

# **Training Manual for Industrial Training Institutes and Centres**

**Second Edition**

# Training Manual for Industrial Training Institutes and Centres

Second Edition

*Directorate General of Employment and Training  
Ministry of Labour  
Government of India  
New Delhi*



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NEW DELHI

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# Preface to the Second Edition

This Training Manual is a comprehensive guide for all relevant information pertaining to the Craftsmen Training Scheme of the Government of India, Ministry of Labour, being implemented in Industrial Training Institutes/Centres all over the country. It has been divided into five parts viz., (i) Organisation (ii) Administration of Industrial Training Institutes (iii) Institute Staff (iv) General Information, and (v) Prescribed Standards.

Detailed information supplementing the text contained in the above parts, such as various prescribed proformae, statistical returns, procedures etc., has been included in the relevant appendices and annexures to the manual.

The Training Manual is an attempt to provide a transparent system to the end users of Craftsmen Training Scheme. Any training scheme, being non-static in nature, requires continuous review and updating of policies, procedures, rules, standards etc., so that the socio-economic changes, technical advancements and training needs of user industries are appropriately taken care of. The last revision of this manual was done in year 1995. After that the National Council for Vocational Training (NCVT) has made a number of recommendations and necessary orders for the implementation of prescribed norms that were issued from time to time. The training manual has been revised to incorporate these orders at the appropriate places.

It may, however, be clarified that this manual is not a legal document, but is made only to serve the users for smooth implementation of the norms prescribed by NCVT. For any clarification, the original office orders relating to that recommendation may be referred to.

It is hoped that the State Directorates dealing with Craftsmen Training, Principals and Staff of ITIs/ITCs, trainees and all those concerned with the implementation of the Craftsmen Training Scheme would continue to find this manual a very useful reference.

DGE&T  
Ministry of Labour  
New Delhi

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Any training scheme, being non-static in nature, requires continuous review and updating of policies, procedures, rules, standards etc., so that the socio-economic changes, technical advancements and training needs of user industries are appropriately taken care of. It is suggested that the manual may always be read along with the instructions/orders issued from time to time so that information is correct and up-to-date.

It is hoped that the State Directorates dealing with Craftsmen Training, Principals and Staff of ITIs, trainees and all those concerned with the implementation of the Craftsmen Training Scheme, would continue to find this manual a very useful reference.

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# Contents

<i>Preface to the Second Edition</i>	v
<i>Preface to the First Edition</i>	vii
<b>Part 1: Organisation</b>	<b>1</b>
1. Craftsmen Training Scheme	1
2. National Council for Vocational Training	1
3. State Council for Vocational Training	5
4. Local Advisory Committees for Institutes/Centres	6
5. Pattern of Staff at State Directorates	7
6. Admission for ITIs/ITCs	7
7. Sub-Committees of NCVT	7
<b>Part 2: Administration of Industrial Training Institutes</b>	<b>9</b>
8. Organisational Chart of an Industrial Training Institute	9
9. Channel of Correspondence	9
10. Admissions to Industrial Training Institutes	9
11. Caution Money	11
12. Medical Examination	12
13. Aptitude Test	13
14. Transfer of Trainees	13
15. Concessions to Trainees	13
16. Tuition Fees	14
17. Working Hours	14
18. Holidays	14
19. Minimum Compulsory Attendance for Trainees	15
20. Leave Admissible to Trainees	15
21. Unauthorised Absence	17



- 22. Absconders 17
- 23. Suspensions, Discharges and Resignations 17
- 24. Award of Stipend 18
- 25. Supply of Stationery to Trainees 18
- 26. Supply of Overalls (Workshop Clothing) 19
- 27. Sale of Manufactured Products 19
- 28. Manufacture of Certain Items of Tools and Equipment at  
Industrial Training Institutes by Trainees 19
- 29. Condemnation of Surplus (Serviceable and Unserviceable) Articles—  
Condemnation Board; Auction and Outside Orders 20
- 30. Progress Cards 20
- 31. Trade Test Procedure including Expenses and Allowances 20
- 32. Record Cards of Trainees who Pass Out—Follow-up 20
- 33. National Trade Certificates 21
- 34. Procedure for Issue of Blank Certificates 21
- 35. Issue of Duplicate Trade Certificates 22
- 36. Inspection of Industrial Training Institutes/Centres 22
- 37. Educational Tours by Trainees 25
- 38. Grants to Industrial Training Institutes/Centres 25
- 39. Statistical Returns Pertaining to Craftsmen Training Scheme 27
- 39(i). Management Information System 28
- 40(i). Opening of New Industrial Training Institutes/Centres 28
- 40(ii). Streamlining the Procedure for Opening ITIs/ITCs 29
  - 41. Establishment of Industrial Training Institutes/Centres, Donations by Private Bodies—  
Association of their Names with the Names of the Centres 30
  - 42. Introduction of New Trades, Change of Trades and Expansion of  
Industrial Training Institutes/Centres 30
  - 43. Recognition of Diplomas/Certificates Awarded under Craftsmen/Displaced  
Persons Training Schemes (Appendix-XV) 31
  - 44. All India Skills Competition 32
  - 45. Training in Dual Trades 35
  - 46. Wearing of Uniforms by Technical Staff 35
  - 47. Definition of Technical Staff 36
  - 48. Training in Industry 36
- 48(i) Setting up of a Performance Appraisal System and Systematic Identification of  
Staff Training Needs 36
- 49. Concessions to Trainees for Active Service in Armed Forces 36

### **Part 3: Institute Staff**

38

- 50. Scale of Staff Admissible for Industrial Training Institute/Centre 38

- 51. Qualification, Experience and Method of Direct Recruitment and Promotion of Technical Staff at Industrial Training Institutes 43
- 52. Qualifications for the Post of Technical Assistant at the Headquarters of the State Directorates of Training 47
- 53. Qualifications Prescribed for Hostel Superintendent-cum-Physical Training Instructor 48
- 54. Qualifications for Technical Staff at State Headquarters 48
- 55. Suggested Duties of Principal, Supervisory and Instructional Staff of Industrial Training Institutes 49
- 56. Timetables for Instructional and Supervisory Staff 51
- 57. Model Lessons/Demonstrations by Instructional/Supervisory Staff 51
- 58. Staff Meetings 52
- 59. Reference Material and Training Aids 52
- 60. Internal Inspection of Institutes 53
- 60(a). Salaries to be Paid to the Staff Being Engaged by Private ITC's 53
- 61. Development of Instructional Materials to Improve Quality of Training 53
- 62. Course Fees for Various Training Programmes Conducted by DGE&T Field Institutes 54

#### **Part 4: General Information**

**55**

- 63. Responsibility for Care and Custody of Government Property at Hostels 55
- 64. Licences for Mechanic Motor Vehicle Trainees 55
- 65. Application of Workmen's Compensation Act, 1923, and Factories Act, 1948, to Industrial Training Institutes 55
- 66. Audiovisual Aids for Craftsmen Training 56
- 66(i). Modernisation and Removal of Obsolescence 56
- 67. Affiliation of Training Institutes /Centres/ Trades/Units to National Council for Vocational Training under the Craftsmen Training Scheme 56
- 68. De-affiliation Procedure of ITI/ITC/Trades/Units from NCVT 56
- 69. Accounts and Stores 57

#### **Part 5: Prescribed Standards**

**58**

- 70. Land and Building for Training Institute 58
- 71. Provision of Diesel Generating Set 58
- 72. Syllabi for Engineering and Non-Engineering Trades 58
- 73. Standard Lists of Hand Tools and Equipment 58
- 74. Instructional Materials 59
- 75. Maintenance of Tools and Equipment 59
- 76. Provision of Utensils for Hostels Attached to Industrial Training Institutes/ Centres 60
- 77. Scale of Furniture Admissible for Industrial Training Institute/Centres 60
- 78. Scope of Ex-ITI Trainees 60
- 79. List of State Directorates 61

## Appendix I

### ***Survey of Occupations around ITIs for Determining the Scope for Training in the ITIs (Industry-wise Survey)*** **62**

Proforma for Conducting Survey in Industry in Trades in Which There is Absolute Employment Potential in the Area 63

Proforma Suggested for Submitting Proposals for Discontinuance of Unpopular Trades and Substituting them with Popular Trades out of Existing NCVT Trades 64

Summary of Trades to be Abolished/Introduced 65

## Appendix II

### ***Norms for Staffing Pattern at Directorates of States/UTs for Implementation of Craftsmen Training Scheme (CTS)*** **66**

## Appendix III

### ***Organisation Chart of an Industrial Training Institute*** **68**

## Appendix IV

### ***Model Prospectus of the Craftsmen Training Scheme in Industrial Training Institutes/Centres*** **69**

A. Scope and Duration 69

B. Minimum Qualification for Admission 69

C. Age 69

D. Physical Standards 70

E. Method of Selection 70

F. Undertaking from Trainees 70

G. Caution Money 70

H. National Trade Certificate 70

I. Hostel Facilities 71

J. Concessions 71

K. Submission of Application 71

L. Special Concessions to Persons Belonging to Scheduled Castes and Scheduled Tribes 71

M. Facilities Available for Apprenticeship Training in Industry under Apprentices Act, 1961 71

## Appendix V

### ***Proforma for Register of Caution Money Deposits*** **73**

Monthly Abstract of Caution Money Deposits at the End of Month 73

## Appendix VI

### ***Progress Card for Craftsmen Training Scheme(For Engineering Trades only)*** **75**

**Appendix VII**

*Progress Card for Craftsmen Training Scheme  
(For Non-Engineering Trades only)*

80

**Appendix VIII**

*Trade Test Procedure for the Craftsmen Training Scheme  
under the Aegis of NCVT*

82

**Appendix IX**

*Record Card of Ex-trainees—Follow-up*

97

**Appendix X**

*Provisional National Trade Certificate (for Regular Candidates)*

98

**Appendix X-A**

*Provisional National Trade Certificate (for Private Candidates)*

99

**Appendix XI**

*National Trade Certificate (for Regular Candidates)*

100

**Appendix XI-A**

*National Trade Certificate (for Private Candidates)*

101

**Appendix XII**

*Inspection Questionnaire (for Technical Inspection of  
Industrial Training Institutes/Centres)*

102

Annexure I: Proforma 106

**Appendix XIII**

*The Proforma of the Requisite Information regarding Inspection Carried out*

108

**Appendix XIV**

*Annual Statistical Return on Craftsmen Training Scheme*

109

**Appendix XIV-A**

*Annual Statistical Return Showing Number of Trainees Declared Successful under  
Craftsmen Training Scheme in Final/Supplementary Trade Tests*

111

**Appendix XIV-B**

*Annual Statistical Return of ITIs/ITCs under Craftsmen Training  
Scheme Trades and Units Existing and Affiliated to NCVT*

113

**Appendix XIV–C**

<i>Annual Statistical Return Relating to Training of Industrial Workers under Scheme of Part-time Classes for Industrial Workers</i>	115
--	-----

**Appendix XV**

<i>Recognition of Trade Certificates Awarded by Various Authorities at the Level of Craftsmen</i>	117
---	-----

**Appendix XVI–A**

<i>List (as on 20-5-68) of Trades under CTS of the DGE&amp;T in Respect of Which Diploma/Certificate Awarded from Time to Time have been Recognised by Government of India</i>	121
--	-----

**Appendix XVI–B**

<i>Engineering and Non-Engineering Trades, Period of Training and Minimum Educational Qualification for Admission under Craftsmen Training Scheme (CTS) as on 01-08-2000</i>	124
--	-----

**Appendix XVI–C**

<i>List of Trades Which were Revised During 1996–2002 Under CTS</i>	130
---	-----

**Appendix XVII**

<i>Certificate of Merit for the Best Trainee</i>	132
--	-----

**Appendix XVII–A**

<i>Certificate of Merit for the Best ITI</i>	133
--	-----

**Appendix XVII–B**

<i>Certificate of Merit for the Best State</i>	134
--	-----

**Appendix XVIII**

<i>Licences for Mechanic (M&amp;V) Trainees</i>	135
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**Appendix XIX**

<i>Procedure for Affiliation of Training Institutes/Centres/Trades/Units to the National Council for Vocational Training under Craftsmen Training Scheme</i>	137
--	-----

Annexure I: 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 142

Annexure II: Minimum Norms for Permitting an Institute to Start in Respect of Land, Building and Staff 144

Annexure III: Particulars to be Furnished to the Secretary NCVT for the Purpose of Considering Grant of Affiliation of Institutes/ Centres implementing Craftsmen

Training Scheme under the Aegis of the National Council of Vocational Training— Revised Proforma for Inspection Report by Standing Committee	146
Annexure III-A: Details of Trades/Units Proposed for Grant of Affiliation (To be Filled in By State Director Dealing with Craftsmen Training Scheme)	154
Annexure- III-B: Checklist for Forwarding SCIR/DIRs to DGE&T HQ for Affiliation of ITIs/ITCs	156
Annexure IV: Terms and Conditions for Affiliation to National Council for Vocational Training	157
Annexure V	158
Annexure VI	159
Annexure VII: Checklist for forwarding SCIR/DIR to DGE&T Headquarters for Affiliation of ITIs/ITCs	160
Annexure VIII: Reconstituted Sub-Committee of NCVT Dealing with Affiliation of ITI/Trade/Unit in the 32nd Meeting of the NCVT Held on 18th December, 1996	162
Annexure IX: List of Coordinating Officers/DGE&T Field Institutes/Offices and the States/UTs Covered for Inspection of Institutes by Standing Committees (Stan. Com.)	163
Annexure X	164

## Appendix XX

### ***Procedure for Evaluation of ITIs/ITCs/Trades/Units, which are Already Affiliated to NCVT (Government and Private) —De-affiliation Procedure*** **166**

Annexure I: 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 169

Annexure II: Notice to be Issued to the 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 170

## Appendix XXI

### ***Space Requirement of ITIs and Various Trades under Craftsmen Training Scheme*** **171**

## Appendix XXII

### ***Written Instructional Material (WIMs) Completed*** **179**

## Appendix XXIII

### ***Proforma for the Maintenance of Equipment, Register, Log Book and Maintenance Chart*** **180**

## Appendix XXIV

### ***Recommendations of Special Committee Appointed by State Representatives Regarding Provision of Furniture for Industrial Training Institutes*** **182**

Annexure A: List of Furniture for Industrial Training Institute having a Capacity of 300 Trainees 184

Annexure B: List of Furniture of Industrial Training Institute having a Capacity of 600 Trainees 187

Annexure C: List of Furniture of Industrial Training Institute having a Capacity of 1000 Trainees 191

**Appendix XXV**

***List of State Directorates/UTs Dealing with Craftsmen Training Scheme***

**195**

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## Part 1

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# Organisation

### 1. Craftsmen Training Scheme

The Craftsmen Training Scheme was introduced by the Government of India in 1950 to ensure a steady flow of skilled workers in different trades for the domestic industry, to raise quantitatively and qualitatively the industrial production by systematic training, to reduce unemployment among the educated youth by providing them employable training, to cultivate and nurture a technical and industrial attitude in the minds of the younger generation. The Scheme, the most important in the field of Vocational Training, has been shaping craftsmen to meet the existing as well as future manpower need, through the vast network of ITIs in the various states/union territories in the country. The day-to-day administration of ITIs under the Craftsmen Training Scheme was transferred to the state governments/union territory administrations with effect from the year 1956. From 1st April, 1969, the financial control of the Industrial Training Institutes in the States as well as in the Union Territories has been transferred to the respective State Governments/Union Territories. The financial assistance is granted to them in the form of bulk grant in consultation with the Planning Commission and the Ministry of Finance.

The objects of the scheme are:

- (i) to ensure a steady flow of skilled workers in different trades for the industry;
- (ii) to raise the quality and quantity of industrial production by systematic training of workers; and
- (iii) to reduce unemployment among the educated youth by equipping them for suitable industrial employment.

### 2. National Council for Vocational Training

#### Resolution

In pursuance of the recommendation of the All India Council for Technical Education, the Government of India in the Ministry of Labour Resolution No. RTA-428(5)/dated the 22nd May, 1951, appointed a committee called the National Trade Certification Investigation Committee with instructions to prepare a scheme for the establishment of an All India Trades Board which would award certificates of proficiency to craftsmen in the various engineering and building trades. The report of this committee as also the recommendation of the Training and



Employment Services Organisation Committee (known as the Shiva Rao Committee), have been considered by the Government of India. The Government agreed with both the committees that there is need for setting up a central agency for coordinating the training programmes in the country bringing about uniformity of standards and awarding certificates of proficiency in craftsmanship on an All India basis. Such a step is in the interest of both the industry and the workers in as much as it ensures that the holders of National Certificates possess a minimum recognised degree of skill. In addition, it facilitates mobility of tradesmen and their employment.

The Government of India also decided to transfer the administration of the training organisation under the Directorate General of Resettlement and Employment to the control of the State Government concerned, retaining for themselves the functions of co-ordinating craftsmen training and laying down the training policy. This decision has further accentuated the need for a central agency for assisting or advising the Central Government in the discharge of their responsibilities regarding Craftsmen Training. It has accordingly been decided, in consultation with the State governments and other concerned parties, to set up a National Council for Vocational Training. Accordingly, with a view to ensure and maintain uniformity in the standards of training all over the country, the National Council for Vocational Training, an advisory body, was set up by the Government of India in the year 1956. The Council has been entrusted with the responsibilities of prescribing standards and curricula for Craftsmen Training, advising the Government of India on the overall policy and programmes, conducting All India Trade Tests and awarding National Trade Certificates. The National Council is chaired by the Minister of Labour, with members representing Central and State Government departments, employers' and workers' organisations, professional and learned bodies, All India Council for Technical Education, Scheduled castes and Scheduled tribes, All India Women's Organisation, etc. The State Council for Vocational Training at the State level and the Trade Committees have been established to assist the National Council.

The structure of the National Council for Vocational Training is given below:

**(a) Name:** The name of the Council shall be "The National Council for Vocational Training".

**(b) Headquarters:** The headquarters of the Council shall be in New Delhi.

**(c) Objects:** The Council shall function as a central agency to advise the Government of India in framing the training policy and co-ordinating vocational training throughout India.

**(d) Functions:** The functions of the council shall be to

1. establish and award National Trade Certificates in engineering, building, textile and leather trades and such other trades as may be brought within its scope by the Government of India
2. prescribe standards in respect of syllabi, equipment, and scale of accommodation, duration of courses and methods of training;
3. arrange trade tests in various trade courses and lay down standards of proficiency required for a pass in the examination leading to the award of National Trade Certificate;
4. arrange for ad-hoc or periodical inspections of training institutions in the country to ensure that the standards prescribed by the council are being followed;
5. recognise training institutions run by government or by private agencies for purposes of the grant of National Trade Certificates and lay down conditions for such recognition;

6. co-opt, if necessary, any person or persons to advise the council in connection with its work;
7. prescribe qualification for the technical staff of training institutions;
8. prescribe the standards and conditions of eligibility for the award of National Trade Certificates;
9. generally control the conditions for the award of National Trade Certificates;
10. recommend the provision of additional training facilities wherever necessary and render such assistance in the setting up of additional training institutions or in the organisation of additional training programmes as may be possible;
11. advise the Central government regarding distribution to State governments of the contribution of the Government of India towards expenditure on the Craftsmen Training Scheme;
12. perform such other functions as may be entrusted to it by the Government of India;
13. perform such functions as are assigned by or under the Apprentices Act, 1961.

**(e) Composition of Existing Council:** The council shall be constituted by the Government of India and shall consist of the following members for a period of three years from 1.04.2000 to 31.03.2003.

- (a) Union Minister for Labour/State Minister for Labour/Deputy Minister of Labour for Labour—Chairmen.
- (b) Secretary to the Government of India, Ministry of Labour—Vice Chairman.
- (c) Director General of Employment and Training and one representative each of:
  - (i) Department of Telecommunication.
  - (ii) Ministry of Civil Aviation.
  - (iii) Ministry of Information and Technology.
  - (iv) CPWD, Ministry of Urban Development.
  - (v) Central Water Commission.

The representatives will, as far as possible, be technical officers.
- (d) One representative each from State Governments and Union Territory Administrations (State Directors dealing with Craftsmen Training Scheme) — Andhra Pradesh, Assam, Bihar, Gujarat, Haryana, Himachal Pradesh, Madhya Pradesh, Maharashtra, Karnataka, Kerala, Nagaland, Orissa, Punjab, Rajasthan, Tamil Nadu, Uttar Pradesh, West Bengal, Jammu and Kashmir, Goa, Meghalaya and NCT Delhi.
- (e) Three representatives of Employers Organisation, to be nominated by the Government of India.
- (f) Three representatives of the Workers Organisation to be nominated by the Government of India.
- (g) Three representatives of professional and learned bodies, to be nominated by the Government of India.
- (h) One representative of the All India Council for Technical Education, to be nominated by that Council.
- (i) One expert appointed by the Government of India.
- (j) One representative each of the Scheduled Castes and Scheduled Tribes, nominated by National Commission of Scheduled Caste and Scheduled Tribe.
- (k) One representative from the All India Women's Organisation, nominated by the National Commission for Women.

- (l) The Director of Employment Exchanges, (DGE&T), Ministry of Labour.
- (m) The Deputy Director General of Apprenticeship Training (DGE&T), Ministry of Labour.
- (n) The Deputy Director General of Training (DGE&T), Ministry of Labour—Member Secretary.

(DGE&T 19(20)199-CD Dt. 26.2.2000)

**(f) Term of Office of Members:** The term of office of all non-official members of the Council or any standing committee appointed by the Council shall be three years from the date of appointment or nomination as the case may be, provided that a member appointed or nominated in his capacity as a member of a particular body or as the holder of a particular appointment shall automatically cease to be member if he ceases to be a member of that body or the holder of that appointment. Any person appointed to a casual vacancy among the non-official members of the Council for the residue of the term for which the person whose place he fills would have been a member.

**(g) Proceedings of the Council:**

1. The Chairman of the council, when present, shall preside over all meetings of the Council.
2. In the absence of the Chairman, the Secretary, Ministry of Labour shall preside. On occasions, when the Chairman/Secretary, Ministry of Labour is unable to preside over a meeting of the Council, the members present shall elect a Chairman from amongst themselves for the particular meeting.
3. One-third of the number of members of the Council shall constitute the quorum for any meeting of the Council.
4. Not less than 30 days' notice of every meeting of the Council shall ordinarily be given to each member, but a shorter notice may be given for urgent meetings. The Council shall meet as often as may be necessary and at least once every year.
5. The agenda of every meeting shall be sent so as to reach the members at least 15 days before the scheduled date of meeting.
6. In the case of difference of opinion among the members of the Council, the opinion of the majority shall prevail.
7. If there is equality of votes, the President of the meeting shall exercise a casting vote.
8. The Chairman may, in special circumstances, instead of convening a meeting of the Council, obtain the views of the members on any item of business individually by circulation instead of at a meeting.
9. No proceedings of the Council shall be invalidated merely by reason of the existence of any vacancy or vacancies among the members.

**(h) Committees:** The Council shall have the power to appoint committees for assisting it in the discharge of its functions.

The recommendations of the Council on training policy shall be referred to the Government of India for decision.

**(i) Trade Tests:** Trade tests in various courses will be arranged by or under the authority of the National Council for Vocational Training and Certificates duly approved by it will be awarded to successful candidates.

**(j) Inspection of Training Institutes:** The Council's functions in regard to inspection of Training Institutes shall be exercised through the Directorate of Training. Training Institutions which have already been recognised or which have applied for recognition by the National Council shall afford all facilities for inspection to the staff of the Directorate of Training or any member of the National Council examining body in a state or of any committee appointed by the National Council.

**(k) Staff:** The Directorate of Training, Ministry of Labour, Government of India, shall provide the required secretarial assistance to the Council.

