / 2010-CD
Government of India
M/o Labour & Employment
Directorate General of Employment & Training

Dated 30th August, 2010

14th September 2010

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Vocational Training
2. Directors dealing with Vocational Training of all States/ UT Administrations
3. Director, ATI Hyderabad, ATI Bombay, ATI Kolkata , ATI Kanpur, ATI Ludhiana, Principal CTI, Chennai

Subject: Additional Agenda No.2: Norms for selection of Trade Testing Centres for conducting All India Trade Test for Craftsmen.

Sir,

I am directed to inform you that the 38th meeting of the National Council for Vocational Training (NCVT) under the Chairmanship Hon'ble Minister of Labour & Employment , was held on 31st May, 2010. **Norms for selection of Trade Testing Centres for conducting All India Trade Test for Craftsmen** was discussed in the meeting vide additional agenda item No.2.

It was proposed that new ITIs/ITCs should be made "Trade Testing Centers" only after establishing credibility in all respect . Accordingly, the council approved the following amendment in the clause i) of norms for selection of Trade Testing Centres for conducting All India Trade Test for Craftsmen given in para 21(i) of Appendix-VIII of "Training Manual" for ITIs/ ITCs. para 21(i) of Appendix-VIII relating to Trade Testing procedure of "Training Manual" for ITIs/ ITCs, norms for selecting Trade Testing Center However, the other clauses would remain unchanged.

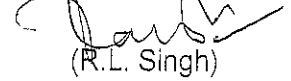
- i) Trade test may be conducted only in ITIs/ITCs which should have minimum 8 trades/units affiliated to NCVT and are at least 5 years old. However, ITIs/ITCs which are affiliated in trades introduced under CTS during last five year period and trades which were unique in districts are exempted from the above clause and could be made Trade Testing Centre.

Also, in exceptional circumstances the State Director may locate a trade testing centre in an institute having less than 8 units, provided it has all other requisite infrastructural facilities. It would also be ensured that supervision would be done by a competent person, other than the staff members of the institute.

Contd..

Government of India has accepted the above recommendation of council for implementation. Henceforth, **amended norms as given in annex-I** should be followed while **selecting Trade Testing Centres for conducting All India Trade Test for Craftsmen.**

Yours faithfully



(R.L. Singh)

Director of Training
Member secretary NCVT

Copy to:

- (i) Director CSTA RI, Kolkata / ATI(EPI)Hydrabad, & Dehradun , FTI Bangalore & Jamshedpur & NIMI Chennai
- (ii) RDAT Kanpur, Mumbai , Kolkata ,Chennai, Faridabad & Hyderabad
- (iii) Principal MITI, Haldwani, Calicut, Jodhpur, Choudwar, NVTI, New Delhi and all RVTIs
- (iv) All officers up to JDT level of DGE& (HQ)



(Anita Srivastava)
Dy. Director of Training

Copy for information : PS to Minister of Labour & Employment, PS to MoS (L&E),

PS to Secretary (L&E), PS to DG/JS

Norms for selection of Trade Testing Centres

- i) **Trade Testing Centres:** Trade test may be conducted only in ITIs/ITCs which should have minimum 8 trades/units affiliated to NCVT and are at least 5 years old. However, ITIs/ITCs which are affiliated in trades introduced under CTS during last five year period and trades which were unique in districts are exempted from the above clause and could be made Trade Testing Centre.

Also, in exceptional circumstances the State Director may locate a trade testing centre in an institute having less than 8 units, provided it has all other requisite infrastructural facilities. It would also be ensured that supervision would be done by a competent person, other than the staff members of the institute.

- ii) For ITI / ITC having less than 8 units, practical trade test may be conducted in an affiliated ITI/ITC having minimum 8 units capacity and relevant trade(s) which is located preferably within a distance of 50 kms.
- iii) For ITIs having less than 8 units capacity, the theoretical test may be conducted after grouping different small ITIs in a suitable building if so required.
- iv) The State Director in-charge of Craftsmen Training should ensure that the trade testing centres located by them have all the requisite facilities in terms of tools, equipment and machinery for conducting the practical tests. They should also depute responsible officer to visit these centres prior to commencement of the trade test to ensure that the required number of machines/equipment are in order at these centres. The institutes where the required number of machines/equipment/tools are not available or are not in a working condition, should not be selected as a trade testing centre.

