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GOVERNMENT INDUSTRIAL TRAINING INSTITUTES OF GOA

Sr. No.	Name & Address	Phone No.
NORTH		
1	Farmagudi Government Industrial Training Institute, Farmagudi, Ponda- Goa. Pin Code – 403 401	2980070
2	Panaji Government Industrial Training Institute, Altinho, Panaji – Goa. Pin Code – 403 001	2226333
3	Mapusa Government Industrial Training Institute, Peddem, Mapusa – Goa. Pin Code – 403 507	2262637
4	Pernem Government Industrial Training Institute, Tuem, Pernem – Goa. Pin Code- 403 512	2201238
5	Bicholim Government Industrial Training Institute, Valshi, Bicholim – Goa. Pin Code – 403 504	2362315
6	Sattari Government Industrial Training Institute, Honda, Sattari – Goa. Pin Code – 403 530	2370242
SOUTH		
7	Margao Government Industrial Training Institute Borda, Margao – Goa. & Ext. at Aquem Baixo, Margao – Goa. Pin Code – 403 602	2714887 (Margao) 2765846 (Aquem Baixo)
8	Cacora Government Industrial Training Institute, Cacora, Curchorem - Goa Pin Code – 403 706	2650270
9	Canacona Government Industrial Training Institute, Mastimol, Canacona – Goa .Pin Code – 403 702	2633354
10	Vasco Government Industrial Training Institute, Bogda, Vasco – Goa. Pin Code – 403 802	2524030

PRIVATE INDUSTRIAL TRAINING INSTITUTES OF GOA

Sr. No.	Name & Address	Phone No.
NORTH		
1	Sesa Private Industrial Training Institute, Sankhali, Bicholim – Goa. Pin Code- 403 505	2365509 2365123
2	Montfort Private Industrial Training Institute, Corlim, Tiswadi – Goa. Pin Code – 403 110	2285544
3	Keerti Vidyalaya Private Industrial Training Institute, Siolim Goa. Pin Code – 403 517	2270533 2272047
4	Bhumika Private Industrial Training Institute, Palye, Pernem Goa. Pin Code – 403 524	9823329150
5	Indo-German Private Industrial Training Institute, Marna, Siolim Goa. Pin Code – 403 517	7741840535 9823932449
SOUTH		
6	Sesa Private Industrial Training Institute Digas, Opp. Capxem Plot, Panchawadi, Ponda – Goa. Pin Code – 403 706	2659099



Government of Goa

State Directorate of Craftsmen Training

Common Prospectus Of Government and Private Industrial Training Institutes

1. INTRODUCTION

Industrial Training Institutes (ITI) have been set up under the Craftsmen Training Scheme (CTS) and Centre of Excellence Scheme (CoE) in Goa with an objective to ensure a steady flow of skilled personnel to the public and private sectors, and to reduce unemployment amongst the educated youth by quipping them with the required skills, education and discipline.

There are ten Government and Six Private Industrial Training Institutes in the State of Goa imparting training in various Engineering and Non-engineering trade courses suitable to the Indian industrial environment. Most of the trades and units available in these Institutes are affiliated to the National Council for Vocational Training (NCVT), New Delhi through the Directorate General of Training (DGT) in the Ministry of Skill Development & Entrepreneurship, Government of India, New Delhi and the training is imparted as per the syllabus and curriculum approved by Government of India in consultation with NCVT. However, some of the trades/units in these ITIs are affiliated to the State Council for Vocational Training (SCVT), Panaji-Goa.

2. ASSOCIATION WITH INDUSTRY

The 10 Government ITIs in the State are upgraded into Centre of Excellence (CoE) either through domestic/World Bank funding or through Public Private Partnership (PPP) mode for producing multi-skilled workforce of international standards and there is active involvement of industry executives as members of Institute Management Committees (IMC).

The Vasco Government ITI is the sole ITI being upgraded under Government of India's scheme for "Upgradation of 1396 Government ITIs with Public Private Partnership" with Zuari Agro Chemicals Ltd. as its Industry Partner.