**(l) Publications:** An annual report of the working of the National Council for Vocational Training shall be published. The council may also publish periodicals and news bulletins for disseminating information of interest to trainees and training institutions and industries.

**(m) Financial:** The expenses of the Council shall be met by the Government of India. Official members of the Council and of the committees appointed under para (h) will draw travelling and other allowances for attending the Council's meetings and for performing work connected with the Council from their respective Governments. Non-official members of the Council will be paid travelling allowances by the Government of India at the rate admissible to Government of India officers of the first grade in accordance with the Supplementary Rules.

### **3. State Council for Vocational Training**

There are State Councils corresponding to the National Council to deal all matters relating to vocational training at the level of the State.

**(a) Object:** The State Council which is affiliated to the National Council for Vocational Training functions as a state agency to advise the State government in carrying out the training policy laid down by the National Council and to co-ordinate the Vocational Training Programme throughout the State.

**(b) Functions:** The functions of the state Council are:

1. to carry out the policy of the National Council with regard to the award of National Trade Certificates in engineering and non-engineering trades as may be brought within its scope by the Central or State government;
2. to implement the decision and carry out the policy laid down by the National Council in respect of syllabi, equipment, scale of accommodation, duration of courses and method of training;
3. to establish State Board of Examination in Vocational trades;
4. to arrange for ad-hoc or periodical inspection of the training institutes/centres in the State and ensure that the standards prescribed by the National Council are being followed;
5. to co-opt, if necessary, any person or persons to advise the State Council in connection with its work;

6. to ensure that the staff is employed according to the qualifications prescribed by the National Council and relax qualifications in special circumstances to be recorded, for trades where such staff is not easily available;
7. to ensure that the examinations are conducted by the State Board of Examinations according to standards and the manner prescribed by the National Council;
8. to counter-sign and issue the National Trade Certificates to successful candidates;
9. to recommend the provision of additional training facilities, wherever necessary, and render such assistance in the setting up of additional training programmes as may be necessary;
10. to advise the State Government regarding expenditure on different training schemes; and
11. to perform such other functions as may be entrusted to it by the State Government.

(c) **Board of Examinations:** The State Council shall constitute a Board of Examination as a committee of the State Council, which shall perform the following functions:

1. to constitute a Local Board of Examination at each examination centre;
2. to co-opt outside experts on Local Board of Examination as and when necessary;
3. to make necessary arrangements for the proper conduct of examinations including the provision of raw materials, answer books and other stationery at the examination centre;
4. to fix the scale of remuneration of the outside experts on the Local Board of Examination and arrange payment thereof;
5. to ensure compliance with the standards prescribed by the National Council for the conduct of the examination;
6. to declare final results; and
7. to submit a yearly report to the State Council regarding its activities and to suggest measures for effecting improvements.

#### **4. Local Advisory Committees for Institutes/Centres**

- (a) Local Advisory Committees should be attached to training institutes/centres to study the needs of industry in the region served by the centre and suggest measures to adopt the training programmes to meet local needs. The Committee will consist of the following members:
  1. Principal of the training institute/centre,
  2. Two representatives of the local industry,
  3. One representative of labour, and
  4. Local employment officers.
- (b) The State Councils may also carry out surveys as given in the proforma at Appendix I for assessing training need in their State to enable them to introduce the trades having employability .
- (c) There should be constructive collaboration between Institute and Industries for bringing out improvement in quality of the training and maintenance of machinery in ITIs. Therefore, representation of industries in the Local Advisory Committees should be adequate and meaningful.

## **5. Pattern of staff at State Directorates**

Norms for staffing pattern at Directorates of States/UTs for implementation of Craftsmen Training Scheme is given at Appendix II.

## **6. Admission for ITIs/ITCs**

The appointment of Selection Committee by the State Governments for admission in ITIs has been dispensed with for the sessions commenced from August, 1997 onwards. The admissions in the ITIs are to be made purely on merit, based on the marks secured by the candidates in the public examinations based on the minimum qualifications prescribed for the respective trade. Wherever there is no public examination at the minimum qualification level, merit is to be made on the marks obtained by the candidates in the written examination conducted by the State Directorate for the purpose.

(No. DGET-9/28/96-CD dated 4

**8**

- |    |                                 |   |
|----|---------------------------------|---|
| 6. | National Commission for Women   | 1 |
| 7. | Professional and learned bodies | 1 |
| 8. | Experts of the field            | 1 |

The Sub-Committee of NCVT be re-constituted after the expiry of NCVT and only the members of working NCVT be nominated on this Sub-Committee.

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## Part 2

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# Administration of Industrial Training Institutes

### 8. Organisational Chart of an Industrial Training Institute

A model organisation chart is given at Appendix III.

### 9. Channel of Correspondence

The State Directors in charge of Craftsmen Training Scheme will correspond with the Dy. Director General of Training through their respective governments on the subjects involving policy matters. The financial matters will be taken up with the Planning Commission by the State Governments except Union Territories/Administrations, which will route such matters through the Ministry of Home Affairs. All correspondence to the Deputy Director General of Training, DGE&T from the Principals of the Industrial Training Institutes under the Craftsmen Training Scheme in the States is through the State Director of Training except in the case of statistical reports, which are sent direct to the statistical section of the Directorate General of Employment and Training, Ministry of Labour, Government of India, with copies to their controlling authorities.

### 10. Admissions to Industrial Training Institutes

**(a) Age:** The candidates of 14–25 years of age as on the date of start of admission session are eligible.

**(b) Age Relaxation:**

- (i) There is no objection to the State Government/Union Territory Administration making necessary relaxation of upper age limit up to 45 years in case of ex-servicemen.
- (ii) Relaxation of upper age limit up to 45 years permissible in case of war widows.



(No. DGET-12(I) 71-TC, Dt. 20.2.1971)

- (iii) Widows/separated women would be allowed to join various training programmes under C.T.S. up to the age of 35 years.

(No. DGET-19(9)/89-CD, Dt. 31.3.89)

- (iv) The upper age limit of physically handicapped candidates has been relaxed by 10 years and kept as 35 years on the date of start of admission session.

(No. DGET-19(15)/95-CD, Dt. 6.8.1996)

**(c) Qualification:** As prescribed in the respective trade syllabus.

**(d) Reservation of Seats:** This should be as follows:

- (i) For candidates belonging to the Scheduled Castes/Tribes in proportion to their population in each State/Union Territory.
- (ii) Twenty five per cent seats will be reserved for women candidates and these seats can be filled up based on the general reservation policy of each State/UT, the total reservation being limited to 50 per cent. If the seats meant for them are not utilised fully, the same can be filled in by men candidates subsequently.

(No. DGET-19(29)/95-CD, Dt. 11.9.1996)

- (iii) For boys and girls sponsored by the recognized orphanages, if specific reservation is not possible at least preference should be given to them at the time of admission to the Industrial Training Institutes/Centres.
- (iv) Three per cent of the seats for admission into the Craftsmen Training Scheme and Apprenticeship Training Scheme should be reserved for candidates who are handicapped but have aptitude and are otherwise fit to undergo the required training. Attempts may be made by the States/UTs to ensure that three per cent of the seats reserved for physically handicapped are fully utilised. Steps should also be taken to give wide publicity in this regard, also by bringing the fact to the notice of associations/organisations of physically handicapped person and located in the States.

(DGET-3(6) 81-TC, Dt. 21-5-81),

(No. DGET-19(19)/90-CD, Dt. 10.5.90)

- (v) Directorate General of Resettlement has confirmed the inclusion of ex-servicemen category in the revised priorities for reservation up to 10 seats in each of the ITIs. As such, the revised priorities for admission of wards of Defence personnel etc. would henceforth be as under:

- (i) Children of deceased/disabled ex-servicemen, including those killed/disabled during peace time
- (ii) Children of ex-servicemen
- (iii) Children of serving jawans
- (iv) Children of serving officers
- (v) Ex-servicemen

(No. DGET-29/(4)/86-CD, Dt. April, 86)

- (vi) Ten seats be kept reserved in each of the 410 identified ITIs with a maximum of two seats in a trade for Defence Service Personnel under pre-cum-post release

training programme in ITIs from the session starting from August 2000. The list would be submitted by DGR in respect of each State to the concerned State Directorate well in advance to enable them to reserve the seats in different ITIs. For ITIs meant for women, only women candidates, if any, would be considered for admission. The State Directorate would issue necessary instructions to the principals of the concerned ITIs to reserve the seats in the trades as per the request of DGR. Where it is not possible to accommodate the request, admission in alternative ITIs could be given.

(No. DGET-7/1/2000-TC dated 22

Ordinarily the caution money should be deposited in full by the trainees at the time of their admission. In deserving cases, however, the State Director may make a relaxation to the extent that the amount is realised in suitable instalments within one month of their admission. The caution money should be kept intact. Any recoveries from the trainees that may be necessary on account of damage to or loss of tools and equipment should be made in cash or by other means. Utilisation of caution money should be resorted to only in those cases where a trainee has left or is leaving an institute and is otherwise unable to pay.

The caution money deposited by the trainees of the ITIs/ITCs may be refunded to them as soon as they complete the institutional training and hand over the tools and other articles entrusted to them. A certificate from the instructor concerned to the effect that no article belonging to the institute/centre is left with the trainees, should, however, be produced by them along with the application for the refund of the caution money (see also Appendix V).

(No. DGET-29(1)/86-CD, Dt. 17.2.86)

- (b) To guard against the loss or damage to hostel articles each hostel boarder of an ITI/ITC will also be required to deposit with the Head of the training institute/centre a sum of Rs. 25 only as "Hostel Caution Money" and Rs. 10 only per year as "Hostel Service Charges".

(No. DGET-12(20)/82-TC, Dt. 8.11.82)

- (c) Both the caution money deposited by the trainees may be refunded to them in the event of their discharge from the institute/hostel on any ground.
- (d) All deposits should be refunded normally on satisfactory completion of the institutional training.
- (e) All balances unclaimed for more than three complete account years from the date they first become repayable, shall at the close of March in each year be credited to the government as unclaimed deposits. The date of first repayment shall be the date on which trainee successfully completes the training.
- (f) Caution money will be forfeited in the case of trainees who discontinue their training after one month of commencement of training.

(No. DGET-12(8)/75-TC, Dt. 6.2.76)

## 12. Medical Examination

- (a) Trainees should be medically examined by the Medical Officer attached to the ITI/ITC soon after their admission. They should also be examined, thereafter once in a year. In the case of trainees of doubtful health, the medical examination may be held every three months. At the training institutes/centres, where no medical officer has been appointed, arrangements for medical examination may be made through a local doctor. The State Director may sanction for this purpose an examination fee at a rate not exceeding Rs. 5/- per trainee examined on each occasion, besides conveyance charges. Training institutes within two and a half kilometers of one another may be treated as one centre in calculating the rate of fee to be paid. Trainees found medically unfit on admission should be discharged forthwith by the head of the training institutes/centres. The case of physically handicapped persons with the specified

limitations shall be examined by the State Government/Union Territory administrators concerned on merits, for relaxation of standards referred to above.

(DGET-19(10)/89-CD, Dt. 31.3.89)

- (b) Candidates with proper and adequate vision in one eye should be made eligible for admission to ITIs in the trades in which vision in one eye is adequate for receiving training and seeking employment thereafter.

(No. DGET-19(11)/88-CD, Dt. 10.2.88)

- (c) No rigid physical standards have been prescribed for admission under Craftsmen Training Scheme. Trainees with contagious and infectious diseases should not be admitted. Proper publicity should be given to inform the prospective trainees about the physical standards/norms required for employment, so that candidates are fully aware of the requirements before seeking admission.

(No. DGET-19 (11)/91-CD, Dt. 6.1.92)

### **13. Aptitude Test**

- (a) Aptitude test may be conducted for candidates selected for admission into Industrial Training Institute/Centres at the end of the second month after admission. If a candidate is found unsuitable for a particular trade, he should be considered for any other trade before rejecting him altogether.
- (b) Trainees may be allowed a change of trade within the first month of their admission to a training institute/centre provided they possess the requisite qualifications for the new trade and vacancies are available.
- (c) The use of aptitude test is optional and is left to the State Government.

(No. DGET-19(10)/92-CD, Dt.7.7.92)

### **14. Transfer of Trainees**

The State Director may sanction the transfer of a trainee from one training institute/centre to another or the exchange of trainees between the training centres provided the sanctioned distribution of trades and the sanctioned number of trainees at those institutes/centres are unaffected and such transfers do not involve any expenditure on travelling etc.

### **15. Concessions to Trainees**

The trainees will be given following concessions while at the institutes/centres besides stipend and free workshop clothing (overalls).

- (i) free facilities for games, recreation and medical treatment; and
- (ii) subsidised hostel accommodation, where available.

## **16. Tuition Fees**

- (a) Tuition fee in the case of ITIs to be decided by the respective State Governments as deemed fit based on the recommendation of the concerned State Council for Vocational Training.
- (b) Tuition fee in the case of institutes under DGET&T/Union territory administration @ Rs. 20 p.m. or part thereof per trainee.
- (c) No fee be charged from SC/ST and physically handicapped trainees.  
(No. DGET-19(13)/95-CD, Dt. 30.7.1996)
- (d) The State Directors/UTs, in consultation with SCVT, will decide suitable tuition fee to be charged by private ITIs keeping in the view the cost of training.  
(No. DGET-19(18)/95-CD, Dt. 6.8.1996)

## **17. Working Hours**

Total working hours: 42 hours per week.

- (a) Practical Instruction – 28 hours per week.
- (b) Theoretical Instruction – 10 hours per week out of which
  - (i) Trade Theory 4 hours per week
  - (ii) Workshop Calculation and Science 2 hours per week
  - (iii) Engineering Drawing 2 hours per week
  - (iv) Social Studies 2 hours per week
- (c) Extra-curricular activities including library studies and physical training – 4 hours per week.  
(No. DGET-12(19)/83-TC, Dt. 12.10.83)

## **18. Holidays**

- (a) Trainees may be allowed the same holidays as are fixed by the State Director for observance by the staff. If a trainee is a stipend holder, he would be paid stipend at the full rate during such holidays. With a view to have uniformity in the working of ITIs all over the country, it has been decided that the number of working hours at the ITIs should be fixed 7½ hours per day with second Saturday of a month as holiday.
- (b) There will be no winter/summer holidays as such but the State Government may close the institutes which are in areas inaccessible/snow-bound for a period of not exceeding 15 days in a year. Efforts should be made to complete the loss due to such closure by working extra hours during the year. This closure need not therefore apply to all the ITIs even in the same State.  
(No. DGET-12(15)/77-TC, Dt. 28.5.77)

## **19. Minimum Compulsory Attendance for Trainees**

- (a) The minimum compulsory attendance for trainees in regard to their eligibility for the final trade test has been fixed at 80 per cent of the actual number of working days.
- (b) For the purpose of calculating 80 per cent of the actual number of working days in respect of a trainee, the number taken will be the number of days for which attendance was marked in the attendance register during the period between the day of his admission and the date of the beginning of the trade test.  
There may be cases in which the attendance of a trainee falls short of 80 per cent due to reasons beyond his control. In such cases, no hard-and-fast rules can be laid down. If a trainee has not missed essential training, the shortage of attendance, if due to causes beyond his control should be condoned.
- (c) Where a trainee absents himself for more than half the number of days, for whatever reasons, he should not be allowed to continue his training. Where, however, the absence is due to unavoidable circumstances and the trainee has the required aptitude and capacity to become a good skilled craftsman, the State Director in-charge of the training scheme should decide each case on its own merit and admit the candidate for further training along with the senior batch provided there are vacancies in the concerned trade. The re-admitted trainees will not be allowed a stipend.
- (d) The hours lost on the shop floor by a trainee due to absence over and above the prescribed minimum of 80 per cent attendance should be made up by the trainees by working in the shift to the extent necessary to make up the loss in training without providing any additional equipment and staff. The assignments to the trainee may be made by his instructors and the work may be supervised by the instructors in charge of the shift in which the trainee works. This concession should however be given only to those trainees who lose training for reasons beyond their control and not for those who remain absent frequently for trivial reasons.

## **20. Leave Admissible to Trainees**

### **(a) Casual Leave**

1. In addition to usual holidays in the year, casual leave at the rate of 12 days per year for the course with duration of training as one year as well as two years will be admissible to trainees subject to a maximum of 10 days at any one time. Any holidays intervening during the period of casual leave shall not be counted for the purpose of the limit of 12 days. Since there is already a provision of medical leave and special leave, casual leave not utilised during the 1st year of the two years course shall stand lapsed at the end of the 1st year and shall not be permitted to be carried forward to the 2nd year. If the trainee is a stipend holder, he will continue to draw stipend at full rate during the period of casual leave.
2. Casual leave cannot be combined with any other kind of leave. If casual leave is preceded or followed by medical or special leave, the entire leave taken will be treated as medical or special leave provided that it shall not be allowed to exceed the maximum leave prescribed in respect of medical/special leave.

**(b) Medical Leave**

1. A trainee who is unable to attend duty owing to illness other than injuries received while at work may be allowed medical leave up to 15 days. Leave for a further period, not exceeding three weeks for one year trade courses and six weeks for two year trade courses in continuation or in addition to 15 days absence, may be granted to a trainee on producing the medical certificate from a medical officer or a registered medical practitioner, irrespective of whether he goes to hospital or not. This leave should only be granted in case of serious illness and only once during the period of training. A trainee who requires extension of leave in case of serious illness beyond 15 days and who does not go to a hospital for treatment may be granted leave on the recommendations of the Medical Officer, if any, posted at the training institute/centre by the State Government or a medical officer or not below the rank of an Assistant Surgeon. If the Medical Officer of the rank of Assistant Surgeon is not within the easy reach of the trainee, a certificate signed by a registered medical practitioner may be accepted. The cost of medical treatment, seat rent etc. will be borne by the government in the case of a trainee who is admitted as an indoor patient in a hospital. The cost of diet during his stay as an indoor patient in a hospital will be borne by the trainee and not by the government. The Principal of the training institute/centre will arrange to pay the hospital bill after obtaining the sanction of the State Director concerned, if necessary. A trainee who holds a stipend will be allowed to draw stipend at the full rate during such leave.
2. During illness, trainees who reside in government hostels will also be paid actual conveyance charge to and from the hospital by the cheapest mode of conveyance, irrespective of the fact whether they are admitted to hospital as indoor patients or not.
3. Trainees who are not fit for duty or do not report for duty at the end of two months should be discharged from the date of expiry of the period. They may, however, be readmitted for training by the State Director at his discretion, provided he is satisfied that they could not join earlier and that they will be able to complete their course within the prescribed period. Any period involved in excess of the leave admissible will be without stipend in the case of trainees who hold stipend.
4. Under no circumstances should patent medicines be allowed to trainees at the cost of the government. The term patent medicine means medicines which are not ordinarily stocked in local government hospitals or dispensaries but does not include vaccine, sera, or other materials required for injections, provided they are administered on a limited scale as part of treatment for specific ailments and the necessity for their use is certified by the competent Medical Officer.

(DGET-19(12)/90-CD, Dt. 25.5.90)

**(c) Special Leave**

1. Special leave on private affairs may be allowed to trainee up to 10 days. In extraordinary cases, where the head of the centre/institute is satisfied that the requirement is genuine, the period of special leave may, at his discretion, be raised to a maximum of 15 days for trainees of one-year trade courses and 30 days for trainees of two years trade courses. No scholarship will be admissible during the period of special leave to a trainee who is a scholarship holder.

(No. DGET-19(12)/90-CD, Dt. 25.5.90)

2. If a trainee over stays the maximum period of special leave, he should be struck off the rolls from the day following the date of expiry of the period and treated as an absconder.

**(d) Training Fee**

Training fee will be payable to Industrial Training Centres with regard to trainees who avail of the above kinds of leave.

## **21. Unauthorised Absence**

For unauthorised absence of less than 10 consecutive days at a time, the Principal of the institute/centre should issue a written warning to the trainee for the first occasion. If the offence is repeated, his case should be reported to the State Director, with a view to discharge. Proportionate deduction of stipend should be made by the Principal of the institute/centre for all unauthorised absence from such trainees who are stipend holders.

## **22. Absconders**

A trainee who absents himself from a training institute/centre for 10 consecutive days without permission and without informing the Principal of the institute/centre of the reasons for his absence, should be treated as an absconder and struck off the rolls with effect from the first day of his absence. If a trainee returns to the training institute/centre within two weeks after having been struck off as an absconder, he may be readmitted by the Principal of the institute/centre with the approval of the State Director, provided the trainee gives a satisfactory explanation of his absence.

## **23. Suspensions, Discharges and Resignations**

- (a) The State Directors may discharge at their discretion such trainees as are recommended for discharge by the Principals of training institutes/centres on account of unsatisfactory progress in training, misconduct, etc. For acts of indiscipline and misconduct, the Principal of the institute/centre should issue a written warning for the first offence. If the offence is repeated, his case should be reported to the State Director with a view to discharge.
- (b) Pending investigation of allegations against a trainee suspended of misconduct, he may be suspended by the Principal of training institute/centre for good and proper reasons, which should be recorded by him in writing. No stipend should be paid during the period of suspension to a trainee who had been suspended for misconduct. The stipend may, however, be paid in full if and when such a trainee is exonerated.
- (c) Where a trainee under suspension is subsequently exonerated and the attendance due to his suspension falls short of described 80 per cent limit, he may be allowed to complete his training, notwithstanding the shortage, and allowed to sit for the trade test if he has covered the prescribed training course.  
The provisions are not applicable to trainees appearing in the All-India Trade Tests after August 1984 since the preliminary (first year) test is abolished.
- (d) 1. Only those trainees of two-year courses at the ITIs who desire to join apprenticeship training should appear in the test at the end of first year at ITI. Those who do



not intend to indenture themselves for apprenticeship training would continue training in the second year without appearing in the test.

2. Those trainees who fail in the first-year test will also be allowed to continue training in the second year.
3. Those trainees who pass the first-year test but are not recruited by employers as apprentices on account of limited number of vacancies may be allowed to continue at ITIs. They may leave the institute for apprenticeship training in the next February but credit for ITI training will be given to them for one year only. If they continue at the ITIs for the full two years, they may appear in the final test for the NCVT Certificate.
4. All those stipend holder trainees of the two year courses who (i) do not appear in the test at the end of the 1st year, (ii) appear and fail the test at the end of the 1st year, and (iii) having passed the test but are not recruited by the employers as apprentices in the August session and are allowed to continue in the ITIs in the second year shall be entitled to continue to draw the stipend during the second year also.

## 24. Award of Stipend

- (a) A stipend of Rs. 100/- per month per trainee will be awarded to all the trainees. However, the State Government is at liberty to increase the rate of stipend in view of the stipend payable under other schemes of Govt. of India/State Govt. or unemployment allowances payable within the State.

(No. DGET- 19 (12)/ 95 - CD, Dt. 2.9.1996)

- (b) In addition to the normal stipend mentioned above, merit scholarships at the rate of Rs.125/- per month per trainee may also be awarded to 40 per cent of the total number of trainees on the rolls (both engineering and non-engineering trades) on the basis of internal examination to be conducted at each Industrial Training Institute/Centre.

(No. DGET-19(8)/99 – CD dated January 7, 2000)

- (c) Stipend should be granted to trainees only after the aptitude tests are over and decisions taken regarding the discharge of supernumeraries. The award of stipend should be finalised within a period of about three months of the start of session.