DGE&T-19(29) / 2010-CD
Government of India
M/o Labour & Employment
Directorate General of Employment & Training

Dated 20th September, 2010

22nd

To,

1. Secretaries/Principal Secretaries of all the State Govts / UT Administrations dealing with Vocational Training
2. Directors dealing with Vocational Training of all States/ UT Administrations
3. Director, ATI Hyderabad, ATI Bombay, ATI Kolkata , ATI Kanpur, ATI Ludhiana, Principal CTI, Chennai

Subject: Additional Item No.3: Opening of new industrial training institutes/centers

Sir,

I am directed to inform you that the 38th meeting of the National Council for Vocational Training (NCVT) under the Chairmanship Hon'ble Minister of Labour & Employment, was held on 31st May, 2010. **Opening of new industrial training institutes/centers** was discussed in the meeting vide Additional item No.3 of Agenda.

The council approved the proposal of opening of new ITIs/ITCs by companies like sole propriety, private / public limited, registered under companies act, societies & trusts registered as per act, and promoters of SEZs, etc. Council also approved that these organization could also set up Trainers' Training Institutes as per rules and Act.

Government of India has accepted the above proposal for implementation. Henceforth, 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.

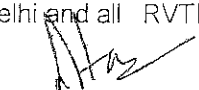
Yours faithfully


(R.L. Singh)

Director of Training
Member secretary NCVT

Copy to,

- i) Director CSTA RI, Kolkata / ATI(EPI)Hydrabad, & Dehradun , FTI Bangalore & Jamshedpur & NIMI Chennai
- ii) RDAT Kanpur, Mumbai , Kolkata ,Chennai, Faridabad & Hyderabad
- iii) Principal MITI, Haldwani, Calicut, Jodhpur, Choudwar, NVTI, New Delhi and all RVTIs
- iv) All officers up to JDT level of DGE& (HQ)


(Anita Srivastava)
Dy. Director of Training

Copy for information : PS to Minster of Labour & Employment, PS to MoS (L&E), PS to Secretary (L&E), PS to DG/JS

DGET-19/31/2010-CD

Re Constitution of NCVT for 2010-2013

[EXTRACT FROM THE GAZETTE OF INDIA, PART I—SEC. 1, dated 11th December 2010

MINISTRY OF LABOUR & EMPLOYMENT

DIRECTORATE GENERAL OF EMPLOYMENT & TRAINING

New Delhi, the 19th November 2010

No. DGE&T-19/31/2010-CD—In partial modification of Ministry of Labour & Employment (Directorate General of Employment & Training), New Delhi. Resolution No. TR/EP-24/56 dated 21st/24th August 1956 (amended upto 24th October, 2007) the composition of National Council for Vocational Training (Para-5) shall hereinafter stand amended as under w.e.f. 4.11.2010 :

Composition of the Council : The Council is reconstituted by the Government of India and it consists of the following members :—

- | | |
|---|---------------|
| (a) Union Minister for Labour & Employment | Chairman |
| (b) Minister of State for Labour & Employment | Vice Chairman |
| (c) Secretary to the Government of India, Labour & Employment | Member |
| (d) Director General Employment & Training/Joint Secretary, M/o Labour & Employment | Member |
| (e) Financial Advisor, M/o Labour & Employment | Member |
| (f) Dy. Director General (Training) | Member |
| (g) Dy. Director General (Apprenticeship Trg.) | Member |

and one representative each of the following :—

- (i) Department of Technical Education, Ministry of Human Resource Development
- (ii) Department of Information Technology, Ministry of Communications & Information Technology
- (iii) Ministry of Micro, Small & Medium Enterprises
- (iv) Ministry of Textiles

The representatives shall, as far as possible, be Technical Officers.

- (h) One representative each from the State Government/Union Territory Administrations (State Directors dealing with Craftsmen Training Scheme)—Andhra Pradesh, Assam, Gujarat, Himachal Pradesh, Chhattisgarh, Madhya Pradesh, Maharashtra, Karnataka, Kerala, Orissa, Rajasthan, Tamil Nadu, Uttar Pradesh, West Bengal, Jammu & Kashmir, Haryana, Bihar, Delhi, Nagaland and Tripura
- (i) Three representatives of Employers Organizations to be nominated by the Government of India
- (j) Three representatives of Workers Organizations to be nominated by the Government of India
- (k) Five representatives of Professional and Learned Bodies to be nominated by the Government of India
- (l) One representative of the All India Council for Technical Education to be nominated by the Government of India
- (m) Five Expert to be nominated by the Government of India
- (n) One representative each of the Scheduled Castes and Scheduled Tribes to be nominated by the Government of India
- (o) One representative of Women Organization to be nominated by the Government of India
- (p) Director of Training, DGE&T M/o Labour & Employment—Member Secretary

ANIL SWARUP
Jt. Secy.