The Sesa ITIs are associated with Vedanta Ltd, however merely seeking admission in these ITIs does not imply any employment in the Vedanta Ltd., after completion of the training.

Montfort Private Industrial Training Institute is associated with Syngenta India Ltd., Corlim, Tiswadi-Goa for providing training to the trainees.

3. GENERAL INFORMATION

3.1. Working Hours:

A sessional year in the ITI consists of 52 weeks, commences in the first week of August, and ends in the month of July of the subsequent year.

The ITIs function in two shifts as per the following timings:

A. Ist shift: 8:00 a.m. to 3:30 p.m. with ½ hour lunch break

B. IInd shift: 10:00 a.m. to 5:30 p.m. with ½ hour lunch break

Total training hours: 42 hours per week

A. Practical: 28 hours per week

B. Theoretical Subjects: 10 hours per week

C. Sports/ECA/IT Literacy: 04 hours per week

Total training hours for NSQF Compliant Syllabus:

A. Practical: 25 hours per week

B. Theoretical Subjects: 06 hours per week

C. Workshop Calculation & Science: 02 hours per week

D. Engineering Drawing 03 hours per week

E. ES /Extracurricular activities 02 hours per week

3.2. Holidays:

Trainees are allowed to avail the same number of holidays as declared by the Government of Goa from time to time.

3.3. Leaves Admissible to Trainees:

A. Casual leave: Casual leave of 12 days per year subject to a maximum of 10 days at a time.

B. Medical leave: Medical leave of 15 days in case of illness duly supported by medical documents from registered medical practitioner. A further period not exceeding 3 weeks for one-year trade course and 6 weeks for two-year trade courses shall be granted in continuation or in addition to 15 days absence on medical ground.

C. Special leave: Special leave on private affairs shall be allowed to a trainee up to 10 days. However, this limit can be extended to 15 days or 30 days if supported by proper justification and subject to the satisfaction of the Head of the Institute on the basis of genuine reasons. No scholarship will be admissible during the period of special leave to a trainee who is a scholarship holder.

3.4. Suspensions/Discharge:

A trainee found guilty of unsatisfactory progress in training, or having less than 80% attendance at any time during the course of training or indulging in acts of indiscipline and misconduct shall be discharged from the institute. If any, investigation of allegations against a trainee suspected to be involved in acts of indiscipline or misconduct are pending, the trainee shall be placed under suspension. However, in the institutes where stipend/scholarship is paid to the trainees, no stipend/scholarship will be paid to a trainee who has been suspended for misconduct.

3.5. Identity Card:

Every trainee will be provided with an Identity Card (ID) after seeking admission to the Institute and it is mandatory for every trainee to display the card on person throughout the training period. In the Government ITIs, each trainee will have to pay Rs. 40/- towards issue of ID card at the time of admission.

In case of loss of an ID card, a duplicate ID card would be issued on production of (i) An Affidavit (ii) F.I.R. copy (iii) Latest photograph and (iv) A fee of Rs.100/-

However, in the private ITIs the charges towards the ID card would be fixed by the respective ITIs.

3.6. Discipline:

All the admitted candidates are required to strictly abide by the provisions of rules and regulations prescribed by the State Director of Craftsmen Training (SDCT)/Principal of the Institute as regards to their conduct and discipline and strictly follow the training schedule as per the time-table. The trainee is further required to adhere to the following guidelines:

- (a) Trainees are required to wear the institute uniform at all times and the workshop clothing during the practical hours.
- (b) **Use of mobile phones in the Institute premises including the Workshop and Classroom is banned for trainees and for staff in Classroom and Workshop**

3.7 Ragging:

Ragging in any form is banned and punishable. The Content of the Circular No.10/SDCT/EST/GPRA/2015/Part/2984 dated 13/07/2015, in this regards, is brought to the notice of all concerned.