## 25. Supply of Stationery to Trainees

- (a) Trainees in the trades of Draughtsman (Civil and Mechanical) and Surveyor will be supplied with the following articles:

1.	One pencil—medium hard	Every month
2.	One blank drawing book (24 pages)	Every two months
3.	One eraser	Every three months
4.	Laboratory size exercise book (one side blank and the other side ruled)	One per session
5.	Drawing sheets	As required

- (b) The cost of the stationery will be met as follows:

1. Industrial Training Institutes from training grant.

2. Industrial Training Centres from training fees.

(DGET-19(14)/93-CD, Dt. 23.9.93)

## **26. Supply of Overalls (Workshop Clothing)**

One overall after every six months may be provided to the trainees who are required to work on or near moving machines. So far as trainees of Draftsman (Mechanical and Civil) and Surveyor trades are concerned, they may be provided with one overall during course of training. The workshop attendants also may be provided with one overall every year. It has been left to the respective State Governments to decide themselves the quality of cloth, according to the availability of cloth in their local markets. No monetary limits have been fixed for this purpose.

(DGET-19(8)/92-CD, Dt. 25.6.92)

## **27. Sale of Manufactured Products**

As per respective State Government Rules.

## **28. Manufacture of Certain Items of Tools and Equipment at Industrial Training Institutes by Trainees**

- (a) Trainees at the Industrial Training Institutes are required to carry out graded exercises to learn the skills of their trades progressively. It is felt that during the practical work done by the trainees, certain items included in the list of tools and equipment as well as some furniture can be easily manufactured with the raw material out of the training grant provided for the purpose of training. Those items, which can be conveniently manufactured during the training, may be chosen from the list of tools and equipment in respect of various trades.

The State Government may examine the question of manufacturing these items of tools and equipment at the Industrial Training Institutes as a matter of policy, and to avoid the purchase of these items from the market. Detailed specifications in respect of these items have not been given in the list of tools and equipment prescribed. The State Government may, however, adopt the specifications on the basis of similar items already available at the Industrial Training Institutes. It may be mentioned that at certain Industrial Training Institutes all the facilities for manufacturing these items may not be available. The State Government may, therefore, examine the possibility of having these items manufactured at those ITIs where all the necessary facilities are available within the State itself. This will not only result in the saving of a considerable expenditure, which the State Government may otherwise have to incur for the purchase of additional tools and equipment as well as furniture, but it will also provide an opportunity to the trainees to work on actual jobs during the period of their training.

- (b) In addition to the manufacture of tools for their own use, the ITIs can also undertake jobs which have training value and are not repetitive in nature, from Public Sector

Undertakings, provided this work is commensurate with the needs for training and also after their requirements of necessary tools etc. have been met.  
Raw materials, spare parts accessories, etc. for all outside orders should generally be provided by the customers placing the orders.

**29. Condemnation of Surplus (Serviceable and Unserviceable) Articles—Condemnation Board; Auction and Outside Orders**

As per respective Government Rules.

**30. Progress Cards**

A progress card should be maintained in respect of every trainee from the date of admission to the institute/centre (Appendices VI and VII).

The monthly test be conducted in all the subjects and the performance recorded as usual on monthly and quarterly basis for awarding sessional marks.

(DGET-19(10)/93-CD, Dt. 21.9.93)

**31. Trade Test Procedure including Expenses and Allowances**

See Appendix VIII

**32. Record Cards of Trainees who Pass Out—Follow-up**

- (a) The form of the record card to be maintained in respect of ex-trainees of the Industrial Training Institutes/Centres is given in Appendix IX.
- (b) The record cards should be maintained to ensure that the passed out trainees have been able to secure employment. If employed, the name of the employer, etc. should be given, failing which, the whereabouts of the unemployed trainees should be shown in the record cards.
- (c) The instructional staff should be advised to mix with the trainees and create confidence in their minds so that they may, after leaving the institutes/centre keep in close touch with the instructors. When the trainees present themselves for receiving the National Trade Certificates, the importance of keeping the Principal informed about their future careers must be impressed upon them. They should also be asked to report periodically, say every three months, till they succeed in getting employment. Further, with a view to encourage correspondence by the trainees, they may be permitted to write letters to the instructional staff without having to pay for the postage. Such a system is already in vogue in the employment exchanges where free postage cards are issued to the registrants. Similar cards can be issued to the trainees who pass out from the institutes/centres.

### **33. National Trade Certificates**

- (a) The marks secured by the trainees would be indicated in the provisional certificates only, which would be issued to the trainees soon after passing the All India Trade Test. The format of Provisional National Trade Certificate for regular and private candidates w.e.f. the session August, 1989 and onward is shown at Appendices X and X A respectively.

(No. DGET-8(5)/88-CD, Dt. 5.9.89)

- (b) Trainees who pass the trade test will be awarded a National Trade Certificate by National Council for Vocational Training.
- (c) The format of National Trade Certificate awarded to regular trainees of the Industrial Training Institutes/Centres is given in Appendix XI. The format of the National Trade Certificate awarded to private candidates is given in Appendix XI A.

(No. DGET-29(7)/86-CD, Dt. 12.3.86)

- (d) The requisite number of blank Trade Certificates will be supplied by the DGE&T, Government of India, Ministry of Labour, to the State Directorate dealing with Craftsmen Training Scheme as per their actual requirement. Each certificate should be numbered serially.
- (e) The Secretary SCVT will supply the blank forms to the Principals concerned. The entries should then be got filled after thorough checking by the Principal. The certificates duly filled in should be sent to the Secretary SCVT for signature in ink.
- (f) The entries in the certificates may be typed or written in calligraphy and the content of the certificates should only be on the over side and no particulars should be on the reverse side.
- (g) The State Director, after filling in the entries and signing the certificates in ink, will send these certificates to DGE&T HQ for obtaining the facsimile signature of the Deputy Director General of Training/Secretary, NCVT. The State Director may delegate the power of Secretary, SCVT, to an officer not below the rank of Joint Director for signing of these certificates.

(No. DGET-19/11/96-CD dated 27.5.1997)

- (h) After affixing the facsimile signature, the certificates will be sent back to State Directorate for onward transmission to the concerned Principal of ITIs/ITCs.
- (i) The certificates should be countersigned by the Principals of the ITIs concerned before issue.
- (j) The trainees who fail only in the business management Paper should not be precluded from getting National Trade Certificates. Candidates will be entitled to an additional Certificate as and when they secure a pass in the Paper.

### **34. Procedure for Issue of Blank Certificates**

Refer to Appendix VIII.

### **35. Issue of Duplicate Trade Certificates**

- (a) The trainees should apply for the issue of duplicate certificates to the Principals of training institutes where they had undergone training. The Principals should ensure that the trainees have deposited a sum of Rs. 20

- (ii) representatives of industries who are running training schemes of their own; and
  - (iii) a representative of the labour organisation.
- 3. A few selected centres of each State should be inspected once a year by the officers of the Training Directorate of the Ministry of Labour.
- 4. Regional officers should be appointed to assist the State Councils and the Central Government in formulating new proposals and carrying out the policies of Central government and the National Council and to carry out detailed inspection of each centre at least once a year on behalf of the National Council.
- (c) The inspection questionnaire is given in Appendix XII.
- (d) One of the functions of the National Council for Vocational Training is to arrange for ad hoc or periodical inspection of training institutions in the country to ensure that the standards prescribed by the Council are being followed. This will be exercised through the Directorate of Training, Ministry of Labour. Training institutes shall afford all facilities for inspection to the staff of the Directorate of Training, Ministry of Labour, or any member of an examining body set by the National Council for Vocational Training or any member of a committee appointed by the National Council.
- (e) The requisite information regarding inspections carried out may be furnished biannually in the proforma attached (Appendix XIII) so that the information relating to the half-year ending 30th June and 31st December is received by the Directorate General of Employment and Training (Statistical Section) by the end of the month following the period under review. If the return is not received from any State Government, it will be assumed that no inspection has been carried out.
- (f) **A.**
  1. Every year a team of inspecting officers from the Directorate General of Employment and Training will select as many centres as possible for inspection in each State.
  2. The State Directors will select as many centres as possible for inspection in each State.
  3. At the conclusion of these inspections a seminar will be organised by the State Directors wherein the Principals and the inspecting officers of the Directorate General of Employment and Training will participate. Non-official members, particularly industrialists who have participated in tripartite inspections may also be invited in the seminar. The final report by the tripartite team will be discussed in the seminars.
  4. The deliberations and the report of this seminar, along with the major deficiencies and defects noticed and recommendations for removal, will be brought to the notice of the Director of Training, Directorate General of Employment and Training and followed up in this Directorate for early removal of the deficiencies noticed.
  5. In addition to above, a seminar may be held at the state level at the State Directorate wherein all the Principals of the Industrial Training Institutes/centres in the State, officers of the State Directorate and other concerned will participate. Such a seminar should be held once in a year and

preferably about two months before the meeting of the State Governments representatives concerned with training schemes.

6. The object of the seminars at the State level will be to discuss the administrative as well as technical matters relating to the implementation of the training schemes at the State level whereas the object of the seminars as are held at present is to discuss the discrepancies noticed during the inspections and the methods for improvement.
- B.** The Deputy Director General of Training will organise a proper plan of inspection of the training centres by the officers of the Directorate and intimate this to the Directors at least two months in advance so as to enable them to plan tripartite inspections and seminars.
- C.** A number of States have enquired as to what should be the proforma for reports of the tripartite teams. This matter has been carefully considered and it has been felt that while the tripartite teams may not be tied down to furnish their reports of inspection of Industrial Training Institutes/Centres in a prescribed proforma, the reports of the tripartite teams should, however, reflect the general picture of the Institute or Centre. The members of such a team may be informed accordingly and requested also to embody the information in their reports on the following specific matters:
1.
    - (i) the training arrangements in the Industrial Training Institutes/Centres, specially in regard to the methods adopted and the arrangements for training;
    - (ii) the adequacy or otherwise of the machine tools and equipment provided for training;
    - (iii) the general calibre of the instructors in regard to their knowledge of the theory and practice of the craft; and
    - (iv) the discipline of the trainees.
  2. Whether the training imparted is up to the standard and skill obtained is as per the need of the industry.
  3. Any suggestion for improvement.
- With a view to ensure the minimum standard of training prescribed by the NCVT, two inspections of the ITIs/ITCs should be carried out every year, one by the State and one by the DGE&T on a zonal basis. The DGE&T will carry out only technical inspection and the State Government/Union Territory administrations should do administrative inspections of the Industrial Training Institutes/Centres.
- It is requested that in future a statement showing the action taken and/or proposed to be taken by the State Directorate, etc. to remove the defects and shortcomings may kindly be attached with each inspection report when forwarded to the Ministry.
- It will be appreciated that the above suggestion will reduce the correspondence in this connection to a considerable extent from both sides and will also enable the State Directors to review at the end of each month the progress of remedial action taken on each inspection.

The inspections of the industrial institutes would require a close follow up of the training programmes in order to ensure that the training curriculum adopted for each trade is in conformity with the prescribed syllabus and the desired proficiencies are attained by the trainees without running the risk of wastage due to failures at the conclusion of the course. To achieve the above objective, the programme of inspecting the Industrial Training Institutes would have to be intensified. The technical officer of the State Directorate according to the recommendations of the State Representatives in their seventh meeting held on 8th and 9th October 1964, would inspect every Industrial Training Institute twice in a year. During these inspections, their officers would concentrate on the technical and academic aspects of training and would offer their concrete and positive suggestions on the improvement of the standard of training.

It is decided that the Quarterly and Annual inspection of ITIs should be conducted more vigorously and due attention should be paid by the State Directorate to the Inspection Reports submitted by the Regional Directorates of Apprenticeship Training (RDATs).

(No. DGET-19/7/96 – CD. Vol., (IV) Dt. 4.6.1997)

The administrative inspection would be conducted by the accounts officers and the administrative officers of the State Directorate leaving the technical officers of the headquarters to devote their attention to the technical matters. No particular proforma has been prescribed for administrative inspections.

### **37. Educational Tours by Trainees**

The following concessions are admissible to trainees of the Industrial Training Institutes/Centres for their educational tours:

1. For the purpose of obtaining an idea of the actual working conditions, trainees from Industrial Training Institutes/Centres, nearing completion of their courses, may be sent for a week to nearby workshops.
2. The trainee will be entitled to a daily allowance at par with the minimum rates payable to group 'C' employees per day and second class railway fare for to and fro journey.

(No. DGET-12(11)/81-TC, Dt. 11.6.82)

3. Each party of trainees has to be under the charge of a supervisory staff whose absence from the Institute will be treated as on duty for the period of tour.

### **38. Grants to Industrial Training Institutes/Centres**

#### **(a) Training Grant**

A training grant is allowed to each Institute/Centre @ Rs. 200 per month per trainee for engineering trades and Rs.150 per month per trainee for non-engineering trades to cover the cost of the following:

1. Raw materials



2. Consumable stores such as oil, steel, cotton waste, etc.
3. Replacement of hand tools
4. Repairs to equipment on account of wear and tear
5. Cost of stationery for training purpose (not for office)
6. Cost of light, water and power.

(No. DGET-19/12//95-CD, Dt. 16.5.1997)

**(b) Provision for Maintenance**

A provision of maintenance head of 1–3 per cent of the total cost of machine in an ITI in the annual budget every year should be made. This norm would, however, be applicable to machine tools and related equipment only. For this purpose, the Principals of the ITIs may be delegated full powers for repair and maintenance of the machinery, tools and equipment and separate budget for this be provided to him or her. Efforts may be made to get the cooperation from industry. Wherever possible, cooperation from industry could be sought to overcome neglected machinery problems in the ITIs.

(No. DGET-19(3)/89-CD, Dt. 31.3.89)

(No. DGET-19(7)/196-CD Vol-III, Dt. 19.5.1997)

**(c) Adequate Funds**

Adequate funds should be provided by State Governments/UTs for proper maintenance of equipment and availability of adequate raw material.

(No. DGET-19(7)/90-CD, Dt. 25. 5.90)

**(d) Contingent Grant or Contingent Expenditure**

1. Postage stamps/stationery
2. Purchase of Government publications
3. Repairs to and washing of workshop clothing
4. Freight
5. *Mazdoor* hire and cartage of stores
6. Miscellaneous expenditure at the Training Institutes and
7. Contingent expenditure at hostel. Contingent expenditure does not cover expenditure on items like rent and taxes in respect of hostels, repairs to building, etc.

**(e) Technical Books and Magazines**

1. It is necessary for each Institute to have technical books, technical magazines and other books related to the trades taught at the Institute for guidance of instructional staff and trainees. For this, an expenditure of Rs. 5/- per month per trainee is allowed.

(No. DGET-19(8)/99-CD, dt.7. 2000)

2. The orders prescribing the technical books for libraries at State Directorates and Industrial Training Institutes/Centres are circulated by DGE&T from time to time. These books are suggestive one and out of these only those books may be purchased which are technically considered to be of immediate value to the State Directorate.
3. In view of the fact that the existing provision of Rs. 5/- per trainee per month for purchasing technical magazines and books for the libraries at the ITIs is inadequate for setting up

technical libraries on a proper footing, an additional initial expenditure is considered necessary for the purpose.

At the time of establishing a new ITI, initial expenditure for the setting up of a library will be as follows:

- |      |                                     |               |
|------|-------------------------------------|---------------|
| (i)  | For an ITI with seats up to 256     | Rs. 10,000.00 |
| (ii) | For an ITI with seats more than 256 | Rs. 20,000.00 |

(NO. DGET – 19(12)/95-CD, dt. 2.9.1996)

4. The entire initial expenditure mentioned above involved in the setting up of the technical libraries at the Industrial Training Institutes shall be utilised for the purchase of technical books only.
5. As regards the furniture required to be supplied for technical libraries, no additional expenditure will be involved because essential furniture for this purpose has already been included in the list of furniture for the Industrial Training Institutes, which has been indicated at Appendix XXIII.

**(f) Sports and Recreation Grant**

An expenditure of Rs. 10/- per trainee per month is allowed for recreation (newspapers etc.) of trainees.

(No. DGET-19(12)/95, Dt. 2.9.1996)

**(g) Medical Grant**

An expenditure @ Rs. 20/- per trainee per month is allowed to cover the cost of medicines and other requirements of the dispensary at the Institutes.

(No. DGET-19(12)/95-CD, Dt. 2.9.1996)

**(h) Cost of Stipend:** Refer Para 26

**(i) Cost of Trade Testing:** Refer Appendix VIII

**(j) Cost of Workshop Clothing:** Refer Para 28

**(k) Travelling Allowance:** See Item 2 of Para 39

**(l) Maintenance of Building etc.**

No fixed scale has been laid down to meet the cost of maintenance of buildings, furniture, rent rates and taxes. This will depend on the individual requirement.

**(m) Maintenance of equipment:** Refer Para 40(b) and (c)

**39. Statistical Returns Pertaining to Craftsmen Training Scheme**

- (a) Four statistical returns proformas pertaining to Craftsmen Training Scheme as prescribed viz. TS-1, TS-2, TS-3 and TS-4. The statistical returns prescribed are required to be sent annually by the ITIs/ITCs to DGE&T, New Delhi through State Directors. State Directors may send the consolidated return to DGE&T in respect of

ITIs/ITCs in their state. The information in respect of Government as well as private institutes may be sent separately and the same proformas should be used for the purpose.

A set of these proformas is given in Appendix XIV (TS-1), Appendix XIVA (TS-2), Appendix XIV B (TS-3) and Appendix XIV C (TS-4). The information as per these proformas may kindly be sent to the statistical section (Training), DGE&T, Ministry of Labour, 2-A/3 Kundan Mansion, Asaf Ali Road, New Delhi-110 002.

(DGET-14(6)/87-TC, Dt. 31.1.91)

- (b) State Directors may send the computerised returns in respect of Craftsmen Training Scheme. The return should include details like trainees admitted, passed out trainees, their placement, drop-outs and certificates pending to issue.

(No. DGET-19(18)/96-CD, Dt. 30.4.97)

### **39(i) Management Information System**

Management Information System is to be established both at the State HQ and the regional HQ of big states for a good networking between the State Training Directorates, industries and the DGE&T to facilitate the planning and decision-making, both at State and National level. For bigger states, similar Management Information System may be established at regional HQ of the State.

(No. DGET-19/19/96-CD, Dt. 19

- (d) The following factors should be taken into consideration while deciding the location of new ITIs/ITCs:
1. Availability of sufficient electric power.
  2. Employment potential of the trade(s) in the region.
  3. Industrial concentration or potential of development of industry in the area.
  4. Availability of suitable land.

#### **40 (ii) Streamlining the Procedure for Opening ITIs/ITCs**

It has been noticed that in the recent past there has been mushroom growth of ITIs/ITCs in the some states and many of these have been opened without adequate consideration of employment potential in the region. Fresh proposals regarding trades to be taught at any training institute/centre are ordinarily initiated by the State Councils for Vocational Training, on the recommendations of the Local Advisory Committees attached to the institutes/centres. The authority to start the training programme and to issue certificates on completion of training in new trades, offering employment opportunities in local areas, rests with the State Council for Vocational Training, if the training programme in such trades is not to last for more than five years. For programmes of longer duration, proposals to start new trades should be referred to the National Council for Vocational Training.

The proposal regarding streamlining of procedure for opening of new ITIs/ITCs was discussed in the 32nd and 33rd meetings of the National Council for Vocational Training (NCVT). The Council decided that applications of ITIs / ITCs are required to be scrutinized and sent to DGE&T headquarters for their concurrence keeping in view the following points in respect of the district/ block where new ITIs/ trades are to be introduced.

- (i) Total number of ITIs/ ITCs already in existence in the district / block where the new ITIs/ITCs are proposed to be introduced.
- (ii) Total number of seats trade-wise in the existing ITIs/ITCs.
- (iii) Forecast of skilled manpower, requirement for the proposed trades in the next five to 10 years period.
- (iv) Number of trainees passed out from ITIs/ITCs on the live registers of employment exchanges.

While considering the proposal to open new ITIs/ITCs a Committee, under the Chairmanship of State Secretaries dealing with Vocational Training with adequate representation of bodies of industry, trade and commerce and workers' organization, be constituted and the recommendations of this committee be made as basis for according permission for opening new ITIs/or introduction of new trades.

Apart from the four points mentioned above, which are to be kept in view at the time of opening new ITIs, the above Committee should also examine the financial liability of private organizations proposing to open private ITCs, adding trades/ units. For a government ITI, the required posts should be sanctioned by the concerned finance department before opening of new ITIs, and the Committee mentioned above should ensure that the land and staff are sanctioned and sufficient provision of funds for purchase of machinery are available before opening a new government ITI, or adding trades/units in the existing ITIs.

(No. DGET-19(17)/199-CD, Dt. 20/27.12.1999)

#### **41. Establishment of Industrial Training Institutes/Centres, Donations by Private Bodies—Association of their Names with the Names of the Centres**

It was agreed that wherever private bodies offered to provide buildings and land for the establishment of Industrial Training Centres, such offers should be accepted for the names of the Industrial Training Centres, provided they agree to provide the land and 80 per cent of the cost of the building (administrative block and workshop). The building, however, should be according to the pattern laid down by the Building Project Team of the Committee on Plan Projects.

Tax benefit is available under the Income Tax Act, 1961 (43 of 1961) for establishment and running of institution for Vocational Education and Training in rural areas of towns, which consist of population of less than five lakhs.

(Notification No. 11320/F.No. 38/FB/2000-TPL, dated 6th April, 2000)

#### **42. Introduction of New Trades, Change of Trades and Expansion of Industrial Training Institutes/Centres**

- (a) Proposals regarding trades to be taught at any training institute/centre are ordinarily initiated by the State Councils for Vocational Training, on the recommendations of the local committee attached to the institutes/centres. The authority to start training programmes, issue certificates on completion of training in new trades and offering employment opportunities in local areas rests with the State Councils for Vocational Training, if the training programmes in such trades is not to last for more than five years. For programmes of longer duration, proposals to start new trades should be referred to the National Council for Vocational Training. For this purpose, the State Councils should carry out surveys in the Proforma given in Appendix I.

(No. 3/203/68)

- (b) The following considerations should be taken into account while formulating proposals for the introduction of additional seats:
1. Utilisation of the existing idle capacity at the Industrial Training Institutes by conversion of the surplus seats from the trades in which there is no demand to the trades for which there is a pressing demand.
  2. Present demand as measured by the number of applications received at the time of admission.
  3. Potentialities as assessed on the basis of specific developments in the region, e.g. growth of industry in the neighbourhood etc.
  4. Potentialities as assessed by the employment market information surveys, wherever those are conducted.
  5. Employment potential or availability of further apprenticeship training facilities in the trades.

(TC/TP-3(167)/66)

- (c) It was decided that there was no reason for closing down any trade merely because the admission therein has fallen below 50 per cent of the sanctioned strength. In many cases, such shortfalls might even be temporary and it would be difficult to revive the training facilities in the subsequent sessions if the position improved. However, the discretion of closing down a unit of trade still rested with the State Governments. It was decided that with a view to improve the admissions, the State Government should have greater liaison with the industry for exploring employment potential and apprenticeship facilities in these occupations so that prospective candidates could be given proper guidance to take training in these trades. Moreover new techniques relating to these trades should be incorporated in the syllabi from time to time to make the training up-to-date and in accordance with the needs of the industry.

(3/202/68-TC Dt. 9.1.1969)

- (d) The short-term training courses for school dropouts and neo-literates (having minimum level of learning equivalent to 3rd or 4th class pass) may be introduced for boys and girls of the age group of 14 years plus in some of the Government ITIs. For this purpose, the State Directors may get studies conducted at district level to identify the short-term training courses in the potential occupational areas. These courses may be introduced under the jurisdiction of SCVT under intimation to DGET. The syllabi of these training courses should be prepared before starting the programme.

(No. DGET-19/16/96-CD, Dt. 19

the DGE&T be extended to the National Trade Certificate in draughtsmanship, awarded by the National Council for Vocational Training, to those candidates who have studied or been trained at recognised institutes or centres affiliated to the National Council.