प्रबन्धक, भारत सरकार मुद्रणालय, फरीदाबाद द्वारा मुद्रित
एवं प्रकाशन नियंत्रक, दिल्ली द्वारा प्रकाशित, 2010
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श्रम और रोजगार मंत्रालय
रोजगार एवं प्रशिक्षण महानिदेशालय
नई दिल्ली, दिनांक 19 नवम्बर 2010

सं. डीजीईटी-19/31/2010-सीडी--श्रम और रोजगार मंत्रालय (रोजगार एवं प्रशिक्षण महानिदेशालय), नई दिल्ली के दिनांक 21/24 अगस्त, 1956 के संकल्प संख्या डीआर/ईपी-24/56 (24 अक्टूबर, 2007 तक संशोधित) में आंशिक संशोधन करते हुए राष्ट्रीय व्यावसायिक प्रशिक्षण परिषद् (पैरा-5) के संघटन को इसके बाद दिनांक 04.11.2010 से निम्नानुसार संशोधित किया जाएगा।

परिषद् का संघटन :--भारत सरकार द्वारा परिषद् का पुनर्गठन किया गया है और इसमें निम्नलिखित सदस्य हैं :--

(क) केन्द्रीय श्रम और रोजगार मंत्री	अध्यक्ष
(ख) श्रम और रोजगार राज्य मंत्री	उपाध्यक्ष
(ग) भारत सरकार, श्रम और रोजगार के सचिव	सदस्य
(घ) रोजगार एवं प्रशिक्षण महानिदेशक/संयुक्त सचिव, श्रम और रोजगार मंत्रालय	सदस्य
(ङ) वित्तीय सलाहकार, श्रम और रोजगार मंत्रालय	सदस्य
(च) उप-महानिदेशक (प्रशिक्षण)	सदस्य
(छ) उप-महानिदेशक (शिक्षिता प्रशिक्षण)	सदस्य

और निम्नलिखित में से प्रत्येक का एक प्रतिनिधि :

- (i) तकनीकी शिक्षा विभाग, मानव संसाधन विकास मंत्रालय
- (ii) सूचना प्रौद्योगिकी विभाग, संचार एवं सूचना प्रौद्योगिकी मंत्रालय
- (iii) अतिलघु, लघु तथा मध्यम उद्यम मंत्रालय
- (iv) वस्त्र मंत्रालय

जहां तक हो सकेगा, प्रतिनिधि तकनीकी अधिकारी होंगे।

- (ज) आंध्र प्रदेश, असम, गुजरात, हिमाचल प्रदेश, छत्तीसगढ़, मध्य प्रदेश, महाराष्ट्र, कर्नाटक, कोरल, उड़ीसा, राजस्थान, तमिलनाडु, उत्तर प्रदेश, पश्चिम बंगाल, जम्मू व कश्मीर, हरियाणा, बिहार, दिल्ली, नागालैण्ड व त्रिपुरा राज्य सरकार/संघ शासित प्रदेशों (शिक्षिता प्रशिक्षण योजना से संबंधित राज्य निदेशक) से प्रत्येक से एक प्रतिनिधि।
- (झ) भारत सरकार द्वारा नियोक्ता संगठनों के नामित किए जाने वाले तीन प्रतिनिधि।
- (ञ) भारत सरकार द्वारा कामगार संगठनों से नामित किए जाने वाले तीन प्रतिनिधि।
- (ट) भारत सरकार द्वारा व्यावसायिक और विद्वान निकायों से नामित किए जाने वाले पांच प्रतिनिधि।
- (ठ) भारत सरकार द्वारा अखिल भारतीय तकनीकी शिक्षा परिषद् से नामित किया जाने वाला एक प्रतिनिधि।
- (ड) भारत सरकार द्वारा नामित किए जाने वाले पांच विशेषज्ञ।
- (ढ) भारत सरकार द्वारा अनु. जाति तथा अनु. जनजाति प्रत्येक से नामित किया जाने वाला एक प्रतिनिधि।
- (ण) भारत सरकार द्वारा महिला संगठन से नामित किया जाने वाला एक प्रतिनिधि।
- (त) निदेशक, प्रशिक्षण, रोजगार एवं प्रशिक्षण महानिदेशालय श्रम और रोजगार मंत्रालय-सदस्य सचिव।

अनिल स्वरूप
संयुक्त सचिव