CIRCULAR

The Goa Prohibition of Ragging Act, 2008, has made it mandatory for all educational institutions to compulsory display some of its main contents on the Notice Board which are mentioned as below:

1. Goa Act 9 of 2009 2 (e) “ragging” means any disorderly conduct, whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student indulging in rowdy or indiscipline activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a Junior student or asking the student to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment or adversely affect the physique or psyche of a fresher or a junior student.
2. Goa Act 9 of 2009 3 (iii) the educational institution shall display on the notice board, the name and addresses and contact numbers of the persons, to whom the freshers in the institution should approach for help and guidance for various purposes keeping in view needs of freshers in the institution at the time of admission so that the fresher need not look up to the seniors for help in such matters and feel indebted to or obliged by them.
3. Goa Act 9 of 2009 4-Ragging within or outside of any educational institution is prohibited and no person shall commit, abet propagate or participate in ragging within or outside of any educational institution.
During admission process, the prospectus shall clearly mention that ragging is banned in the institution and anyone indulging in ragging is likely to be punished. ‘The application form for admission/enrollment shall have a printed undertaking to be filled up and signed by the student to the effect that he/she is aware of the institution’s approach towards ragging and the punishments to which he/she shall be liable if found guilty of ragging. A similar undertaking shall be obtained from the parent/guardian of the student. **[Copies of the Affidavit to be filled by the student and by its Parents/Guardians are enclosed Annexure VIII and Annexure IX]**
4. Goa Act 9 of 2009 3 (i) the prospectus, the form for admission and/or any other literature issued to the aspirants for admission shall clearly mention that ragging is banned in the institution and anyone indulging in ragging is likely to be punished.
5. Goa Act 9 of 2009 3 (ii) ‘the application form for admission/enrollment shall have a printed undertaking to be filled up and signed by the student to the effect that he/she is

aware of the institution's approach to towards ragging and the punishments to which he/shall be liable if found guilty of ragging. A similar undertaking shall be obtained from the parent/guardian of the student.

Further, every educational institution should have an Anti-Ragging Committee and an Anti-Ragging Squad.

6. Goa Act 9 of 2009 3A (1) Every educational institution shall have an Anti-Ragging Committee and an Anti-Ragging Squad. The Anti-Ragging Committee at the level of the institution shall consist of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty members, and representatives of parents, representatives of freshers, seniors and non-teaching staff. Such committee shall be headed by the Head of the educational institution.
7. Goa Act 9 of 2009 3A (2) There shall be Anti-Ragging Squad, a body with vigil, oversight and patrolling functions, to be nominated by the head of the educational institutions with such representatives as considered necessary to keep it mobile, alert and active at all time. The Squad may be called upon to make surprise raids on hostels and other hot spots and shall be empowered to inspect places of potential ragging. The Squad shall work and shall be empowered to inspect places of potential ragging. The Squad shall not have any outside representation and shall consist of members belonging to the various sections of the campus community. There shall be diverse mix of membership in terms of levels as well as gender in both the Anti-Ragging Squad and the Anti-Ragging Committee.
8. Goa Act 9 of 2009 5-Whenever any student or as the case may be complains in writing, of ragging to the Head of the educational institution, the Head of the institution shall, within seven days of the receipt of the complaint, inquire into the complaint and if, prime facie, any complaint is found true, should resort to disciplinary action at his/her level.
The candidates seeking admissions to ITIs and their parents/guardians are required to submit the affidavit duly filled up at the time of seeking admission to ITIs.

Apart from the above guidelines each trainee would be required to strictly abide by the rules and regulations issued by the individual Institutes from time-to-time to maintain a disciplined and conducive environment for imparting quality training.

3.8. Transport Facility:

Transport facility is provided by the Government at Government ITIs: Farmagudi, Sattari, Vasco, Cacora, Margao, Pernem and Canacona and the trainees are charged at concessional rate of Rs. 3/- per trip from/to the I.T.I. and to/from the nearest bus stand. A monthly pass will be issued to the trainees to avail this facility with concessional @ 120/- per month.

Transport facility is presently not available in any of the Private ITIs.