The Government of India has decided to recognise for the purpose of recruitment to subordinate posts and services under the Central Government the “Diploma in Craftsmanship”, awarded to successful trainees under the Craftsmen/Disabled Persons Training Schemes of the Directorate General of Resettlement and Employment (now Directorate General of Employment and Training) before February, 1959, in the trade of Mechanic (General).

Procedure for the recognition of trade certificates in the trades other than those included in the DGE&T training schemes awarded by different Ministries/ Departments of the Government of India is contained in Appendix XV.

The Government of India has decided to recognise the certificates awarded by the Heavy Vehicles Mechanic-cum-Drivers Training Centre at Mana in the trade of Heavy Vehicles Mechanics-cum-Drivers for the purpose of recruitment to the subordinate posts and services under the Central Government.

All trainees admitted in the Training Centre for Adult Deaf (TCAD), Hyderabad (Andhra Pradesh) for the Session starting from 1st August 1997 will be required to appear in all the subjects of the trade in All India Trade Test conducted under the aegis of NCVT for Craftsmen Training Scheme and will get National Trade Certificate after passing the Trade Test as per existing rules.

(No. DGET-19/26/96-CD, Dt. 21.5.1997)

#### **44. All India Skills Competition**

In order to foster a spirit of healthy competition among the trainees of the institutes with a view to raise the standard of skill, the scheme of holding an All India Skills Competition was started in 1964.

Initially the competition was restricted to three trades and now it covers ten trades namely Fitter, Turner, Machinist, Electrician, Foundryman, Welder, Mechanic (Motor Vehicle), Instrument Mechanic, Cutting and Tailoring and Electronics Mechanic. The trainees under the regular Craftsmen Training Scheme only are eligible to compete in the All India Skills Competition.

(No. DGE&T-19(6)/89-CD, Dt. 31.3.89)

1. The All India Skills Competition is conducted in two levels—State Level and All India Level.

##### **(a) State Level Competition**

The best trainees in each of the 10 trades from each ITI are eligible to participate in this competition. Based on this competition, the best trainees amongst the qualified trainees in each of the 10 trades are selected at the State Level. MITI trainees from various places are allowed to compete with the ITI trainees of respective States as per prescribed procedure so as to make them eligible for competing at the All-India Skills Competition.

(No. DGE&T-19 (10)/90-CD, Dt.21.5.90)

**(b) All India Level Competition**

The best trainees in each of the eligible 10 trades at the state level competition are eligible to compete in the competition. The best trainees amongst the qualified trainees in each of the 10 trades are selected on the basis of this competition at All India level.

**(2) Subjects for the Competition and Allocation of Marks**

The marking scheme, with the subjects for the competition, is given below:



**(4) Declaration of the Best Trainee at All India Level Competition**

The competitor who stands first, after qualifying in the competition, will be declared the best trainee (winner) in his trade, provided he scores a minimum of 70 per cent of the maximum marks in the practical test.

**(5) Awards Under the Scheme**

The following awards shall be given under the scheme:

- (i) Merit Certificate to the best trainee in each of the 10 trades in each Industrial Training Institutes.
- (ii) Merit Certificate to the best trainee in each trade at the state level competition.
- (iii) Merit certificate (Appendix XVII ) and cash prize of Rs. 10,000/- to the best trainee in each trade at the All India Level Competition.

(No. DGET-12(5)/94-TC, Dt. 11.10.1996)

- (iv) Merit Certificate to the best ITI in each trade whose trainee stands first in the All India Level Competition in the respective trade as per Proforma furnished at Appendix XVII A.
- (v) Running shield to the State whose trainees secure highest total marks in all the trades in All India Level Competition (Merit Certificate Proforma given at Appendix XVII B).
- (vi) The Silver Trophy may be allowed to be retained by the winner State who wins the best State Award during All India Skill Competitions for Craftsmen consecutively for three years. This provision would be followed from 34th All India Skill Competitions for Craftsmen held in December, 1997 and onward.

(No. DGET-19/12/96-CD, Dt. 14.5.1997)

**(6) Travelling Allowance/Daily Allowance for the Competitors under the Scheme**

**(i) Travelling allowance:** Reimbursement of the travelling expenditure would be limited to the second class train fare for the shortest distance between the home town/place of duty/place of training to the place of All India Skill Competitions/place of function for awards and back. Shortest distance will be calculated between railway stations nearest to both the places under consideration.

**(ii) Daily allowance:** DA as applicable to a 'Group-C' Central/State Government employee at the minimum of scale as per rules for the complete period of competition shall be paid. Journey period shall be taken into account for the payment of DA.

(No. DGET-8(3)/85-TC, Dt.3.10.85)

**(7) Incentives to the Instructional Staff of ITIs Offered Under the Scheme**

- (i) Rs. 500/- and Certificate of merit to the concerned ITI instructor of the trade whose trainee is adjudged the best trainee in the Skill Competition at the State level.

- (ii) A cash award of Rs. 250/- and a merit certificate to each ITI instructor imparting Allied Trade training, teaching Workshop Calculation and Science and Engineering Drawing whose trainee is adjudged the best trainee in the Skill Competition at the State level.
- (iii) A cash award of Rs. 1000/- to the concerned ITI instructor of the trade whose trainee is adjudged the best trainee in the skill competition at All India level.
- (iv) A cash award of Rs. 500/- to each 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.

(DGET-19(16)/90-CD, Dt. 2.5.90)

#### **(8) Other Awards in Trades not covered under All India Skill Competitions**

It is on purely optional basis to State Governments to provide

- (i) cash award of Rs. 400/- and a certificate of merit to every trainee who stood first in the trade at the State level, excluding the ten trainees already covered in the All India Skill Competition.
- (ii) a cash award of Rs. 200/- to each Trade instructor, Allied Trade instructor, Workshop Science and Calculation and Engineering Drawing Instructors whose trainees stood first at the State level. The implementation of the proposal is however left to the option of the State Governments.

(DGET-19(9)/92-CD, Dt. June' 92)

### **45. Training in Dual Trades**

There is no objection to an ex-trainee of an Industrial Training Institute/Centre, who is already a National Trade Certificate holder in one of the trades under the Craftsmen Training Scheme, being admitted to the Industrial Training Institute/Centre, provided he fulfills all the conditions regarding educational qualifications, age, etc. prescribed for the purpose of admission to the new trade.

On the recommendation of the representatives of States at their sixth meeting vide Item no. 15, it has been decided that an Instructor with three years experience in the trade and with the required standard of skill may be allowed to take a test in another (allied) trade with the previous approval of the Director. If he passes the test in the allied trade, he may be given an advance increment as an incentive. However, only one increment may be allowed to an Instructor even if he obtains National Trade Certificate in more than one allied trade.

### **46. Wearing of Uniforms by Technical Staff**

For the sake of discipline, a khaki overcoat should be worn by all gazetted and non-gazetted technical staff at the Industrial Training Institutes/Centres during the period of practical hours. Such uniforms will be supplied to the members of the non-gazetted staff free of cost. These would be, according to the norms laid down, if any, by the State Government for the supply of similar clothing to other Government servants of equivalent status.

## **47. Definition of Technical Staff**

It has been decided that the terms of technical staff “occurring” in letter No. TC/TP-3/96/63 Dt. 17.4.1964 covers the Drawing, Mathematics and Language Instructors and also Trade Instructors in both Engineering as well as Non-Engineering trades at the Industrial Training Institutes.

## **48. Training in Industry**

Members of the technical staff of Industrial Training Institutes/Centres in all engineering trades should be deputed to an industry for industrial experience and/or refresher training in accordance with the scheme forwarded with letter No. TP-3(102)/63 Dt. 26.11.1963 subject to the condition that not more than one member is deputed from an Industrial Training Institute/Centre at a time and not more than once in five years unless new equipment or process on which training is essential are involved. Normal duration of such training should be one month. Prior approval of the programme of training by the DGE&T is not necessary.

### **48(i). Setting up of a Performance Appraisal System and Systematic Identification of Staff Training Needs**

Each State Directorate may workout a concrete training plan for each ITI based upon the self-appraisal of individual instructors, supported by their Supervisors. Principals of ITIs may be delegated with the financial powers to depute instructors for training at least for the courses where no fees has been prescribed and only TA/DA are required to be paid to the staff. Ad-hoc appointments may be made in place of instructors deputed for training/retraining. The State Directors should take up the proposal for ad-hoc appointment with their respective Finance Departments for approval.

(No. DGE&T-19(17)/96-CD, Dt. 27.5.1997)

## **49. Concessions to Trainees for Active Service in Armed Forces**

The following concessions may be made to trainees of the Industrial Training Institutes/Centres who volunteer for active services in the Indian Armed Forces and are enrolled:

1. Trainees of the Industrial Training Institutes/Centres, who volunteer for active service in the Indian Armed Forces during National Emergency and are enrolled for such services, may be allowed to discontinue the training at the Industrial Institutes/Centres without being asked to refund the cost of training, etc.
2. On return from active service, if these trainees want to continue their training to complete the course, they may be allowed to do so as though they had not left the training. In the case of scholarship holders, they will be allowed to enjoy the scholarship for the remaining period of their training, subject to the condition that the total period of drawing scholarship does not exceed 18 months.

3. Trainees who are drafted for approved active service in the Indian Armed Forces during a National Emergency, within three months before the commencement of their final trade test may be allowed to appear for All India Trade Test on their return, provided the services rendered by them in the Indian Armed Forces is in the same trade and the total period, i.e. training at the institute/centre and service in the Indian Armed Forces exceeds 18 months.

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## Part 3

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# Institute Staff

### 50. Scale of Staff Admissible for Industrial Training Institute/Centre

#### (a) Technical Staff


(No. DGET-12(26)/82, Dt. 09.11.82)


[DGET-19/12/ 95-CD, Dt. 16.05.97]

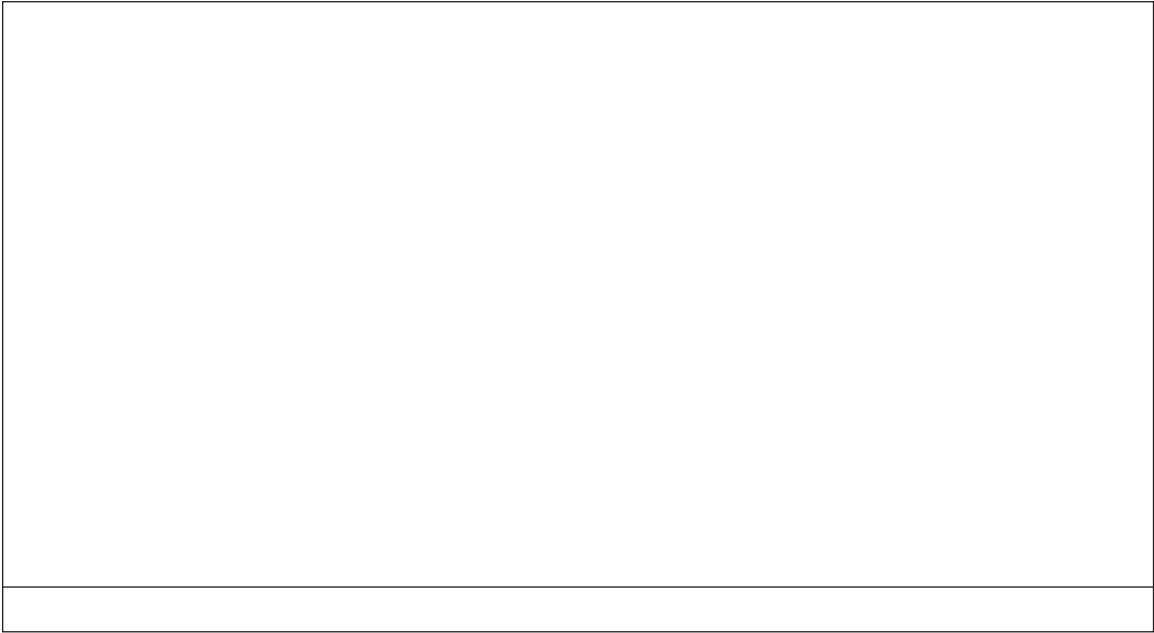
**(b) Ministerial Class III and Class IV Staff**




**51. Qualification, Experience and Method of Direct Recruitment and Promotion of Technical Staff at Industrial Training Institutes**




**Notes**



DGET-2/2/99-CD Dt. 3.6.99

**52. Qualifications for the Post of Technical Assistant  
at the Headquarters of the State Directorates of  
Training**

**53. Qualifications Prescribed for Hostel  
Superintendent-cum-Physical Training Instructor**

1. Matriculation pass or equivalent
2. Organising and administrative ability
3. Ability to keep and maintain proper accounts of expenditure
4. Ability to supervise games and sports and other recreational facilities
5. A certificate in physical education is desirable qualification

These need not be insisted upon in the case of existing incumbents of the posts.

**54. Qualifications for Technical Staff at State  
Headquarters**

## 55. Suggested Duties of Principal, Supervisory and Instructional Staff of Industrial Training Institutes

(a) **Principal** The Principal should ensure that:

1. all the instructions issued to him by the higher authorities are properly and expeditiously carried out;
2. accounts are maintained properly, stores are properly accounted for and verified periodically, and the purchases are according to specification and in good condition;
3. training programmes are carried out according to schemes;
4. raw materials are purchased in time and duly supplied;
5. machine and equipment are properly maintained;
6. manufactured products are properly accounted for and disposed of in accordance with the rules and instructions issued from time to time;
7. ensure that the foremen and supervisors maintain an extremely close supervision on the work of instructors and the progress of the classes;
8. proper discipline is maintained in the institute;
9. there is close relationship between the trainees and the instructional staff;
10. proper follow-up is maintained of the passed out trainees;
11. proper security arrangements are maintained and safety precautions observed;
12. trainees get proper medical aid and welfare arrangements are available; and
13. proper facilities are made available to the inspection staff of the State Directorate, DGE&T, and other authorised bodies.

(b) **Group Instructor** The Group Instructors should ensure that:

1. proper coordination is maintained in all the sections and the training programme is carried out efficiently, by personal close check and inspections;
2. the tests are regularly carried out, the trainees' work is correctly assessed, and proper record is kept in the progress cards;
3. raw material requirements of the sections are prepared well in advance to enable supply to be arranged in time;
4. safety precautions are observed in the workshop; and
5. the sections function strictly according to the time schedule laid down and proper discipline maintained.

The Group Instructor will also conduct model lessons in his own or connected subjects.

The Group Instructor will also carry out any additional work entrusted to him by the Principal.

**Note:**

- (i) The lessons prepared by the instructors should be checked by the concerned Group Instructor for its correct planning and accuracy. This may be done in beginning of each working day for which the Group Instructor may spend about 15 minutes in each section.



- (ii) The Group Instructor may also carry out a check of a certain percentage of these lessons to ensure proper planning of lessons and right standard.
- (iii) The Group Instructor will also from time to time attend these lectures to ensure that proper teaching technique is followed.

**(c) Hostel Superintendent–Cum-Physical Training Instructors** They will be responsible for:

- 1. imparting physical training to the trainees: and
- 2. arranging such cultural activities as are considered essential for creating team spirit, responsibility and sense of discipline amongst the trainees.

**(d) Vocational Instructors (Theory/Practical)** The instructors will be responsible for:

- 1. taking of class of trainees in theory and practice according to the prescribed syllabus and graded exercises;
- 2. maintenance of attendance register, progress cards, raw material register, tool and equipment register, manufacturing register and other sectional records in accordance with the instructions;
- 3. checking and correcting of theory notes, practical work and journals of trainees;
- 4. preparing charts, drawing and other visual aid material for the section;
- 5. ensuring that the machines in the section are in good working condition and are properly cleaned at the closing time daily;
- 6. requisitioning of tools and raw materials required for the section;
- 7. ensuring close relationship with the trainees; and
- 8. attending to leave applications of trainees.

**Note:**

- (i) In giving theoretical training, the instructor will not depend on the textbooks or his old notes. He will prepare his lessons for each lecture and use the current technique of teaching.
- (ii) The instructor will check the conditions of tools and equipment in his section and will see that the machines are in good working condition before beginning the practical class.

**(e)**

**(f) Training and Placement Officer (In Rank of Deputy Director/Joint Director)** In the new education policy, Government of India has laid great stress on linkages with the industry for training and placement. In this context, it becomes very essential to have a proper system of selection and placement of trainees in close coordination with industry. In order to accomplish this task systematically and effectively it is felt necessary to have a 'training and placement officer' separately of the rank of Deputy Director at each regional centre in each State/UT and of the rank of Joint Director at each RDAT. Ministry of Labour with adequate supporting staff to look after the following activities:

1. Conducting selection tests and interviews of ITI-passed candidates for recruitment at ITIs, in coordination with industrial establishments.
2. Conducting selection tests and interviews of ITI-passed candidates for placement as Apprentices under the Apprenticeship Act 1961, at various industrial establishments.
3. Liaison between ITIs, State Directorates, Industrial establishments and Apprenticeship Advisors (State and Central both) for manpower requirements and placements of ex-trainees in suitable vacancies. With the steadily increasing numbers of Industrial Training Institutes and industrial training establishments under Apprenticeship Training scheme, the above activities are becoming more voluminous and may be properly looped into.

## **56. Timetables for Instructional and Supervisory Staff**

A weekly timetable should be chalked out for each of the instructional and supervisory staff including Group Instructor, Allied Trade Instructor, Vocational Instructors (Practical), Vocational Instructor (Theory, Workshop Science and Calculation and Engineering Drawing) specifying the exact duties they will be expected to carry out on each working day. The aim should be to fully utilise every available hour.

The spare time of the instructional staff—when they are not taking theory/practical classes—should be utilised in doing the following:

1. Checking trainees' sessional work
2. Filling progress cards of trainees
3. Bringing sectional registers up-to-date
4. Preparing charts, drawing, etc. as visual aids
5. Keeping class progress chart up-to-date
6. Chalking out the work plan for the next day
7. Maintenance of machines and equipment available in the institute

## **57. Model Lessons/Demonstrations by Instructional/Supervisory Staff**

The senior instructional and supervisory staff of the institute, who have the advantage of undergoing the Teachers Training Course and are otherwise considered suitable, may conduct model lessons/demonstration classes for the benefit of the instructional staff of the institute.

The Principal may arrange one such class every week of about one-hour duration, out of which 45 minutes or so may be spent on illustrating the proper technique of teaching and the remaining time for group discussion. It is desirable to keep a record of such model lessons and the points, which arise thereafter during the discussion, to spotlight the difficulties felt and the remedies suggested as guidance to the staff.

## **58. Staff Meetings**

One of the regular features of training activities in an Industrial Training Institute should be instructional/supervisory staff meetings at different levels to take stock of the progress made in the training programme, to spell out and discuss difficulties encountered at different levels in implementing the programme and to chalk out the future plan of action.

The Principal may hold the meeting of the supervisory and instructional staff, depending upon the size of the institute, at a regular interval, at least once in a month. Proper record should be kept of the minutes of these monthly meetings and of the decisions arrived at and actions taken. These records should be submitted to the Inspecting Officers. In a small Institute having a seating capacity up to 250, these meetings may not be necessary.

## **59. Reference Material and Training Aids**

The following reference material should normally be available in the institute.

- (a) In the office of the Principal:
  1. Layout plan of the institute
  2. Layout plan of the workshop, giving locations of machines installed
  3. Layout showing the electrical installation in the workshop
  4. Layout of the electrical distribution in the institute premises
  5. Organisational charts of the institute
  6. Chart showing the up-to-date tradewise number of trainees who have passed their trade test from the institute ( Additional information of the number of passed-out trainees who have secured employment or settled down may also be displayed wherever available)
  7. Duty charts of instructional/supervisory staff
  8. Weekly timetable of each section
- (b) In the workshop sections:
  1. Section layout plan showing position of the machines installed, their specifications, individual and total connected load
  2. Prescribed syllabus and standard tools and equipment list for the trade
  3. Charts showing the break-up of syllabus on the weekwise/monthwise basis
  4. Weekly timetable of the section
  5. Section progress card, showing practical exercises completed by trainees individually
  6. Visual aids, charts, drawing and models (This will also include drawing of each type of machine installed in the section, showing its parts and special features)
  7. Instructions on the maintenance of machines and equipment
  8. Chart showing safety rules to be observed in the section
  9. First aid instructions

## **60. Internal Inspection of Institutes**

Regular internal inspections of the institute may be carried out for ensuring smooth working of the training programme and to increase efficiency of the administration.

- (a) Internal inspections of institute may be carried out at two different levels:
  - 1. Group instructor's
  - 2. Principal's

These inspections should be confined to one section at one time and should be intensive and thorough, covering all aspects of the activities of the section and factors affecting the training programme
- (b) The inspection date will normally be fixed in advance and the section will be informed of the date
- (c) The Principal will normally spend two hours in the section under inspection, and the inspections will preferably be done on four days per week.
- (d) In institutes where it may not be possible for the Principal to inspect all the sections of the institute due to administrative reasons, the Group Instructor may carry out the inspections. In that case, inspections may be so arranged that the Principal and the Group Instructor may inspect different sections during their consecutive inspections.
- (e) Proper record should be kept of these inspections. The deficiencies observed and the remedies suggested to remove them may be noted. The action taken on these suggestions should also be checked and recorded at the time of the next inspection.

### **60(a). Salaries to be Paid to the Staff Being Engaged by Private ITC's**

A minimum of 2/3rd of the salary being paid to a government servant of equivalent level should be paid to the faculty/staff members of the private ITCs.

(No. DGE&T – 19(19)/95 – CD, Dt. 16.8.1996)

## **61. Development of Instructional Materials to Improve Quality of Training**

- (a) State Governments should set up media resource centres and efforts should be made to develop instructional material in local languages.

(No. DGET – 29 (2)/87-CD, Dt. 3.4.87)

- (b) State Directors and UT administrators dealing with the CTS may encourage the instructional staff of ITIs located in their states to develop suitable training materials in English or regional languages. The producers of very good materials may be rewarded at the rate of Rs. 1000/- per material (a book, a model, set of charts, transparencies and slides etc.).

(No. DGE&T – 29(5)/87 CD, Dt. 6.5.87)

## **62. Course Fees for Various Training Programmes Conducted by DGE&T Field Institutes**

The rate of tuition fee to be charged from trainees/participants for the various courses at the institutes under the administrative control of Training Directorate of DGE&T are given below.

### **Advanced Level Courses**

#### ***Indian Nationals***

##### ***1. Regular Advanced Level Courses ( Period up to 12 weeks)***

- (i) Candidates sponsored from medium and large-scale industries (both public and private sector) @ Rs. 500/- per trainee per week.
- (ii) Candidates sponsored by small-scale industries and private candidates @ Rs 100/- per trainee per week.
- (iii) Candidates nominated by Government Departments, such as Railways, Defence, etc. @ Rs. 250/- per trainee per week.

##### ***2. Tailor-made Advanced Level Courses***

- (i) Candidates sponsored by large scale and medium scale industries, both public and private sector, @ Rs. 1000/- per trainee per week.
- (ii) Candidates sponsored by Government Departments, such as Railways and Defence, etc. @ Rs. 500/ per trainee per week.

#### ***Foreign Trainees***

##### ***1. Regular Advanced Level Courses***

- (i) Candidates sponsored by UN/International Organisations, such as ILO, UNIDO, CFTC, etc. (Payments to be made in US dollars only), @ \$ 250 per trainee per week.
- (ii) Short-term courses from 2-12 weeks duration @ US \$500 per trainee per course.
- (iii) Long-term courses of duration between three months and one year, (such as FTI, ATI (EPI), CSTARI courses) @ US\$ 750 per trainee per course.
- (iv) Candidates sponsored by Government of India under ITEC, etc. @ Rs. 5000/- per course.

##### ***2. Tailor-made Advanced Level Courses***

- (i) Candidates sponsored by UN/International Organisations, such as ILO, UNIDO, CFTC, etc. (payments to be made in US dollars only) @ US\$ 300 per trainee per week.
- (ii) Candidates sponsored by Government of India under ITEC etc. @ Rs. 6000/- per trainee per course

(No. DGET-T-19014(2)/90-AVTS(1), Dt. 16.5.91)

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## Part 4

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# General Information

### **63. Responsibility for Care and Custody of Government Property at Hostels**

- (a) The Principal of the Training Institute should place the hostel property under the charge of the Hostel Superintendent, who will maintain a stock-register of all the articles and be responsible for their safe custody against damage or theft. The Principal of the Training Institute/Centre should check the hostel property once in every six months and send a report to the State Director stating that a general check was made with reference to the stock register and that the number of articles has actually been verified and that their condition is good, fair or bad, as the case may be.
- (b) In the case of loss by theft or otherwise, apart from reporting the matter to the police or taking any other action considered suitable, immediate enquiry should be held to fix responsibility for the loss on the person or persons entrusted with the custody of articles, and a report of the findings of the enquiry and recommendation for dealing with the persons responsible for the loss should be submitted by the Principal of the Institute/Centre to the State Director in charge of the Craftsmen Training Scheme.

### **64. Licences for Mechanic Motor Vehicle Trainees**

Driving is included in the syllabus of Mechanic Motor Vehicle trade. However, Driving Licence may not be required by a trainee undergoing training in an ITI, approved by Central/State Government, as per notification of Government of India, Ministry of Surface Transport (copy of the Gazette Notification is at Appendix XVIII).

### **65. Application of Workmen's Compensation Act, 1923, and Factories Act, 1948, to Industrial Training Institutes**

The following questions relating to the application of the Workmen's Compensation Act, 1923 and the Factories Act, 1948 in relation to trainees/training institute under the Craftsmen Training Scheme have been recently examined in consultation with the Ministry of Law:

1. Whether the trainees under the Craftsmen Training Scheme are covered by the provisions of the Workmen's Compensation Act, 1923:
  - (i) While undergoing training at the Industrial Training Institutes/Centres; and
  - (ii) While receiving in-plant training at the factories and workshops?
2. Whether the industrial Institutes/Centres are factories under the provision of the Factories Act, 1948?

It has been held that considering the terms on which the training is arranged, the trainees cannot be regarded as 'workmen' within the meaning of the Workmen's Compensation Act and that accordingly the provisions of that Act are not applicable to them. Both parts of the first question have thus been answered in the negative. This decision supersedes the previous instructions on the subject and is applicable with effect from 13th October 1961.

With regard to the second question, it has been held that the question whether a training institute/centre is a factory within the meaning of the Factories Act is a question of fact. A centre will be a 'factory' if any 'manufacturing process' as defined in the Factory Act, is carried on there. Since the Factories Act is administered by the State Government, each individual case should be decided by them on merits.

## **66. Audiovisual Aids for Craftsmen Training**

The audiovisual aids are essential for imparting Craftsmen Training effectively. Hence, the institutes are to be equipped with modern audiovisual equipment and aids. The instructors are to be encouraged to prepare and use audiovisual aids extensively.

### **66.(i) Modernisation and Removal of Obsolescence**

Provision of modern equipment, removal of obsolescence, maintenance of building, provision of audiovisual aids, reprographic facilities and good libraries should be a continuous process and State Governments should look into these aspects regularly and effectively.

(No. DGET-19(7)/96-CD, Vol. I, Dt. 19.5.1997)

(No. DGET-19(7)/96-CD, Vol. II, Dt. 4.6.1997)

## **67. Affiliation of Training Institutes /Centres/ Trades/Units to National Council for Vocational Training under the Craftsmen Training Scheme**

The procedure of affiliation of Training Institutes/Centres/Trades/Units to NCVT, given at Appendix XIX.

## **68. De-affiliation Procedure of ITI/ITC/Trades/Units from NCVT**

- (a) The procedure to be adopted for withdrawing of affiliation already granted to Institutes/Centers/Trades/Units if infrastructural facilities do not match the prescribed standard is given in Appendix XX.

(No. DGET-19(17)/90-CD, Dt.28.5.1990)

- (b) Quality of training in ITIs/ITCs suffer for want of well-trained and motivated instructors and, therefore, the State Governments should insist that Institutes which fail to get their instructors trained within three years of affiliation may face de-affiliation at later stage.

(No. DGET-19/(17)/96, Dt. 27.5.1997)

## **69. Accounts and Stores**

Rules of the respective State Government are to be followed.



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## Part 5

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# Prescribed Standards

### 70. Land and Building for Training Institute

The space requirement for ITIs/ITCs and of various trades under the Craftsmen Training Scheme is given in Appendix XXI.

(No. DGET-19(6)/88-CD, Dt.9.2.1988)

(No. DGET-19(12)/99-CD Vol. I, Dt. 27th Dec. 1999)

### 71. Provision of Diesel Generating Set

A diesel generating set of capacity sufficient to keep training activities continuing at the time of load shedding/power cut may be provided to ITIs/Training Institutes under DGE&T to conduct the training programme effectively.

(DGET-19(12) /89-CD, DT. 31.3.89)

### 72. Syllabi for Engineering and Non-Engineering Trades

The syllabi for different trades under CTS and ATS are available with the following publisher on payment:

M/s Asian Publishers, 3911 Roshanpura, Nai Sarak, Delhi-110006.

☎ 3915650, 3941531. Fax No. 011-3915650

### 73. Standard Lists of Hand Tools and Equipment

A standard list of tools and equipment for both engineering and non-engineering trades under the Craftsmen Training Scheme is available in the respective syllabi of trades for reference.

Tools and equipment prescribed in the standard list may be considered as the basic minimum requirement. The items which are not included in the standard list but are essential for training due to technological development may be procured by the Institute.

(No. DGET – 12(35)/81-TC, Dt. 17.3.82)

Stock-registers are to be maintained at ITIs as prescribed by the respective State Governments.

#### **74. Instructional Materials**

Written Instructional Materials/books and drawings of models for a few trades have been developed by different field institutes under DGE&T. Instructional Materials for the remaining trades are being developed gradually. The Government of India prescribes the Instructional Media Packages (IMPs) prepared/being prepared by Central Instructional Media Institute (CIMI), Chennai, for all trades, to be used in ITIs as well as industrial establishments implementing the Apprenticeship Training programme. List of trade for which WIM has been developed by CIMI is at Appendix XXII.

(DGET – 19(6)/92-CD, Dt. Aug. 92)

#### **75. Maintenance of Tools and Equipment**

The list of tools and equipment is already included in the syllabi for various trades. It should constitute an important part of the training programme in all the Industrial training Institutes/Centres in the State. For proper maintenance of tools and equipment the following steps should also be taken by each Institute in this direction:

1. History sheets of each machine should be maintained centrally in a logbook indicating important repairs undertaken. Proforma I at Appendix XXIII may be used for the purpose.
2. Each machine should have a maintenance chart hung nearby which should indicate among other items, the lubrication routine (daily, weekly and periodically). Proforma II in Appendix XXIII may be used for this purpose.
3. All oiling points on the machines should be properly coloured/marked.
4. Trainees, by rotation, should be detailed for oiling, greasing and other maintenance work in the section. Rotation charts should be prominently displayed in the section.
5. Where Maintenance Mechanics have been provided, the trainees could be allocated to work with them by rotation.
6. The supervisor-in-charge of each shop or group of shops will be responsible for ensuring that correct and systematic maintenance of all machines within the shop(s) under his control is carried out. The Principal and foreman will further check this by carrying out periodical checks by themselves. Such checks will also be recorded in the maintenance charts.  
While carrying out the technical inspection of the institute, the above step should be taken into account by the Inspecting Officer.
7. (i) It has been decided that two separate schemes of Vocational Instructors, one for teaching theory subjects including Workshop Science and Calculation and the other for conducting practical, having separate qualifications, are required to be appointed.  
The Vocational Instructor (Practical) apart from conducting practical is also required to look after the proper maintenance of machines under his/her charge. This would ensure that the machines are not neglected for want of proper maintenance.

(No. DGET – 19-(20)/95-CD, Dt. 24.7.1996)

- (ii) In order to carry out proper maintenance, State Directors have been advised that the principal of ITIs may be delegated full power for repair and maintenance of machinery, tools and equipment and separate budget for the purpose be provided. Cooperation from industry may be sought to overcome the maintenance of neglected machinery in ITIs.

(No. DGET – 19/7/96-CD, Vol.III, Dt. 19.5.1997)

## **76. Provision of Utensils for Hostels Attached to Industrial Training Institutes/ Centres**

Sets of mess utensils which are required for cooking of meals, as shown in the list attached to letter No. TC/TP-3(97) dated 25.4.64, should be provided in the hostels attached to the ITIs/ITCs.

The actual requirement of these utensils will have to be worked out by the State Government/UT administration concerned, on the basis of one set for every 25 trainees. In case of a fraction of a unit of 25 trainees, less than 50 per cent of its strength will not be taken into consideration. For the first unit, strength will be up to 25 trainees.

## **77. Scale of Furniture Admissible for Industrial Training Institute/Centres**

The question of provision of furniture in the ITIs/Centres was considered by a Committee appointed by the State Directors in their 6th meeting. The Committee worked out the detailed requirements of furniture for Training Centres with the capacities of 300 seats, 600 seats and 1000 seats vide Annexures A, B and C respectively of Appendix XXIV.

(DGET-19(9)/88-CD, Dt. 9.2.88)

## **78. Scope of Ex-ITI Trainees**

- (a) The ITI trainees would be trade tested by the National Council for Vocational Training (NCVT) after completion of the training and would be awarded National Trade Certificates in the appropriate trade. Such ex-ITI trainees may join the industry as semi-skilled workers or may be engaged by the employers for undergoing apprenticeship training in the designated trades in the industry under the Apprentices Act, 1961. Such trainees who take up apprenticeship training will be given a rebate in the total period of apprenticeship training and would undergo further training for the balance of the period in the industry as apprentice, depending on the trade.
- (b) For details of Apprenticeship Training Scheme, the candidates may contact the State Apprenticeship Advisors/Regional Directors of Apprenticeship Training Scheme at Faridabd, Kanpur, Mumbai, Chennai, Kolkata, Hyderabad, and Training and Placement Officer of respective ITIs.

## **79. List of State Directorates**

The list of addresses of State Directorates is given in Appendix XXV.

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## Appendix I

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[Para 4 (d)]

# Survey of Occupations around ITIs for Determining the Scope for Training in the ITIs (Industry-wise Survey)

The following points may have to be taken into consideration while deciding to introduce the trades or suggesting the closure of the unpopular trades and substituting them with more popular trades:

1. Whether the skills of the trades require institutional training?
2. Whether the trades can be taught in their entirety in the ITIs?
3. Whether the persons trained in these trades can secure employment?
4. Whether the joint effort of the ITIs and the industry would constitute the training programme?
5. Whether the occupations can be learnt in shorter periods of time and do we actually call such occupation as trades or operations, and are they worth introducing in the ITIs?

With the above criteria in view, it would thereafter be necessary to conduct area-wise and industry-wise surveys of the occupations in order to assess the demand and supply position.

These surveys may secure information in regard to the following:

1. Total number of skilled and semi-skilled workers employed.
2. The number employed each year.
3. Probable number required in coming five to ten years.
4. The trades in which training is required.
5. General education requirements of the trades.
6. Wage rate of skilled and semi-skilled workers.
7. Opportunities of joint training facilities in the industry and the ITIs.
8. Physical requirements for employment and such other information that would be helpful in organising the training courses.

After having decided the trades for which the training in the ITIs would be beneficial, the next step to be decided would be:

1. Whether the trade is one of the existing trades under CTS, and if so:
  - (i) do we need to provide additional seats in the trade;
  - (ii) can we run these seats in shifts by utilising the equipment provided for the trainees in the first shift;
  - (iii) do we need to discontinue the trade and substitute it with popular trades?
2. If the trade does not exist under CTS:
  - (i) Is the trade meant for the local employment market or does its utility exist elsewhere in the district/state/country?
  - (ii) Is the equipment easily available?
  - (iii) What would be the duration of such courses?
  - (iv) What would be the education requirement for the candidates seeking admission in the new trade?
  - (v) Are the industries willing to offer their experts for designing the syllabi and list of tools, which ultimately would be examined and accepted by NCVT for adoption for the purpose of examination/certification and recognition?
  - (vi) What is the wage rate of skilled and semi-skilled workers?
  - (vii) Would it be possible to introduce the trade in the ITIs?
  - (viii) Can the trade be taught by the joint effort of the ITIs and the industries?
  - (ix) Is there any foreign-exchange component in the equipment required to teach the skills of the trades? If so, what would be the quantum of such components?

**Proforma for Conducting Survey in Industry in Trades in Which  
There is Absolute Employment Potential in the Area**

**Proforma Suggested for Submitting Proposals for Discontinuance of  
Unpopular Trades and Substituting them with Popular Trades out  
of Existing NCVT Trades**

## **Summary of Trades to be Abolished/Introduced**



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## **Appendix II**

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(Para 5)

# **Norms for Staffing Pattern at Directorates of States/UTs for Implementation of Craftsmen Training Scheme (CTS)**

DGET – 19(16) / 88-CD dt. 12.2.88)


- Note**
1. For computing staff, the effective seating capacity should be taken as 50 per cent of the actual seating capacity of private ITIs whereas it should 100 per cent in case of Government ITIs.
  2. At the same level, the post may be designated as per prevailing rules in the States/UTs.
  3. Scales of pay of the different posts should be in accordance with the State pattern.
  4. Marginal adjustments in number of posts at different levels may be made in accordance with the State pattern of promotional considerations.

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## **Appendix III**

(Para 10)

# **Organisation Chart of an Industrial Training Institute**

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## Appendix IV

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[Para 10 (f)]

# Model Prospectus of the Craftsmen Training Scheme in Industrial Training Institutes/Centres

### A. Scope and Duration

There are two types of training courses:

**1. Training in Engineering Trades** The aim of the training is to equip the trainees for suitable industrial employment. The duration of training varies from one year to three years depending upon the trades.

**2. Training in Non-Engineering Trades** The duration of courses for all the trades is one year. The aim is to prepare the trainees for gainful employment. Admissions are made both in engineering and non-engineering trades in August every year.

### B. Minimum Qualification for Admission

The name of the trades and minimum qualification prescribed for admission for both the engineering and non-engineering trades are given in Appendix XVI B.

### C. Age

The applicant seeking admission in ITIs/ITCs should ordinarily be between 14 and 25 years of age as on the date of the start of the admission session. However, the age relaxation as given in Para 10(b) of the training manual may be allowed.

Widows/separated women and physically handicapped applicants would be allowed to join various training programmes under Craftsmen Training Scheme up to the age of 35 years.

No. DGET-19(9)/89-CD, Dt. 31.3.89

No. DGET-19/15/95-CD, Dated 6.8.96

#### **D. Physical Standards**

1. Proper publicity should be given to inform the prospective trainees about the physical standards/norms required for employment so that candidates are fully aware of the requirements before seeking admission to ITIs .

(DGET-19(11)/88-CD, Dt. 10.2.88)

(DGET-19(11)/91-CD, Dt. 6.1.92)

2. Candidates with proper and adequate vision in at least one eye should be made eligible for admission to ITIs in the trades in which vision in one eye is sufficient for receiving training and seeking employment thereafter in that trade.

#### **E. Method of Selection**

Candidates are selected purely on merit, based on the marks secured by the candidates in the public examination on the minimum qualification prescribed for the respective trade, wherever there is no public examination at the minimum qualification level merit is to be made on the marks obtained by the candidates in the written examination conducted by the State Directorate for the purpose.

#### **F. Undertaking from Trainees**

On joining the Training Institutes/Centres, selected candidates will be required to give an undertaking to abide by the discipline of the Institute / Centre, take care of the tools and equipment entrusted to their charge, not to discontinue the course, and to conform to such other conditions as may be prescribed by the Government.

If they fail to fulfil the terms of the undertaking, the Government will have the right to recover from them the expenses incurred on their training or such less amount as they may deem fit.

#### **G. Caution Money**

To guard against loss or damage to equipment or tools, etc. entrusted to their charge, trainees will be required to deposit on admission a sum of Rs. 50/- each as caution money. A second deposit may also be asked for, if the first one has been exhausted. The caution money is refunded to trainees on the completion of institutional training after deduction of Government dues, if any.

#### **H. National Trade Certificate**

The final All-India Trade Tests are conducted by the National Council for Vocational Training after completion of the prescribed period of training, and successful trainees are awarded the

National Trade Certificates in the trades concerned. The National Trade Certificates are recognised for recruitment to the subordinate posts and services under the Government of India for which a Certificate in Craftsmanship/NTC is prescribed as the requisite qualification.

## **I. Hostel Facilities**

Trainees may be provided with free hostel accommodation where available, but this will not include free supply of food. However, caution money of Rs. 25/- per trainee is recommended to be charged from the hostellers.

## **J. Concessions**

Trainees will be given the following concessions while at the Institutes/Centres:

1. Free workshop clothing at the rate of two overalls every year to those who have to work on or near moving machinery and also in hazardous trades.
2. Free facilities for games, recreation and medical treatment.

## **K. Submission of Application**

Application for admission to Training Institutes/Centres should be submitted in accordance with the instructions issued by the State Director of Training in the State concerned.

## **L. Special Concessions to Persons Belonging to Scheduled Castes and Scheduled Tribes**

**1. Reservation of Seats** The reservation of seats for Schedule Castes and Scheduled Tribes for the purpose of admission to the Industrial Training Institutes/centres under Craftsmen Training Scheme in the various States may be proportionate to their population in the respective State/Union Territory.

**2. Stipends** Besides being considered for award of stipend under Craftsmen Training Scheme, the SC and ST trainees are also entitled to get stipend from the Department of Social Justice & Empowerment according to the prevailing rules.

**3. Hostel Accommodation** Maximum facilities for free hostel accommodation are provided for the trainees of these categories at the ITI/ITC. However, this does not include free supply of food.

## **M. Facilities Available for Apprenticeship Training in Industry under Apprentices Act, 1961**

The trainees in the ITIs after completion of one or two year courses may be engaged by the employees for apprenticeship training in the designated trades. Such trainees are given full credit for the period spent in the ITI, and they are required to undergo training in an industry only for the remaining period of apprenticeship training. The total period of apprenticeship training in the designated trades varies from six months to four years, depending on the trades.

Those who successfully complete the apprenticeship training will be eligible to appear in the All India Trade Test of Apprentices for award of National Apprenticeship Certificates by National Council for Vocational Training. The National apprenticeship Certificate is a grade higher than the National Trade Certificate and is the recognised qualification for various posts and services under the Central Government in the appropriate field.

The rate of stipend during apprenticeship training under the Act is as follows:

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## **Appendix V**

(Para 11)

# **Proforma for Register of Caution Money Deposits**



[illegible]

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## **Appendix VI**

(Para 30)

# **Progress Card for Craftsmen Training Scheme (For Engineering Trades only)**

**Progress Card  
(First Year)**

[illegible]


[illegible]

**Notes:**

1. This progress card should be used for engineering trades only.
2. Maximum and minimum marks should be inserted in the related columns by the instructor concerned.
3. The instructor concerned should bring the card up-to-date for each trainee.

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## **Appendix VII**

(Para 30)

# **Progress Card for Craftsmen Training Scheme (For Non-Engineering Trades only)**

Progress Card




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## **Appendix VIII**

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(Para 31,34,38)

# **Trade Test Procedure for the Craftsmen Training Scheme under the Aegis of NCVT**

1. All India Trade Tests (AITT) will be conducted by the National Council for Vocational Training (NCVT) for award of National Trade Certificates (NTCs) to those trainees who qualify the test.
2. The trade test will be held once in a year in the month of July in engineering as well as in non-engineering trades.
3. The supplementary trade test will be conducted at selected ITIs in December/January every year.

(DGET-12(7)(8)81-TC, Dt. 12.6.81)

4. Eligibility of the trainees to appear in the trade test:  
The following categories of trainees/candidates will be eligible to appear at the All India Trade Test for the award of National Trade Certificates:
  - (a) Trainees of the affiliated Industrial Training Institutes/Centres who have completed the prescribed period of training depending on the trades.
  - (b) Trainees of affiliated private institutions affiliated to the NCVT, Central Government Training Centres implementing Craftsmen Training Scheme who have completed the prescribed period of training depending upon the trade.
5. Eligibility condition for appearing in the AITT under CTS in respect of private candidates:
  - (a) 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.
  - (b) The applicant should possess a minimum of five years experience 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.

- (c) There should be a 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.
- (d) Private candidates from establishments covered under the Apprentices Act, 1961 and sponsored candidates of ITIs may be exempted from appearing in the trade test to be conducted by the SCVT.
- (e) Apprentices under the Apprentices Act, 1961 who have failed six times in the Trade Tests for the National Apprenticeship Certificate can appear as private candidates in the corresponding ITI trade only. This will only be applicable to such apprentices who have not qualified earlier for the award of National Trade Certificate by the NCVT.

(DGET –19(6)/99-CD dated 22nd Oct. 1999)

- 6. The dates of commencement of the All India Trade Test will be fixed by the Deputy Director General of Training, DGE&T, Secretary, National Council for Vocational Training and intimated to the State Government and others concerned at least two months in advance.
- 7. (a) The Deputy Director General of Training / Secretary, National Council for Vocational Training will make arrangements to set question papers both for practical as well as theory (related instruction), including the bill of material and special tools, instruments and gauges, if necessary, for each trade; and instructions for assessment by appointing suitable experts, as far as possible, from the industry six months in advance of the trade test.  
DGE&T will supply the trade test question papers to all State Governments/UT administrations both in Hindi and English languages.

(DGET-19(13)92-CD, Dt. 1.7.92)

- (b) While conducting trade test, question papers should be so designed that elements of allied areas are suitably covered along with the elements of curriculum of the basic trades in order to enable the trainees to acquire the required multi-skills according to present-day requirement.

(DGET-19(7)92-CD, Dt. 19.8.92)

- 8. The question papers will be moderated by a board of moderators consisting of technical experts of the trade concerned, representatives of the recognised engineering associations with the Deputy Director General of Training (Secretary, National Council for Vocational Training) as the convenor. Some local experts may also be co-opted by the Chairman to assist the Moderation Board if and when their assistance is required. The Moderation Board will finish their proceedings three months in advance of the trade tests due to be held.
- 9. Trainees who put in 80 per cent minimum attendance are eligible to take the test. But, if a trainee fails to put in 80 per cent minimum attendance for reasons beyond his control, he/she may be allowed to take the test, provided that the essential training is not missed. In cases where the essential training is missed, the trainees should not be permitted to

take the test, but may be allowed to continue training along with the subsequent batch to make up for the deficiency in attendance. Trainees, who put in 80 per cent attendance but could not appear for the test due to sudden illness or for reasons beyond his/her control at the time of examinations, can appear for the subsequent test on the production of a certificate from the Principal. For all purposes, this may be treated as his/her first attempt to appear in the trade test.