3.9. Concessions:

- a) Trainees will be given the following concessions at the **Government** Institutes:
 - i) Exemption from payment of tuition fees for candidates belonging to SC /ST /BPL category and for candidates having annual family income of less than Rs.1,50,000/
 - ii) Provision of free workshop uniform clothing (two pairs each) to all the trainees. However, the cost of stitching the uniforms would have to be borne by the trainees. The uniforms should be stitched within 15 days of issuing the cloth.
 - iii) Free facilities for recreation, library, sports, etc.
- b) Trainees would be given concessions at the respective **Private** ITIs as shown below:

Sesa Private ITI:

- (a) Provision of food at subsidized rates.
- (b) Provision of assistance for job placement in reputed industry.

Montfort Private ITI:

- (a) Hostel facility is available in the campus to accommodate the trainees who are orphans and do not have any family support or who are from below poverty line or from distant places.
- (b) Other concessions as decided by the Institute are given to the trainees depending on their family background and annual income.

4. TRAINING**4.1 Trades offered at the ITIs vis-à-vis their Employment Opportunities:**

- 1. Trade: Computer Operator and Programming Assistant** [Duration: 1 year (2 semesters of six months each)]

Course contents:

Computer components and Windows Operating System, Windows Operating System, Computer Hardware basics and Software installation, Familiarization with DOS CLI & Linux Operating Systems, Using Word Processing Software (Microsoft Word), Using Spread Sheet Application (Microsoft Excel), Image editing, Creating presentations (Microsoft PowerPoint) & Using Open Office, Relational Database Management (Microsoft Access), Configuring and Using Networks, Internet Concepts, Designing Static Web Pages, Using basic & advanced Cascade style sheets in HTML, concept of Content Management Systems (CMS), Java Script, Programming with VBA for Excel, using Accounting Software, E-Commerce, Typing Practice in Regional Language, Cyber Security.

Skills acquired:

On completion of course the trainee will be able to work on Computer with knowledge of Operating systems: Windows and overview of DOS & Linux. Identifying external and internal parts of PC. Assembling and disassembling of Computer system and handling minor troubleshooting of PC. Creating formatted documents using Word Processing software like Microsoft Word, Data analysis using Spreadsheet software, creating presentations using Microsoft PowerPoint, Working with Relational Database management using Microsoft Access, Concepts of setting up of Network, Internet browsing and Email, Designing simple and advanced static web pages and implementing Cascade style sheets in HTML code. Building design & logic using Algorithms and Flowcharts. Scripting language: JavaScript, Programming with VBA for Excel. Working with Accounting & Inventory using Tally, Knowledge of Ecommerce and cyber security, Typing Practice in Regional Language using Devnagri Inscript / Fonts.

Options for employment are:

Assistant programmer in software development firms; Faculty member or Lab Assistant in Computer Institutes or Schools; Internet Operator in Cyber Café; Computer operator in office/industry; Assistant to Service Engineers/Network technician; Sales person in Hardware & software firms etc.

Options for self-employment:

Opening a Computer Institute, Cyber café & DTP center, Opening a Computer Consumable shop; taking up data processing jobs.

2. Information & Communication Technology System Maintenance [(Duration: 4 semesters of six months each)]

Course Content: Introduction to NCVT and its certification mechanism Occupational Safety & Health, Electrical Basics Battery /Cells Electrical components and protective devices Passive components Analog Electronic components Basic Test and Measuring instruments Electrical and electronic cables, sockets, connectors, preparation and terminations Soldering & De-soldering various components Digital Electronic ICs Opto-Electronic components Analog electronic circuits Digital electronic circuits Wave shaping circuits Linear Integrated circuits CRO Power electronic components Power electronic circuits Power supplies Stabilizers and SMPS Switching circuits UPS PCB preparation, Repair and Design (including SMD components) Microprocessors, Microcontrollers, Optical fibre cables, components and PC Hardware, OS and Networking, MS Word, MS Excel, MS Power Point; Laptop basics; Maintenance of optical and wireless mouse; Servicing of Remote Electronic Communication basics and Antennas card swiping machines, barcode readers, Charge-Couple Device (CCD), biometric system's principles of LCD projectors, Electronic billing systems, display panels, Various features of digital weighing scales, Washing M/c Microwave oven vacuum cleaner.