10. Examination fee will be charged from the trainees appearing for the test at the following rates:
  - (a) Regular trainees (first attempt) : Rs. 25/- for both one year and two years course
  - (b) Regular trainees : Rs. 30/- for each attempt  
(second and subsequent attempts)
  - (c) Private trainees : Rs. 50/-

(DGET-12(24)/82-TC, Dt. 8.11.82 and DGET-19(13)95-CD, Dt. 30.7.96)

11. The eligible private candidates should apply to the State Director dealing with Craftsmen Training Scheme on the prescribed form, copies of which can be obtained from him/her. The State Directors in-charge of training will verify the authenticity of the particulars of the private candidates keeping in view the guidelines given in para 5 (a to e) above before permitting them to appear in the AITT.
12. (a) The State Director (Secretary of the State Council) will submit a statement regarding the number of trainees in engineering and non-engineering trades ready to appear for the All India Trade Test in the prescribed proforma in triplicate to the Deputy Director General of Training (Secretary, National Council of Vocational Training) at least three months before the examinations are due to be held. Statements received direct from the Principals of ITIs/ITCs will not be accepted.
- (b) The State Director of Training should also furnish the names of the State Directorate officials dealing with the All India Trade Test for Craftsmen Training Scheme, along with a separate list of all Trade Testing Centres with their full postal addresses and pin-code numbers. The total number of candidates appearing for engineering and non-engineering trades against each Trade Testing Centre may also be indicated and supplied to DGE&T.
- (c) DGE&T will send question papers subject to the submission of the following certificates on the consolidated statements by the State Directors.  
“It is to certify that the question papers are indented for the permanently affiliated trades/units in all the following ITIs/ITCs of the State and would be used for the eligible trainees in the trades/units only.”
- (d) The following instructions may be observed while preparing a Proforma.
  - (i) The Proforma should be printed on a single page and not back-to-back.
  - (ii) The number of trades and the order of trades should be exactly the same as given in the sample proforma pagewise.
  - (iii) Full address of the trade testing centres need not be given in the consolidated statement. Only the name and place of the centre will do.
  - (iv) The required information may be furnished in one lot and should not be sent in parts or piecemeal in any case.

- (v) The serial number once allotted to a particular centre should not be changed in the subsequent pages/statements, i.e. a particular centre should have same serial number on each page/statement.
- (vi) The indent in old proformas would not be accepted.

(DGET/18011/1/91-TIC, Dt. 24.4.91)

13. The bill of materials and the special tools, instruments and gauges, required to conduct the practical test in each trade, will be sent one month in advance of the trade test to the Principal of the Institute/Centre, where the trade tests are to be held by the Deputy Director General of Training (Secretary, National Council for Vocational Training). Items according to the quantities indicated in the bills of materials and the special tools, instruments and gauges required for the trade test will be kept ready by the Principals concerned at least two weeks before the trade test.
14. Each trainee will be given a roll number. The required test piece, when necessary, will be stamped or punched with the corresponding roll number by the Principals concerned before submitting the test piece to the examiner. Before starting the work, each trainee will be given a test piece (except in a trade where this is not possible) bearing the roll number allotted to him/her. No second test piece or components will be supplied by the Board of Examiners unless it has been proved to their satisfaction that the particular test piece could not be worked on due to some inherent defect in it, or due to circumstances beyond his/her control.
15. Each trainee will be provided with a badge indicating the trade and roll number of the trainee concerned. These badges should bear the signature of the Principal and should be displayed by the trainees on the left-hand front pocket of the shirt. The trainees who do not have the badges will not be allowed to enter the examination hall/workshop.
16. The Principal concerned will prepare a seating plan allotting seats to candidates and exhibit it in the examination hall in respect of written tests. The seating arrangements should be so arranged that no two trainees of the same trade sit side by side.
17. Arrangements to appoint Invigilators for the examination will be made by the Principal concerned. It may, however, be ensured that an Instructor belonging to a particular trade should not be appointed as an Invigilator in his own trade at his own institute.
18. The Principals concerned will arrange to keep ready in advance an adequate number of answer books of sizes 215 mm x 325 mm (8½ 13 approx.) together with sufficient quantity of spare papers and drawing sheets. To guard against misuse, each answer book should be stamped on the top cover page and the first page inside the book, before they are issued to candidates. The supplementary books should also be similarly stamped. The pages inside the answer books should be serially numbered. Care should be taken to see that no blank answer book is taken out of the examination hall by the candidates.
19. The front cover page of the answer book should contain the following information:
  - (i) Roll Number
  - (ii) Subject
  - (iii) Date and
  - (iv) Name of institute

Particulars against each of the above items should be filled in by the candidates. No name should be written anywhere in the answer book or drawing sheets. Besides the above, it should also carry the following instructions to the trainees on the front page:

### Instructions for Trainees

- (i) 38 mm (1½ ) margin should be left on the left hand side of the answer book.
  - (ii) Answers should be written on one side of the page leaving the other for calculation and rough work.
  - (iii) Written matter not required to be examined should be scored out with a line across the page.
  - (iv) On no account papers from answer sheets should be torn.
  - (v) Trainees found engaged in malpractices may be disqualified from the entire trade test by the Chairman.
  - (vi) Trainees will not write their names anywhere in the answer books or drawing sheets.
20. Requisite number of question papers will be collected by the respective State Director in sealed covers at least 15 days before the final examinations are due to commence. These envelopes shall be distributed by the State Director to the Principals of the institutes where the tests are to be conducted.
21. Norms for selection of Trade Testing Centres, appointment of examiners, supervisors/invisitors and issue of blank certificates.

### Trade Testing Centre

- (i) Trade test may be conducted only in affiliated ITIs/ITCs having a minimum of eight units capacity. However, in exceptional circumstances the State Director may locate a Trade Testing Centre in an institute having less than eight units, provided it has all other requisite infrastructural facilities. It would also be ensured that supervision of one competent person, other than the staff members of the institute, is provided at such centre at the time of trade test.
- (ii) For ITI/ITC having less than eight units, practical trade test may be conducted in an affiliated ITI/ITC having minimum eight units capacity and relevant trade(s), which is located preferably within a distance of 50 km.
- (iii) For ITIs having less than eight 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 officers to visit these centres prior to the 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.

### Examiners (for Practical and Theory)

- (i) As far as possible, the evaluation of theoretical subjects should be done centrally by each State Directorate.
- (ii) Answer books of the trainees for each centre should be coded for identification.
- (iii) The Practical test should be evaluated at the respective trade testing centre by the examiners and the evaluated practical jobs may be preserved for a minimum period

of one month after the declaration of the result. Wherever feasible the practical test may also be conducted on centralised basis at regional level.

- (iv) Examiners called for evaluation should have minimum technical qualification of a diploma in respective engineering/discipline. Where diploma holders are not available, the qualification of the examiners may be suitably relaxed.
- (v) Examiners may be appointed preferably from Polytechnics/Engineering College/Industry of repute, Government department, Corporations or from amongst retired qualified personnel possessing requisite qualifications and sufficient experience in the trade/discipline.
- (vi) Each State Director shall prepare a panel of examiners according to the above norms and submit the same to the Directorate General of Employment and Training for reference. The list submitted must contain the technical qualification and experience of the proposed examiners.
- (vii) State Directorate would appoint examiner only from the panel prepared and submitted by them.
- (viii) State Directors may also appoint a Chief Examiner for the moderation of examinations.

### **Supervisors and Invigilators**

- (i) Principals of ITIs/ITCs, where the test is being conducted, may be appointed as Chairman/Secretary of the local Board of Examination in the Centre.
- (ii) The Chairman of the local Board of Examination may appoint a superintendent and supervisor with the approval of the State Director.
- (iii) State Directors/Principals would appoint invigilators for each centre. Invigilators appointed for the test should not be from the same trade and not, as far as possible, from the same institute.
- (iv) State Directors would constitute a flying Squad consisting of senior officers who would visit the Trade Testing Centres for surprise check and submit the report to State Director, with a copy endorsed to Director General of Employment and Training, highlighting the various observations made during the visit. The report should be submitted within one month from the last date of the trade test.
- (v) Directorate General of Employment and Training would also appoint central Observers, covering at least one centre of each state during the test. The Observer would submit a report to the Directorate General of Employment and Training within two weeks from the last date of the trade test. In case some major deviation from the prescribed norms in conducting the trade test are brought to the notice of the authorities, such centre is liable to be debarred from conducting the test for a maximum period of three years, and the concerned trade test is liable to be cancelled by the Secretary, National Council for Vocational Training, and trainees would be asked to reappear in the subsequent test under the scheme.

### **Issue of Blank Certificates**

- (i) The State Director would submit to the Directorate General of Employment and Training the number of trainees appeared and passed tradewise and institutewise for each trade test conducted in the State/UT within one month of declaration of the result.



- (ii) Based upon the above information, the State Directorate would place an indent of blank certificates with the Directorate General of Employment and Training.
- (iii) Blank certificates duly serial-numbered, without facsimile signature of Secretary, National Council for Vocational Training, would be supplied by DGE&T after scrutiny of the test result forwarded by the State Directorate mentioned at S. No. (i) above. The State Directorate, after filling in the entries and signing the certificates in ink, would send these certificates back to the DGE&T Headquarters for obtaining the facsimile signature of the Deputy Director General of Training/Secretary, NCVT. The State Director would ensure that these certificates are used for the successful trainees of the trade test under reference.
- (iv) The above procedure would be effective for the trainees who appeared and passed the trade test of Craftsmen Training Scheme held in July 1996 and onwards.

(DGET/19(11)/96/CD, Dt. 27. 5.1997 and DGET-19(1)/88-CD, Dt. 12.2.88)

22. The sealed covers containing the question papers should be handed over by the Principals to the Chairman of the Local Board of Examiners, who will open them in presence of other examiners 15 minutes before the commencement of the examination.
23. The trainee will take their seats in the examination hall 10 minutes before the commencement of the examination.
24. The trainees should not be allowed to bring in any book or piece of written or blank paper in the examination hall. The invigilators should warn the trainees in this respect before distributing the examination papers.
25. The answer books should be distributed to the trainees just five minutes before the commencement of the examination.
26. Necessary directions should be given by the invigilators to the trainees for filling up the particulars on the front cover page of the answer book correctly.
27. In case a trainee adopts unfair means, he/she will be punished as per the recommendation given in subsequent Para 47 of the Appendix.
28. The question papers for practical test as well as theory papers should not be modified by the local Board of Examiners. For the practical tests, if the materials as specified in the Bill of Materials are not available, only dimensions may be slightly modified according to their availability. All the operations/skills included in the practical test must be carried out by the trainees and no modification in this respect should be made by the local Board of Examiners. If any alteration in the practical test becomes inescapable due to non-availability of certain machines or equipment, this may be done only in exceptional cases. A detailed report regarding such modifications and the reasons thereof should be submitted immediately to the State Director of Training (Secretary, State Council for Vocational Training) who will send a copy of it to the Deputy Director General of Training (Secretary, National Council for Vocational Training).
29. At the end of each day of practical examination, the practical jobs should be collected by the examiners and kept under safe custody. Unfinished jobs, if any, may be issued to the trainees concerned on the next day by the examiners.
30. At the end of each theoretical examination, the Principal will arrange to collect the answer books, check them for their correct number and hand them over to the Chairman of the Local Board of Examiners who, in turn, will hand them over to the respective examiners for evaluations.

31. (a) The Board of Examiners will watch the performances of the trainees in the practical examination and evaluate the practical work. Great care will be exercised to see that the test pieces are the original work of each trainee and bear the corresponding roll number. In case where a marking sheet has been prepared by the paper setters, it must be used for compiling the results, but where a marking sheet has not been provided, the examiners will prepare one. The Chairman will help the examiners in this connection as well as give the necessary guidance in respect of evaluation of practical jobs, as and when necessary. Detailed marks from these will be entered in the consolidated mark sheets. The Local Board of Examiners will hand over the detailed mark sheets and the consolidated mark sheets together with their comments to the Chairman, Local Board of Examiners.
- (b) The Chairman, Local Board of Examiners will check the entries in the mark sheets, including the totals. In order to facilitate the placement of trainees either in employment or in apprenticeship, the Chairman will declare the results on behalf of the Secretary, State Council for Vocational Training (State Director in-charge of Training) and submit copies of the result sheets in the prescribed Proforma B as appended, to the State Director in-charge of Training (Secretary, State Council).
32. The sessional marks should be given by a committee consisting of the Principal and Group Instructor every quarter, and such marks should be announced to the trainees concerned from time to time. Those trainees who do not obtain the requisite percentage should be warned and their cases kept under close review. Such cases should be brought to the notice of the inspecting officers during their visits.
33. In the absence of any member of the Local Board of Examiners, arrangement for conducting the examinations and evaluation will have to be done by the Chairman with the help of other examiners.
34. The respective State Director/Regional Director of Apprenticeship Training may award a maximum of five grace marks for engineering trades and two grace marks for non-engineering trades (except in the practical). The grace marks could be awarded in one or more theoretical subjects within the maximum limit of such marks. The State Director may delegate his powers for giving grace marks to the Chairman of the Local Board of Examiners where no centralised evaluation system exists.  
For the common subject "Social Studies" a maximum of two grace marks be awarded to a trainee to pass the subject.

(DGET-12(8)/83-TC, Dt. 20.8.93)

35. Trainees who fail in the test will be discharged along with the others immediately after the trade test.
36. The answer books for the written papers after they have been evaluated should be kept under safe custody for four months from the date of the declaration of the trade test result.
37. The trainees in the engineering as well as non-engineering trades are entitled to receive the National Trade Certificate immediately after passing the trade test. Private candidates are also entitled to receive the National Trade Certificate immediately after passing the trade test. However, provisional certificates will be issued by the Principals to all trainees who qualify in the trade test. Provisional certificate should be issued only in the prescribed form. The Principal may issue mark sheets to the failed trainees if the latter request for that.



38. The National Trade Certificate should be issued only in the prescribed form. If a candidate loses his original certificate, a duplicate certificate will be granted on payment of Rs. 20/-.
39. Remuneration to examiners and also the travelling and daily allowances to them, when necessary, will be paid by the State Governments, and Union Territories.
40. The following rates of Trade Testing expenses per trainee have been prescribed for the Craftsmen Training Scheme:

(a) Remuneration to the examiner	....	Rs. 20.00
(b) Cost of Raw material	....	Rs. 75.00
(c) TA & DA to examiners	....	Rs. 20.00
(d) Remuneration to Invigilators, Chairman, Superintendents and Group C and D staff	....	Rs. 10.00
		<hr/> Rs.125.00

(DGET-19(12)/95-CD, Dt. 2.9.96)

41. Break-up of remuneration to the examiners: The break-up of the total remuneration of Rs. 20.00/- is as follows:

(i) Practical, including oral	: Rs. 8/-per trainee	(for all practicals relating to the trade)
(ii) Trade Theory	: Rs. 3/-	(for all trade theory papers relating to the trade)
(iii) W/shop Calculation and Science	: Rs. 3/-	(wherever applicable per paper)
(iv) Engineering Drawing	: Rs. 3/-	(wherever applicable per paper)
(v) Social Studies	: Rs. 3/-	per trainee

(DGET-19(12)/95-CD, Dt. 2.9.96)

42. Invigilation allowances given to staff engaged for trade testing purpose. Allowances may be paid as per the rates mentioned below:

(i) Chairman, Board of Examiners	....	Rs. 40 per day
(ii) Superintendent of Examination	....	Rs. 30 per day
(iii) Invigilator	....	Rs. 20 per session
(iv) Group 'C' Staff	....	Rs. 20.00 per session
(v) Group 'D' Staff	....	Rs. 12 per session

(DGET-19(12)/95-CD, Dt. 2.9.96)

The above rates are applicable for participating in the following trade tests:

- (i) Final trade test under Craftsmen Training Scheme.
- (ii) Final Trade Test under the Apprenticeship Training Scheme held at ITIs as well as in the establishments other than ITIs.
- (i) All India Skill Competition for Craftsmen as well as Apprentices.
- (ii) Skill Competition held at the state level for Craftsmen.
- (iii) Skill competitions held at regional level for Apprentices.

(DGET-12(17)/80-TC, Dt. 3.3.83)

43. *Remuneration to the paper setters and moderators for the various trade tests under the Craftsmen Training Scheme and Apprenticeship Training Scheme:*

The following rates or remuneration are payable to the paper setters and moderators in respect of trade tests conducted under the Craftsmen Training and Apprenticeship Training Schemes w.e.f. 1st January 1990.

(a) For Craftsmen Training Scheme	Rs. 100/- per paper
(b) For All India Skill Competition for Craftsmen	Rs. 200/- per paper*
(c) Crafts Instructors Training Scheme	Rs. 150/- per paper
(d) Vocational Training of Women Occupation	Rs. 150/- per paper
(e) For Defence Services Personnel under "On the Job Training Scheme"	Rs. 50/- per paper
(f) For Apprenticeship Training Scheme	Rs. 100/- per paper
(g) Regional Competition of Apprentices	Rs. 150/- per paper
(h) All India Skill Competition of Apprentices	Rs. 150/- per paper
(i) Moderation of all types of Question papers	Rs. 25/- per paper

(DGET/12(1)/88-TC, Dt. 12.1.90)

\* Revised by DGET Communication No. DGET/19(12)/95-CD, Dt. 02.9.1996

44. *Trade Test in the Engineering Trades:* The All India Trade Test is being conducted by the National Council for Vocational Training in the following five subjects.

- (i) Practical including sessional work
- (ii) Trade Theory including sessional work
- (iii) Workshop Calculation and Science including sessional work
- (iv) Engineering Drawing including sessional work
- (v) Social Studies

The total marks and the minimum marks required for a pass for the different subjects in the trade test will be as follows:

**Notes**

1. (a) For a pass, a trainee has to secure 40 per cent exclusively in theory subject and also 40 per cent on the total marks, i.e. the aggregate of theory subject and sessionals.  
(b) In practical a trainee should secure 60 per cent marks in aggregate in practical test and sessionals.

(No. DGET-19(15)/91-CD, Dt. 2.7.92)

2. If a trainee fails in one or more subjects he may be permitted to reappear in the subsequent test.
3. It need not be necessary for a trainee to appear in all the subjects in the first attempt for securing exemption.

(No. DGET-19(15)/91-CD, Dt. 2.1.92)

The condition for securing 10 per cent more marks on the total of the subject than minimum pass marks in any subject in All India Trade Test under CTS/ATS/CITS is waived off.

(No. DGET-19(9)/95-CD dated 26.6.1996)

4. (a) Five additional chances may be given to a failed trainee within a period of three years to pass the Final Trade Test for the award of National Trade Certificate.

(No. DGET-12(15)/82-TC, Dt. 8.1.82)

- (b) Trainees who are not able to avail the additional five chances within the prescribed period of three years because either the results are not declared in time or due to other unavoidable circumstances such as curfew or natural calamity, etc. the period of three years may be extended suitably to cover the period lost on the merit of the case.

(No. DGET-19(10)95-CD, Dt. 23.7.1996)

5. Each trainee will submit his sessional work to the Chairman, indicating his roll number. The Chairman will give the sessional work to the examiner concerned for evaluation. The evaluation should be done on the basis of the progress card of the trainee, exercises done by him during his training period, class note books, and records, etc. kept by him. The periodical assessment made as mentioned in S. No. 30 above should be kept in view. A few questions related to the trade may be asked by the examiner concerned during practical test. A few simple questions on social studies may also be asked.
45. In the case of private candidates, there being no sessional work, the total marks and the minimum marks required for a pass for the different subjects will be as follows:


(No. DGET – 12(16)/82-TC, Dt. 24.11.82)

46. *Trade tests in the non-engineering trades:* The maximum and minimum marks required to a pass different subjects will be as follows:


48. *Strict measures to ensure conduct of All India Trade Test as per NCVT norms.* The lapses on the part of the administration in the trade testing centres call for strict measures as otherwise the trade tests being conducted on behalf of NCVT would be reduced to a mockery. Therefore, the centres in which such lapses are noticed should be debarred from holding the subsequent tests for a minimum period of two years and in certain exceptional cases the concerned institutes/trades could also be de-affiliated and de-recognised by the NCVT.

Further, in order to have proper supervision of the trade test, the State Government/UT administration should constitute flying squads by deputing senior officers to cover a few selected centres under their respective jurisdiction. The concerned officers should check and ensure implementation of trade testing norms prescribed by NCVT.

(No. DGET-2((6)/86-CD, Dt. 17.2.86)

The result of the All India Trade Tests under Craftsmen Training Scheme (CTS) and Apprenticeship Training Scheme (ATS) should be declared within two months of the date of the last trade test.

(No.DGET-19(14)/96-CD, Dt. 14.5.97)

49. *Re-evaluation of answer books of All India Trade Test*
- (i) Re-evaluation of answer book is not permissible.
  - (ii) In case of failed candidates, the answer book would only be checked to the extent of re-totalling the marks and checking the portion left unmarked, if any.
  - (iii) For this purpose a fee of Rs. 10/- would be charged per paper from the failed candidates only.
  - (iv) For other trainees, a fee of Rs. 25/- would be charged for carrying out (ii) above.
  - (v) The time limit for application for such re-valuation would be one month from the date of declaration of results.

Craftsmen Training Scheme Trade Test Results

Proforma

Trade :  
State :  
ITI/ITC :

Session from :  
Date of trade test :

**Notes**

1. The particulars at the top of the Proforma and Columns 1 to 4 will be filled in by the Head of the Institutes/Centres and then handed over to the examiners.
2. Columns 5 to 19 will be filled up by the examiners.
3. The result should be indicated as merely “PASS”, “FAIL” or “WITHHELD” and no division should be mentioned.
4. In the case of private candidates, there is no sessional work and so aggregate marks will be 550 in engineering trades and 180 in non-engineering trades. In all such cases, the word ‘Private Candidate’ should be mentioned under the column sessional work.
5. In Column 20, please indicate exemptions showing Column Number i.e. of Practical, Theory, Workshop Calculation and Science, Engineering Drawing or Social Studies.
6. As per Note 4(a) below rule 44 of the T.T. procedure, a trainee is not allowed to appear a maximum of six times; therefore indicate in Column 21 the number of times a trainee appeared in the trade test.
7. The copies of the trade test result will be despatched by the Secretary, State Council for Vocational Training, in the prescribed proforma to institute/centre.

(No. DGET-3/14/82-TC(Vol.IV) dt. 22.11.84)

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## Appendix IX

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[Para 32(a)]

### Record Card of Ex-trainees – Follow-up

1. Name in full (block letters)
2. Father's name
3. Full postal address
4. Temporary address (if different from above)
6. Date and year of birth
7. Physical fitness
8. Trade and year of passing
9. Assessment in the institute
10. Date of completion of training
11. National Trade Certificate issued on
12. Pay drawn and scale of pay, if employed
13. If unemployed and registered at an employment exchange
  - (a) Name of the exchange
  - (b) Registration number
  - (c) Date of registration
13. Particulars of further career



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## Appendix X

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[Para 33(a)]

S. No. ....

# Provisional National Trade Certificate (for Regular Candidates)

**(Particulars of the State Directorate/DGE&T Offices)**  
**PROVISIONAL NATIONAL TRADE CERTIFICATE**

Shri/Shrimati/Kumari .....  
Son/Wife/Daughter of Shri .....  
Roll No.....having completed the course of training at .....(Name of  
Institute and Place) and passed the prescribed trade test in the trade of.....  
held in the month of .....20 is awarded this certificate provisionally.  
The National Trade Certificate will be issued by the National Council for Vocational Training.  
Period of training from.....to.....  
Character:

**Trade Test Marks**

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## **Appendix X-A**

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[Para 33(a)]

S. No. ....

# **Provisional National Trade Certificate (for Private Candidates)**

(Particulars of the State Directorate)  
**PROVISIONAL NATIONAL TRADE CERTIFICATE**

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## **Appendix XI**

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[Para 33(c)]

S. No. ....

# **National Trade Certificate (for Regular Candidates)**

**Government of India  
Ministry of Labour**

**NATIONAL COUNCIL FOR VOCATIONAL TRAINING  
NATIONAL TRADE CERTIFICATE**

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## **Appendix XI-A**

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[Para 33(c)]

S. No. ....

# **National Trade Certificate (for Private Candidates)**

**Government of India  
Ministry of Labour**

**NATIONAL COUNCIL FOR VOCATIONAL TRAINING**

**NATIONAL TRADE CERTIFICATE  
(Private Candidate)**

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## Appendix XII

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[Para 36(c)]

# Inspection Questionnaire (for Technical Inspection of Industrial Training Institutes/Centres)

### **Guidelines for Inspection of Industrial Training Institutes/Centres**

The Directorate General of Employment and Training (DGE&T) is responsible for laying down standards, syllabi and general policy for training in the Industrial Training Institutes/Centres under the Craftsmen Training Scheme. Final National Trade Certificates are also issued under the signature of Deputy Director General of Training who is ex-officio Secretary, National Council for Vocational Training.

To ensure that the general standards laid down by DGE&T are followed in the right spirit in the ITIs, inspections are carried out by the officer of DGE&T from time to time.

To facilitate inspection of these institutes, guidelines have been prepared. Inspecting officers may check the points given in the guidelines while undertaking the inspection. Although they cover all the essential points, yet it cannot be said to be exhaustive. So the inspecting officer may use his discretion and look into other aspects in the working of the Institutes in order to assess the general standard of training.

#### ***I. General***

1. Name of the Institute/Centre
2. Name and designation of the Inspecting Officer
3. Date of inspection
4. Date on which the last inspection was carried out by the DGE&T
5. Indicate the name and designation of the officer
6. Normal working hours of the institute

***II. Procedure Followed for Admission***

***III. Medical Examination of the Trainees*** Whether done at the time of admission or during the session.

***IV. Procedure Followed for Grant of Stipend to the Deserving Trainees, Rate of Stipend***

***V. Supply of Uniform, Stationery, etc. to the Trainees***

***VI. Strength of the Institute***

***XII. Issue of Certificates in Time***

- (a) Provisional
- (b) Final
- (c) Availability of copies of blank National Trade Certificate

***XIII. General Standard of the Staff***

***XIV. Steps Taken for Upgradation of Knowledge and Standard of the Staff*** How many staff members have been trained in Methods of Instruction (from CTIs, ATIs and CSTARI) and in advanced skills (from ATIs and CTI). Programmes for training those still untrained.

***XV. Power and Water*** (Whether available in adequate quantity or not)

***XVI. Stores***

- (i) Adequacy of space
- (ii) Layout
- (iii) Arrangement for receipts and issues
- (iv) Results of test checks

***XVII. Library***

- (i) General condition of the Library
- (ii) Availability of sufficient number of books, technical magazines, etc.
- (iii) Availability of syllabi of the various trades and question papers
- (iv) Availability of instructional material as prepared by the DGE&T (CSTARI, Kolkata, RDAT, Kanpur and CIMI, Chennai, etc.)
- (v) Availability of funds
- (vi) Utilisation by staff and trainees

***XVIII. Amenities for Trainees***

- 1. Medical facilities, first aid, etc.
- 2. Facilities of toilet, drinking water, etc.
- 3. Facilities of sports recreation etc. (Whether funds etc. available)

***XIX. Hostels***

- 1. Adequacy of rooms available
- 2. General sanitary conditions
- 3. Facilities for extra-curricular activities
- 4. Arrangement for mess

***XX. Safety***

- 1. Steps taken for safety of trainees and equipment in the workshops
- 2. Steps taken for prevention of fire

*XXI. Special facilities, if any given to SC/ST trainees*

*XXII. Number of Women trainees, physically handicapped trainees—details tradewise*

*XXIII. Follow up action taken and employment position of passed out trainees*

*XXIV. Advisory Committees; how often they meet*

*XXV. Last Inspection carried out by State Directorate*

*XXVI. Expenditure incurred on raw material per month per trainee*

*XXVII. Effective use of instructional materials—whether use is being made of the publication of CSTARI/RDAT/CIMI.*



## **Annexure I**

### **Proforma**

Name of the Trade :

Number of Units :

#### ***1. Strength of Trainees***

### ***5. Training Standard***

- (i) Availability of latest copies of the syllabi
- (ii) Logical break-up of syllabi by the instructors, in respect of:
  - (a) Time Schedule
  - (b) Lesson Plan
  - (c) Demonstration Plan
- (iii) Use of audiovisual aids in training. Results of test checks
- (iv) Preparation and updating of instructional material prepared by the instructors
- (v) Design of practical exercises for covering the entire syllabi
- (vi) Availability of adequate quantity of raw material for carrying out practical exercises
- (vii) Periodic assignment of progress of trainees and system followed for evaluation
- (viii) Arrangements for industrial visits for the trainees
- (ix) Item of commercial utility manufactured by the trainees
- (x) Does the training imparted over various machines in your view is enough to meet industrial demand?
- (xi) Application of special tools
- (xii) Measures taken by the instructors to uplift the trainees lacking in skills as identified from the evaluation of exercises
- (xiv) Any specific problem in skill training

### ***6. Conclusions and Recommendations***

**Note:** While carrying out inspection in a section/trade, frank discussion may be held with the instructors and trainees of the trade regarding the various problems encountered during the process of training and their suggestions for improvement. Result on test checks on instructors and trainees should also be recorded.

Signature:

Name of the Inspecting Officer:

Designation:

Date:

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## **Appendix XIII**

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[Para 36 (e)]

# **The Proforma of the Requisite Information Regarding Inspection Carried out**

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## **Appendix XIV**

( Para 39)  
TS – 1

# **Annual Statistical Return on Craftsmen Training Scheme**

**Notes**

- (i) Figures in respect of women trainees may be given separately for each of the three groups within brackets below overall figures reported under each of Col (2 to 11)
- (ii) Category of Institute
  - For General - G
  - For S.C. - SC
  - For Physically Handicapped - Ph
  - For Woman - W
  - For S.T. - ST
  - For Minority - M
- (iii) This Return is to be submitted by ITIs/ITCs to DGE&T, New Delhi, through State Director

Signature : Head of the Institute/Centre

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## **Appendix XIV–A**

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( Para 39)  
TS – 2

# **Annual Statistical Return Showing Number of Trainees Declared Successful under Craftsmen Training Scheme in Final/Supplementary Trade Tests**

1. Name and Address of the Institute/Centre (Government/Private) .....
2. Report for the session ending Month/Year and supplementary exam held .....
3. Category of the Institute ..... During ..... Month/Year

**Notes**

1. Figures in respect of women trainees may be given separately for each of the three groups within brackets below overall figures reported under each of Col (3 to 6)
2. Category of Trainees

For General - G	For Woman - W
For S.C. - SC	For S.T. - ST
For Physically Handicapped - Ph	For Minority - M
3. This Return is to be submitted by ITIs/ITCs to DGE&T, New Delhi, through State Director.

Signature : Head of the Institute/Centre

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## **Appendix XIV–B**

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( Para 39)

TS – 3

# **Annual Statistical Return of ITIs/ITCs under Craftsmen Training Scheme Trades and Units Existing and Affiliated to NCVT**

1. Name and Address of the Institute/Centre (Government/Private) .....
2. Report for session ending on 31st July
3. Category of the Institute



For General - G

For S.C. - SC

For Physically Handicapped - Ph

For Woman - W

For S.T. - ST

For Minority - M

3. This Return is to be submitted by ITIs/ITCs to DGE&T, New Delhi, through State Director

Signature: Head of the Institute/Centre

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## **Appendix XIV–C**

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( Para 39)

TS – 4

# **Annual Statistical Return Relating to Training of Industrial Workers under Scheme of Part-time Classes for Industrial Workers**

1. Name and Address of the Institute/Centre (Government/Private) .....
2. Report for the year ending December
3. Category of the Institute

**Notes**

1. Figures in respect of women trainees may be given separately for each of the three groups within brackets below overall figures reported under each of Col (3 to 8)
2. Category of trainees

For General - G	For Woman - W
For S.C. - SC	For S.T. - ST
For Physically Handicapped - Ph	For Minority - M
3. This Return is to be submitted by ITIs/ITCs to DGE&T, New Delhi, through State Director

Signature: Head of the Institute/Centre

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## **Appendix XV**

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( Para 43)

# **Recognition of Trade Certificates Awarded by Various Authorities at the Level of Craftsmen**

No. TC/NCT-14(5)/66

**GOVERNMENT OF INDIA**

**DIRECTORATE GENERAL OF EMPLOYMENT AND TRAINING**

**MINISTRY OF LABOUR**

Shram Shakti Bhawan, Rafi Marg, New Delhi-1

Dated 26th December 1966

### **MEMORANDUM**

**Subject:** Recognition of the trade certificates awarded by the various authorities to the trainees of the training institutes/centres run by them for the training of persons at the level of Craftsmen.

- (1) The Ministry of Home Affairs, etc. are aware that the Ministry of Labour, Employment and Rehabilitation, is concerned with the recognition of certificates awarded at the level of craftsmen for the purpose of recruitment to the posts and services under the Central Government for which a diploma/certificate in craftsmanship or a National Trade Certificate is prescribed as the requisite qualification. Under the Craftsmen Training Scheme and the Apprenticeship Training Scheme under the Apprentices Act 1961 of this Ministry's National Trade Certificates and National Apprenticeship Certificates, which are issued by the National Council for Training in Vocational Trades [now National Council for Vocational Training (NCVT)] after all-India tests to the trainees of the Industrial Training Institutes and the apprentices are both recognised for the purposes of employment as stated above. A list of trades under the Craftsmen Training Scheme and the

Apprenticeship Training Scheme under the Apprentices Act 1961 is enclosed for ready reference.

- (2) The trades/courses run by the different ministries/departments, etc. which are in line with the trades/courses conducted by the Directorate General of Employment and Training may be affiliated to the National Council for Training in Vocational Trades for the purpose of recognition.
- (3) The Ministry has been receiving references from different ministries and departments regarding the recognition of certificates awarded by them to the trainees of the training institutes run by them in trades or courses other than those included in the Directorate General of Employment and Training programme. It has been decided that trade certificates in trades other than those included in the Directorate General of Employment and Training programme awarded by different ministries, departments, etc. may also be recognised by this Ministry. The enclosed note outlines the procedure to be followed for the purpose of recognition of the trade certificates by this Ministry.

Sd/- G Jagannathan

Under Secretary to the Government of India

To.

All Ministries of the Government of India and their various Departments, Department of Parliamentary Affairs, Lok Sabha Secretariat, Rajya Sabha Secretariat, President's Secretariat, Prime Minister's Secretariat, Supreme Court, Comptroller and Auditor General of India, Department of Atomic energy, DGE&T, New Delhi, CPWD, New Delhi, Central Water and Power Commission, UPSC, UGC, New Delhi, Planning Commission, Election Commission, Programme Evaluation Organisation and Committee on Plan Projects, Planning Commission.

Copy, with enclosures forwarded to:

1. Principal Information Officer, Press Information Bureau with the request that a press note explaining the above decision in suitable terms may kindly be issued as soon as possible.
2. All State Governments and administrations of union territories for favour of issue of similar instructions at an early date.
3. Principals of all (i) Central Training Institute for Instructors, (ii) Industrial Training Institutes under the CTI and those affiliated to the NCVT.
4. All State Directors concerned with Training of Craftsmen/Directors of National Employment Service.
5. Shri M.L. Salhotra, T.C. Section for issuing an amendment to the Craftsmen Training Manual.
6. EEI Section for providing this to all Employment Exchanges, etc.

### **Directorate General of Employment and Training, Ministry of Labour, New Delhi**

Procedure to be followed by the different Ministries, Government Departments, etc. in connection with the recognition of certificates awarded by them at the level of craftsmen (other than Degree and Diploma level) to the trainees of the training institutes /centres run by them.

**Background Information** The Ministry of Labour is concerned with the recognition of technical and professional qualifications at the level of craftsmen for recruitment to the posts and services under the Government of India for which a diploma/certificate in craftsmanship or a National Trade Certificate is prescribed as the requisite qualification. Accordingly, diplomas and certificates issued by different authorities at the level of craftsmen should be recognised by that ministry. The Directorate General of Employment and Training in the Ministry of Labour, Employment and Rehabilitation has a number of training schemes, which cover a number of engineering and non-engineering trades for the purpose of imparting training at the level of craftsmen. The Industrial Training Institutes/Centres, which are functioning under the Craftsmen Training Scheme of the Directorate General of Employment and Training, conduct courses in 43 engineering trades, and 24 non-engineering trades and training is imparted according to the standards recommended by the National Council for Vocational Training. National Trade Certificates, which are issued to the trainees by the National Council for Vocational Training after passing an All India Trade Test, are recognised by this ministry for employment to the posts and services under the Government of India as stated above. Similarly, the National Apprenticeship Certificates, which are issued by the NCVT to the apprentices after completion of the training and have passed All India Trade Test of Apprentices, are recognised for the purpose of recruitment to the posts and service under the Government of India. The number of trades, which have been designated under the Apprentices Act, is 137 at present.

Different Ministries/Government Departments are running their own training schemes in the same trades, which are included in the DGE&T training schemes and following standards laid down by the National Council for Vocational Training. Such training schemes may be affiliated to the National Council for the purpose of recognition of the certificates awarded by them. Where, however, the trades/courses which are not included in DGE&T training programme, the certificates awarded by them in respect of such trades/ courses have not been recognised by this ministry so far.

**Procedure to be Followed** It has now been decided that the certificates awarded in trades/courses which are conducted at the level of craftsmen by the different Ministries/Departments in trades/courses other than those included in the DGE&T, the training programme should be recognised for the purposes of employment as stated above. For this purpose the procedure as indicated below should be followed by the Ministry/Government Department concerned:

1. The syllabus for the practical training and theoretical instructions should be drafted by experts in the trade and finalised in consultation with a committee of experts in the trade. The list of tools and equipment required for the purpose of training to cover the syllabus should also be drafted.
2. The educational qualification for admission, the age limit, etc. should be suggested in the draft.
3. A committee consisting of a few experts, say five or six, who have knowledge and experience in the trade should be constituted, to examine the syllabus, list of tools and equipment, etc.
4. A scheme for training according to the syllabus should be drafted indicating the time of admission, number of trainees to be admitted, the ratio of instructor/teacher to the trainees, location to the institute, the method of keeping progress records, the method of conducting the final trade test, the certificate to be awarded in the trade, etc.

5. The scheme mentioned above, together with the syllabus and other training standards recommended by the committee of experts (which may be called Trade Committee), should be sent to the DGE&T for the purpose of recognition of the certificate at the level of craftsmen.
6. The DGE&T would examine the training programme with a view to find out whether the course concerned is at the level of craftsmen and training standards have been approved by a committee of experts appointed by the Ministry/Department concerned for the purpose.
7. The Ministry/Department concerned, thereafter, will be intimated regarding the recognition of the certificate, which may be awarded after a necessary test conducted by them for the purpose of recruitment to the posts under the Central Government, subject to the fulfilment of the above-mentioned conditions.

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## **Appendix XVI–A**

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( Para 43)

### **List (as on 20-5-68) of Trades under CTS of the DGE&T in Respect of Which Diploma/Certificate Awarded from Time to Time have been Recognised by Government of India**

#### **Non-Engineering Trades**

1. Bleaching, Dyeing and Calico Printing
2. Book Binding
3. Cane, Willow and Bamboo Work
4. Cutting and Tailoring
5. Cutting and Tailoring (Men)
6. Cutting and Tailoring (Women)
7. Confectionery and Bakery (Including Preservation of Fruits)
8. Coir Weaving
9. Embroidery and Needle Work
10. Embroidery and Needle Work (Including Salma, Tila and Lamp and Lamp Shade Work)
11. Fret Work and Manufacture of Wooden Toys
12. Carbo Spinning
13. Hand Composing and Proofreading
14. Hand Weaving of Fancy and Furnishing Fabrics
15. Hand Weaving of Niwar, Tapes, Durries and Carpets
16. Hand Weaving of Wollen Fabrics



17. Knitting with Hand Machine
18. Manufacture of Footwear
19. Manufacture of Household Utensils
20. Manufacture of Sports Goods (Leather)
21. Manufacture of Sports Goods (Miscellaneous)
22. Manufacture of Sports Goods (Woods)
23. Manufacture of Suitcases and other Leather Goods
24. Preservation of Fruits and Vegetables and Manufacture of Confectionery
25. Preservation of Fruits and Vegetables
26. Printing Machine Operator
27. Stenography (English)
28. Stenography (Hindi)
29. Signaller (Railways)
30. Weaving of Silk and Woollen Fabrics
31. Wood Turning and Lacquer Work

28. Painter and Decorator
29. Pattern Maker
30. Plumber
31. Painter
32. Mechanic (Refrigeration & Air conditioning)
33. Sheet Metal Worker
34. Surveyor
35. Tool Maker
36. Turner
37. Upholstery
38. Welder (Gas & Electric)
39. Wireless Operator
40. Wireman
41. Watch & Clock Maker

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## **Appendix XVI–B**

(Para 43)

# **Engineering and Non-Engineering Trades, Period of Training and Minimum Educational Qualification for Admission under Craftsmen Training Scheme (CTS) as on 01-08-2000**

Engineering Trades









**Note** Five trades namely (i) Sports Goods Maker (Leather), (ii) Sports Goods Maker (Miscellaneous), (iii) Sports Goods Maker (Wood), (iv) Hair dresser (Gents) and (v) Laundryman have been deleted.

(DGET – 19(14)/92-CD, Dt. 6.7.92)

Four trades namely (i) Weaving of Fancy and Furnishing Fabrics, (ii) Knitting with machine, (iii) Letter Press Machine Minder and (iv) Hand Compositor have been deleted.

(No. DGET-19(8)/95-CD, Dt. 16.7.1996)



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## **Appendix XVI–C**

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### **List of Trades Which Were Revised During 1996–2002 Under CTS**


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## Appendix XVII

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[Para 44.5 (iii)]

S. No.....

# Certificate of Merit for the Best Trainee

### EMBLEM

GOVERNMENT OF INDIA  
DIRECTORATE GENERAL OF EMPLOYMENT AND TRAINING  
MINISTRY OF LABOUR

This is to certify that Sh./Km./Smt. ....son/daughter/wife of  
Shri.....underwent a course of training in the trade of ... ..  
..... at the Industrial Training Institute/Centre .....  
.....during the session ..... and was adjudged as the BEST CRAFTSMAN in that  
trade in India at the All India Competition held in .....

In appreciation of the splendid effort put in by Sh./Km./Smt. ....,  
he/she is hereby awarded this Certificate of Merit.

New Delhi, the .....20

*Director General of*  
Employment & Training/  
Joint Secretary to the Government of India

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## Appendix XVII–A

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[Para 44.5 (iv)]

S. No.....

# Certificate of Merit for the Best ITI

### EMBLEM

GOVERNMENT OF INDIA  
DIRECTORATE GENERAL OF EMPLOYMENT AND TRAINING  
MINISTRY OF LABOUR

### EMBLEM

ALL INDIA SKILL COMPETITION  
BEST INDUSTRIAL TRAINING INSTITUTE/CENTRE

### CERTIFICATE OF MERIT

This is to certify that ....., whose trainee secured the highest total marks in the trade of ..... in the All India Skill Competitions held in .....20....., has been adjudged as the best Industrial Training Institute/Centre under the scheme, in the above trade.

In appreciation of the meritorious effort for imparting Craftsmen Training in the trade of ..... , this merit certificate is awarded.

New Delhi, the .....

*Director General of*  
Employment and Training/  
Joint Secretary to the Government of India

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## Appendix XVII–B

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[Para 44.5 (v)]

S. No.....

# Certificate of Merit for the Best State

### EMBLEM

GOVERNMENT OF INDIA  
DIRECTORATE GENERAL OF EMPLOYMENT AND TRAINING  
MINISTRY OF LABOUR

ALL INDIA SKILL COMPETITION UNDER CRAFTSMEN  
TRAINING SCHEME  
BEST STATE  
WINNER OF RUNNING SHIELD

### CERTIFICATE OF MERIT

This is to certify that ..... State, whose trainee secured the highest total marks in all the trades in the All India Skills Competition held in .....20....., is adjudged as the best State under the scheme, and is awarded this Certificate of Merit and the Running Shield.

New Delhi, the .....

*Director General of*  
Employment and Training/  
Joint Secretary to the Government of India

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## **Appendix XVIII**

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(Para 64)

### **Licences for Mechanic (M&V) Trainees**

- (a) Such person is a trainee undergoing training in an Industrial Training Institute approved by Central or State Government, and driving a light motor vehicle with a written permission of the head of an Industrial Training Institute;
- (b) Such person is driving a motor vehicle under the supervision of a duly appointed instructor holding a valid driving licence;
- (c) Such person shall not give any vehicle other than a light motor vehicle of the Industrial Training Institute, specially acquired for such training purposes;
- (d) Such person is medically fit to drive;
- (e) The speed of the vehicle shall not exceed 15 kms per hour during the training;
- (f) The training shall be imparted only between 10 a.m. to 5 p.m.
- (g) The training shall be imparted only on a light motor vehicle.

Sd/-

(G.K. Pillai)

Joint Secretary to the Government of India

File No. RT – 11036/16/91 – MVL

To,  
Manager, Government of India Press,  
Mayapuri, New Delhi

Copy to the Transport Secretaries of all the State Governments/Union Territory Administrations.

Sd/-

(J.R. Kapoor)

Desk Officer (MVL)

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## Appendix XIX

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[Para 42(b)]

# Procedure for Affiliation of Training Institutes/ Centres/Trades/Units to the National Council for Vocational Training under Craftsmen Training Scheme

(DGE&T -29(11)/86-CD, dated 13/20 Nov. 1986)

### I. Categorization of Training Institutes/Centres/Trades/Units

- A. In the light of various recommendations made by NCVT from time to time, the Training Institutes functioning under the Craftsman Training Scheme in various States can be categorized as under:

*Category I*— Institute where trades/units which have already been accorded affiliation to NCVT.

*Category II*— Institutes where trades/units have not been affiliated to NCVT.

- B. Nomenclature of Govt. institutes will be **Industrial Training Institute (ITI)**  
Nomenclature of Private institutes will be **Industrial Training Centres (ITC)**

(DGE&T 12 (2)/93-TC, dated 28.3.94)



## **II. Consideration for Opening New Training Institutes/Trades under the Craftsmen Training Scheme**

In the light of recommendations made by NCVT at its past meetings, the following important considerations should be kept in view for new training institutes/trades:

**(a) For Introduction of New Trades, Change of Trades and Expansion of Training Centres** The following considerations should be taken into account while formulating proposals for the introduction of new trades/additional seats:

- (i) Utilisation of existing idle capacity by conversion of surplus seats from the trades in which there is no demand to the trades for which there is a pressing demand.
- (ii) Present demand as measured by the number of applications received at the time of admission.
- (iii) Potentialities as assessed on the basis of specific developments in the region, for example, growth of industry in the neighbourhood etc.
- (iv) Potentialities as assessed by the Employment Market Information Surveys, wherever these are conducted.
- (v) Employment potential or availability of further apprenticeship training facilities in the trades.

**(b)** As standardization and quality control is outmost concern in granting permission for opening new ITIs . Therefore State Directors dealing with CTS may prepare two list of ITIs/ ITCs as mentioned below.

- (i) Institute wise list of institute/trade/units in which affiliation have been secured.
- (ii) A similar list of institute/trades/units which have been recommended by the standing committee and submitted to DGE&T for seeking affiliation. In these institutes (trade/units) trainees can be admitted on the understanding that they will be allowed to appear for NCVT examination subject to affiliation from DGE&T failing which they would be trade tested by SCVT.

The above two list may be published in leading newspapers and student should be cautioned not to seek admission in unaffiliated ITIs for the sake of their own carrier.

(DGE&T 12(1)/98-TC, dated 28 July, 1998)  
(DGE&T 19(6)/96-CD, dated 30

- (ii) The State Govt. may charge reasonable fee from ITIs/ITCs seeking affiliation. The revenue so collected may be kept at the disposal of State Director as revolving fund to meet the expenditure for payment of TA/DA to the retired officer appointed as representative of DGE&T for affiliation inspection.

(DGE&T 19(12)/99-CD Vol-IV, dated 30-11.99)

- (iii) The applications received by the State Directors after 31st December will not normally be entertained. However, the applications received up to 10th January of the following year could be given consideration, if a late fee of Rs 100/- is deposited by applicants.
- (iv) The State Director will scrutinise the applications and after judging their authenticity and financial position, shall convey provisional permission by the end of February to the deserving applicant only for starting the Institute and ask them to make all necessary arrangements.
- (v) The Management of the Institute shall make all necessary arrangements and provide infrastructural facilities for the proposed trades and units as per the prescribed norms by the end of June.
- (v) (a) An institute seeking affiliation has to supply the information regarding infrastructure and instructor available in the institute in Annexure III to the State Director. The state shall verify the availability of necessary infrastructure & availability of instructor at the institute and if institute is found a fit case for considering for affiliation to NCVT, may constitute a Standing Committee and get the Institute inspected by 15th July.

Standing committee will ensure the availability of the following:

- Site plan & building drawing indicating various section workshop etc.
- The space earmarked for each trade both already affiliated and proposed for affiliation at the institute.

(DGE&T -12(2)/93-TC, dated 28.3.94)

- (b) *Joint Action Plan*—State Directors dealing with Craftsman Training Scheme in consultation with coordinating officers of DGE&T for the region, i.e. Directors of ATIs, RDATs, FTI, CSTARI as the case may be, shall prepare a Joint Action Plan for affiliation inspections of ITIs and ITCs for the State /UT concerned. A panel restricted only to the retired class I Gazetted Technical Officer from DGE&T may be nominated as DGE&T representative on the Standing Committee inspection team. However the TA/DA to these officer would be born by the respective State Directors.

(DGE&T 19(12)/99-CD Vol-III, dated 20

- (vii) The inspection report may be scrutinized in DGE&T, for ascertaining compliance of procedure. The affiliation of the trades/units recommended by the standing committee shall be considered. Only those trades/units which are found out to the prescribed norms shall be recommended by DGE&T and final orders conveying grant of affiliation shall be issued by the Secretary, NCVT after obtaining approval from the subcommittee of NCVT dealing with affiliation.
- (viii) The time schedule for various activities mentioned above, if need arises be altered by the State Directors at their end but the final date of submission of proposal to DGE&T Hqrs by 20

- (a) Two members to be nominated by the SCVT (one from Industry and the other from Labour).
  - (b) One member to be nominated by the Secretary of the NCVT.
  - (c) State Director in-charge of Craftsmen Training or his Senior Officer of the training side.
  - (d) The Committee may co-opt one/two Experts in the relevant trade/trades.
- 4.2. The Standing Committee with minimum three members (at least one of whom should be a representative of NCVT and one representative of State Director), should inspect the Institute to ensure that the information furnished by the Institute in the prescribed proforma (Annexure III) is correct and the Institute/Trade/Unit has been equipped as per prescribed norms in respect of tools and equipment, building, land, furniture, power supply, appointment of staff, etc. (Annexure II). The Standing Committee inspection of a particular ITI/Trade/Unit would be carried out once in an academic year.
- 4.3. Two copies of the Inspection Report of the Standing Committee/ Departmental Inspection Report as per Annexure III shall be sent by the State Director to the Secretary, NCVT with his observations on prescribed proforma as per Annexure III A for seeking permanent affiliation, provided that the Standing Committee had recommended for affiliation. The State Director should not seek affiliation for the trades/units which are not recommended by the Standing Committee.
- To eliminate short-comings noticed by the Sub-Committee of the NCVT (Annexure VIII) in the proposals for affiliation, the Check List (Annexure VII) be used by the Standing Committee to ensure that the SCIR has been properly filled up.

[No. DGET-19(07)/95-CD Vol. III, Dt. 26.7.1996]

- 4.4. The Secretary, NCVT, will scrutinise all such inspection reports and obtain approval for deserving trade/units from the Sub-Committee of the NCVT dealing with affiliation, before conveying the decision to the State Director in-charge of Training.
- The terms and conditions for affiliation to NCVT are given at Annexure IV.
- 4.5. In order to ensure that standards of training as prescribed by NCVT are maintained, periodic follow-up inspection of permanently affiliated Institute/Trades will be done by respective State Directorates, Standing Committees or officials of DGE&T.
- 4.6. Affiliated Institutes/Trades failing to maintain the prescribed standard of training are to be deaffiliated on the basis of recommendations of the Standing Committee for evaluation of Institute to the Secretary, NCVT.
- 4.7. An up-to-date list of Institutes/Trades/Units would be sent to DGE&T by the respective State Director every year by 31st March as per proforma at Annexure V and VI.

List of Coordinating officers/offices of DGET for various regions is given at Annexure IX.

## **Annexure I**

### **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:

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. Sources 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 authorised to collect fees.
10. Any other information about the management of the proposed institute/centre.

## Annexure II

### Minimum Norms for Permitting an Institute to Start in Respect of Land, Building and Staff

#### A. Minimum Norms Regarding Staff

1. There should be a suitably qualified Principal/Head of the Institute for the ITI.
2. The training staff should be as under:
  - (a) Group Instructor One for every eight units
  - (b) Trade Instructor One for each unit
  - (c) Drawing Instructor \* One for 144 (Engineering/Trade) seats
  - (d) Maths Instructor \* One for 144 (Engineering/Trade) seats
  - (e) Allied Trade Instructor \* One for 250 (Engineering/Trade) seats
  - (f) Millwright Instructor One for six units in ITI in the following trades:
    - (i) Machinist (Grinder)
    - (ii) Machinist, Turner, Tool and Die Maker, Mechanic Instrument
  - (g) Social Studies Instructor \*\* One for 1,000 seats
  - (h) Millwright Mechanic/ Maintenance Mechanic One for each ITI working in three shifts
  - (i) Millwright Foreman One for ITI with 600 or more seats
  - (j) Carpenter One for ITI with 250 or more seats and where carpentry trade exists
  - (k) Language Instructor (for Stenography) One for every two units
  - (l) Audiovisual Instructor One for 256 seats
  - (m) Motor Driving Instructor One for Motor Mechanic Trade
  - (n) Store-keeper
    - Institute below 250 seats One
    - Institute with 250-599 seats One Store-keeper and One Assistant Store-keeper
    - Institute with 600-899 seats One Store-keeper and two Assistant Store-keepers
    - Institute with 900 seats and above One Store-Superintendent and three Assistant Store-keepers
3. Ministerial Staff As per requirements

***B. Minimum Norms Regarding Buildings***

1. Buildings for ITI should be as under:



## Annexure III

### **Particulars to be Furnished to the Secretary NCVT for the Purpose of Considering Grant of Affiliation of Institutes/ Centres implementing Craftsmen Training Scheme under the Aegis of the National Council of Vocational Training— Revised Proforma for Inspection Report by Standing Committee**

(Items not applicable may be deleted)

#### ***I. General***

1. Name and full postal address of the Institute /Centre indicating taluk, district and pin code.....
2. Name and address of the agency seeking affiliation.....
3. Date of establishment of the Institute/Centre.....
4. Date of last inspection by Standing Committee.....
5. Date of present inspection.....
6. Whether permission has been obtained from the State Director for starting the Institute/Trades/Units..... (Yes/No)  
If so, indicate the reference of the State Directorate.....
7. Year-wise Trades and Units for which affiliation is sought:

## ***II. Staff***

1. Principal/Head of Institute/Centre
  - (a) Name of the Principal.....
  - (b) Age of the Principal.....
  - (c) Qualifications:
    - Academic.....
    - Technical.....
    - Working Experience.....
  - (d) Date of joining the Institute.....
  - (e) Scale of pay and actual pay drawn.....
2. Administrative and Ministerial staff:

**III. Admission (for the trade for which affiliation is sought)**

1. Date of starting the session.....
2. Date of issue of notice calling for the application (attach notice or paper advertisement, pamphlets, etc.).....
3. Last date for receipt of application, fixed as per the notice.....
4. Number of applications received.....
5. Date by which the admissions were completed and classes started.....
6. Trade-wise number of trainees on-roll on the day of inspection:

(In case of pre-inspection, the admission position and standard of training should be given in the Supplementary Report separately after start of session, duly verified by the State Director or his nominee)

2. Give details of raw materials purchased for each trade separately in the following proforma:

Name of the trade	:
Total number of units	:
Total amount spent during the previous year	:

- (ix) Whether attested copy of site plan and layout of the entire institute attached: Yes/No  
(actual dimensions of each room should be indicated)
- 5. Other facilities such as technical library, dispensary, recreational, audiovisual aids and sports facilities are available (list to be furnished separately):

***V. Standard of Training***

- (i) Coverage of syllabus on the date of inspection.

- (vii) Number of units of electricity consumed from the date of starting of training classes.....
- (viii) Number of units of electricity consumed per month per trainee.....
- (ix) Result of All India Trade Test conducted in last two years trade-wise:


2. Availability of tools, equipment and machinery shown in the lists have been verified. The lists have been signed by all the members.
3. Infrastructural facilities available at the Institute have been verified additionally and separately for the trades/units for which affiliation is sought now. These facilities are not mixed up with those, which are required as per the norms for the trades/units, which had already been affiliated. The comprehensive list of infrastructure is given in para IV (Infrastructure) of Annexure III.
4. Trades/Units, which had already been affiliated to NCVT:

The above comments/recommendations from S. No. 1 to 7 are made by us. A copy of the complete Inspection Report has been collected by the representative of the Directorate General of Employment and Training for sending the same to the Headquarters, New Delhi. The other copies would be forwarded to the DGE&T, Ministry of Labour, by the State Director.

Date:

Signature of the Members:



## Annexure III-A

### Details of Trades/Units Proposed for Grant of Affiliation (To be Filled in by State Director Dealing with Craftsmen Training Scheme)

SUBJECT: AFFILIATION OF (Name, Full Address with pin code number)  
Institute \_\_\_\_\_ to NCVT regarding  
\_\_\_\_\_

- |  |   |
|--|---|
| 1. State/UT _____                                  | 5. Total Seating Capacity of<br>Institute _____               |
| 2. Government/Private<br>_____                     | 6. Date of present inspection by Standing<br>Committee _____  |
| 3. Total no. of Trades already<br>affiliated _____ | 7. Date of previous inspection by Standing<br>Committee _____ |
| 4. Total no. of Units already<br>affiliated _____  | 8. DGE&T Reference<br>if any _____                            |

SCIR Dated \_\_\_\_\_ forwarded by the State Director, (State/UT) \_\_\_\_\_  
in respect of affiliation of following Trade/Units at the above subject Institute:


(a) Staff Position (Page no. of Report) \_\_\_\_\_

## **Annexure III-B**

### **Checklist for Forwarding SCIR/DIRs to DGE&T HQ for Affiliation of ITIs/ITCs**

The following checklist may be used while forwarding affiliation proposals to DGE&T (Hqs).

1. Reports should be properly signed and name and designation of the Inspecting Officer should be mentioned below the signature.
2. The forwarding letter should preferably be signed by Director or Joint Director. The name and designation should be mentioned below signature.
3. DGE&T reference for each affiliated trade and unit should be given.
4. The number of units working in first second or third shift in each/alternate years of admission session should also be mentioned clearly.
5. List of tools and equipment should be based on latest syllabi cum items equipment for second year of two years course should be mentioned properly.
6. Building plan and site plan should be properly prepared on some suitable scale by a professional Architect and duly authenticated by him.
7. The site plan should include nearest moterable road in the plan for proper location of the institute. It should also include other prominent buildings in the near vicinity for proper identification.
8. Electrical connected load should have a relevance to the number of equipment requiring electrical powers. The connected load should be at least 75% of the total requirement of machine in each trade along with the requirement for the classroom and other purpose for the smooth functioning of the institute.
9. Wherever three phased power required, it should be physically seen by the Inspecting Officer. Provisions for generator may not be accepted since it is only a source for temporary power in the event of breakdown and not a source of regular power.
10. During standing committee inspections, the State / DGE&T representative should have the knowledge of the trade to be affiliated along with the trade expert who would have in depth knowledge of the trade.
11. For affiliation of fresh trade units where already similar trades are existing, a comprehensive proposal mentioning the details of machinery and equipment already existing for the affiliated trades and provided additionally for the additional trades should be given.
12. The proposal for II unit should only be submitted after I unit has been affiliated.

## **Annexure IV**

### **Terms and Conditions for Affiliation to National Council for Vocational Training**

1. The Institute should adopt the standards laid down by the National Council for Vocational Training in the matter of syllabi, scale of tools and equipment, shop layouts, methods of training and trade testing in force from time to time.
2. The requisite number of instructional staff and supervisory staff should be provided. They should be qualified and should possess experience for their posts.
3. Training sessions will have to conform to the All-India dates as laid down for starting sessions.
4. Trainees of the affiliated institutes will appear in the All India Trade test to be conducted by the NCVT.
5. Trade Test will be conducted in the Institute premises or any other centre approved by State Director in accordance with the procedure prescribed by the NCVT.
6. The Institute will provide facilities for regular inspections by the officers of the State and Central Govt. and implement any recommendations made by them for improvement of training standards.
7. The institute is not allowed to start any new trade or unit without the prior approval of State Director-in-charge of Training. While permitting any Institute to discontinue the trade for which affiliation is already given, intimation should be given by the State Director to DGE&T at least 6 months in advance giving reason for closure.
8. In case, it is found that the Institute fails to maintain the prescribed standards or any way fails to adopt the standards prescribed by NCVT, the affiliation shall be withdrawn on the basis of recommendation of the Standing Committee and its acceptance by NCVT.
9. The institute will be affiliated to the National Council for Vocational Training through the State Director, to whom it should look for guidance and instruction in all matter relating to training.
10. In case of non-availability of trained instructors, the untrained instructors must be trained within a period of 3 years from their appointment failing which the affiliation granted is liable to be withdrawn.
11. Cost of raw materials for the trade test to be conducted for thee trainees of private Institutes/Centres would be borne by the private Institutes/Centres concerned.
12. Examination fee as prescribed under the Craftsmen Training Scheme would be collected by the State Director from the trainees of private Institutes/Centres.

## **Annexure V**

Name of the State .....

Statement indicating ITIs/ITCs in the State as on 31st July covering the year up to the end of session July ..... (Year)

## **Annexure VI**

**Name of the State .....**

**Statement indicating ITIs/ITCs in the State as on ..... (Year)**

(Note: Separate list of Government and Private ITIs should be furnished in duplicate.)

## **Annexure VII**

### **Checklist for Forwarding SCIR/DIR to DGE&T Headquarters for Affiliation of ITIs/ITCs**

While processing cases at DGE&T Headquarters, some shortcomings are noticed in the SCIR/DIR for affiliation of ITIs/ITCs. Therefore, to remove these shortcomings the following check list may be used while forwarding affiliation proposal to DGE&T Headquarters:

1. Reports are properly signed and the name and designation of the Inspecting Officers are mentioned below the signature.
2. While forwarding the report from State/UT Directorate of Training, the forwarding letter may preferably be signed by the Director or Joint Director only. The name and designation should also be mentioned below his/her signature.
3. DGE&T reference and date for each affiliated Trade and Unit (I

submitting proposal for the third unit, equipment details for the existing affiliated two units and for the fresh trade/unit (third unit) should also be given.

12. The proposal for a second unit (second shift) should only be submitted after the first unit (base unit) has been affiliated.



## **Annexure VIII**

### **Reconstituted Sub-Committee of NCVT Dealing with Affiliation of ITI/Trade/Unit in the 32nd Meeting of the NCVT Held on 18th December, 1996**

(No. DGET-19(5)/96-CD, dated 8th January, 1997)

## **Annexure IX**

### **List of Coordinating Officers/DGE&T Field Institutes/Offices and the States/UTs Covered for Inspection of Institutes by Standing Committees (Stan. Com.)**

## **Annexure X**

Norms for supply power requirements for different trades, a study was got conducted covering 9 most popular trades, viz., Fitter, Turner, Machinist, Machinist Grinder, Electrician, Wireman, Mechanic Electronics, Mechanic TV and Welder. Accordingly, the assessed power requirement for these trades by the above study/Committee was approved by NCVT as given below:

### **Electric Power Requirements Single Unit of Each Trade Under C T Scheme**


(No. DGET-19/27/96-CD, Dated 11th July 1997)

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## **Appendix XX**

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(Para 74)

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

(Ref: Letter No. DGET-19(17)/90-CD, Dt. 8.6.1990)

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 the 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 the 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 DGE&T, 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 in 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 a Standing Committee for evaluation of the institute under intimation to the Director of Training, DGE&T, 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 on the same lines as is done for considering affiliation. The constitution of the Standing Committee for evaluation will be as under:

recommended for de-affiliation, i.e. withdrawal of affiliation granted to them as several deficiencies/descriptions as mentioned in the appropriate column of the report have been observed. All the Committee members shall append their date, signatures below the recommended discrepancy.

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, four copies of the Inspection Report should be forwarded by the concerned State Director to DGE&T Headquarters if de-affiliation or withdrawal of affiliation has been recommended by the Committee for certain trades/units.
8. The Inspection Report should be scrutinised by the Directorate General of Employment and Training. After scrutiny of the report if the Secretary, NCVT, also recommends for de-affiliation, the report and recommendation of the 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 Sub-Committee, 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 the 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.

## **Annexure I**

### **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.....



## **Annexure II**

### **Notice to be Issued to the 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 the 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 a 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 Government.

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.

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## **Appendix XXI**

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(Para 70)

### **Space Requirement of ITIs and Various Trades under Craftsmen Training Scheme**

#### **1. Land for Institute**

Land for Industrial Training Institutes which are situated in metropolitan cities like Mumbai, Kolkata, Delhi and Chennai may be of the order of five acres and above apart from the provision of hostel and staff quarters, considering the heavy investment in land. In other places, ten acres of land should be sufficient without staff quarters and hostel accommodation.

#### **2. Land for Hostel**

Hostel accommodation for 50 per cent of trainees may be provided. Adequate additional 4–5 Acres of land for this purpose may be required where a hostel for the institute is considered to be essential.

#### **3. Land for Staff Quarters**

The provision of staff quarters may be made for 80 per cent of the staff and additional 5–6 acres of land be provided for this purpose. The plinth areas for staff quarters for various pay-ranges will be as per the existing norms prescribed by the CPWD/PWD.

#### **4. Space Norms for Workshops for ITIs/ITCs**

While prescribing the space norms for workshops for ITIs/ITCs, it has been decided that apart from pitched roof as prescribed for construction of the workshop flat RCC roof for workshop and laboratories may also be considered so that the space can be utilised economically.

The above norms have been considered keeping in view the escalating cost of land and non-availability of required land in metropolitan cities. Therefore, RCC roof for workshop and laboratories may also be considered due to following reasons:

- (a) Space can be utilised economically
- (b) Heights can be reduced
- (c) Can be expanded vertically
- (d) Number of electricity points can be reduced

- (e) Comfortable to the trainees in tropical region
- (f) Construction cost can be reduced by adopting ground floor, with two floor designs for workshop for optimum use of land

It is also recommended that trades requiring heavy machinery can be accommodated on the ground floor. The trades that can be accommodated on different floors are suggested as follows:

1. *Ground Floor:* Welder, Moulder (new name Foundryman), Mechanic Tractor, Mechanic Diesel, Mechanic Motor Vehicle, Pattern Maker, Fitter, Turner, Machinist, Sheet Metal Worker, Carpenter, Machinist Grinder, Tool and Die Maker, Instrument Mechanic, Building Constructor (Mason).
2. *First Floor:* (a) Electrician, (b) Wireman, (c) Book Binder, (d) Plumber, (e) Electroplater, (f) Leather Goods Maker, (g) Manufacturer of Footwear.
3. *Second Floor:* (a) Draughtsman Mechanical, (b) Draughtsman Civil, (c) Surveyor, (d) Electronics Mechanic, (e) Mechanic Radio and TV, (f) Dress Making, (g) Stenography (Hindi), (h) Stenography (English), (i) Painter General, (j) DPCS/COPA, (k) Watch and Clock Repairer, (l) Theory Classes, (m) Drawing Hall, (n) Library, etc.

## **1. Space Requirement for Main Building in ITIs**

[illegible]

[illegible]

**3. Space Requirement in Atis for Craft Instructor Training Scheme  
(Workshop Building)**


**4. Space Requirement (AVTS-Programme) (Workshop Building)**


**5. Space Requirement (Women Occupation Programme)**



[illegible]

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## **Appendix XXII**

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(Para-74)

# **Written Instructional Material (WIMs) Completed**

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## **Appendix XXIII**

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(Para-75)

# **Proforma for the Maintenance of Equipment, Register, Log Book and Maintenance Chart**

### **Proforma I (History Sheets)**

Name of the Institute

**Proforma II** (Para 75.2)

**Maintenance Chart (Daily, Weekly and Periodically)**

Name of the Institute/Centre

Trade

Description of machine

Number of the machine/s

Date of commissioning

Name of the Supplier

Approved Maintenance Schedule

Lubrication Elec. (Earth and Installation)

Daily

Weekly

Monthly

Periodical (Mention Period here)

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## **Appendix XXIV**

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(Para 38 (e), 77)

# **Recommendations of Special Committee Appointed by State Representatives Regarding Provision of Furniture for Industrial Training Institutes**

1. Details of accommodation for Industrial Training Institutes were originally worked out by an ad-hoc committee appointed by the Ministry of Labour and Employment in 1955. These were generally found inadequate and accordingly a review was carried out on the basis of work for each and every trade.
2. The Building Project Team on Industrial Training Institutes in 1960 carried out a detailed survey of the requirements of the Institutes on the basis of the layouts of workshops and buildings (requirements of other buildings) and published for these Institutes, detailing norms and standards, which have already been accepted by the Government.
3. Hitherto, furniture was being provided in connection with institutes more or less on an ad-hoc basis and Institutes are being provided furniture at Rs. 90/- per seat for the first shift and Rs. 10/- per seat for the second shift on an ad-hoc basis. With this ad-hoc allocation, State governments were unable to provide adequate furniture for the ITIs. This was considered an unsatisfactory provision and therefore the State Directors in their 6th Meeting appointed a committee consisting of five members to go through the whole question of providing furniture for the industrial training institutes/centres:
  - (i) Shri S.G. Pendse
  - (ii) Shri S.M. Ahmed
  - (iii) Shri Krishnaswamy
  - (iv) Shri Paramjit Singh
  - (v) Shri A.S. Lall

4. This committee went through the whole question and worked out the detailed requirements (Annexures A, B and C) of furniture for training centres with a capacity of 300 seats, 600 seats and 1000 seats to correspond with the provision of accommodation as recommended by the Committee on Plan Project (Building Project Team).
5. The cost of furniture admissible in the ITIs/ITCs as per prescribed scale should be as per the prevailing market price for a particular item of furniture.

(DGET-19/9/88-CD, dated 9.2.88)

**Annexure A**

**List of Furniture for Industrial Training  
Institute having a Capacity of 300 Trainees**







**Annexure B**

**List of Furniture of Industrial Training  
Institute having a Capacity of 600 Trainees**





**Annexure C**

**List of Furniture of Industrial Training  
Institute having a Capacity of 1000  
Trainees**







[illegible]

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## **Appendix XXV**

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(Para 79)

### **List of State Directorates/UTs Dealing with Craftsmen Training Scheme**