Skills Acquired:

On completion of the trade course the trainee will be able to understand and operate Electrical components and protective devices, Passive components, Analog Electronic components, Measuring instruments, Electrical and electronic cables, sockets, connectors, preparation and terminations, Soldering & De-soldering various components, Digital Electronic ICs, Opto Electronic components, Analog electronic, circuits, Digital electronic circuits, Wave shaping circuits, Linear Integrated circuits, CRO, Power electronic components, Power electronic circuits, Power supplies, Stabilizers and SMPS, Switching circuits, PCB preparation, Repair and Design (including SMD components, Microprocessors, Microcontrollers, Optical fibre cables, components and systems, PC Hardware, OS and Networking, MS Word, MS Excel, MS Power Point, Maintenance of optical and wireless Mouse, Servicing of Remotes, Electronic Communication basics and Antennas, Industrial sensors and Actuators. The trainee can independently install test & repair common household electrical and electronic equipment's & gadgets, general office equipment, personal computers & peripherals, Operate, test & maintain measuring instruments.

Options for employment are:

Computer System Maintenance Personnel; Supervisor in Electronic Assembly Units; Electronic Technician (Assembly, Test, Maintenance, Troubleshooting & Quality control); Communication & Office Equipment's Maintenance Personnel

Options for self-employment are:

On completion of the course, the trainee can undertake repair of Computer Hardware peripherals & maintenance; Electronic & Electrical Maintenance & Repairs (Audio System, TVs, VCDs, Washing Machines, Microwave Ovens etc.); General Office & Communications Maintenance (Telephone, Fax, EPABX etc.); Setup & Maintain Cyber Café's Internet, E-mail & Allied Communications & Software Services (Browsing, Scanning, Printing, Computer Typing, Telephone, Fax, Xerox, Leasing of System & Projectors)

3. Desk Top Publishing Operator: [(Duration: 2 semesters of six months each)]

Course Content: Fundamental & Basics of Computer, Operating Systems, Networking concepts, Printing Processes, Document Setup, Desktop Publishing, MS-Office word, Adobe, Page Maker, Quark Express, In Design, Illustrator, CorelDraw and

Photoshop, Composing Process, Document Design and Advance Features, Scanning and conversion of data, Graphic design, Page make-up: (Magazines, Newspapers, Books), Conventional and Metric papers, File & Print Management, Digital Printing, Project Work, Costing & Estimating, Industrial Visit.

Skills Acquired: On completion of the course, the trainee will acquire skills on Fundamental & Basics of Computers, Operating Systems, Typing Accuracy and Speed, Internet & Networking Concepts, Understanding of File Manipulations in various Softwares, Microsoft Word, Adobe Pagemaker, Quark Xpress, InDesign, Illustrator, CorelDraw & Photoshop, Color correction & Color Separation (prepress), composing regional languages Spiral/Spicy Binding, Design page layouts for newspapers, books, brochures, and other items that will be printed, Graphic Design and Image Editing.

Options for employment are: DTP Artist / Visualiser in Advertising Company; DTP Operator in Newspaper Publishing Industry, Print & Packaging Company; Prepress In-charge in Printing Industry, Service Bureau; Data Entry Operator in Office Administration. As a faculty in Computer Institutes and schools.

Options for self-employment are: DTP Service Centre: Typesetting of various types of jobs, Photocopying, Lamination & Spiral binding; Commencing a Digital Printing, Offset & Screen Printing venture; Starting an Advertising Agency: undertake Newspaper advertisement & designing of numerous types of advertising materials; Freelancer: Graphic designing of promotional material for events & exhibitions.

4. Fitter [(Duration: 4 semesters of six months each)]

Course Content: Familiarization with the Institute Importance of safety and general precautions, Bench vice construction, types, uses, care & maintenance, Files-specifications, Marking off and layout tools, Calipers- types, material, Surface plate and auxiliary marking equipment, Physical properties of engineering metal, Drilling processes, Micrometer, Anvil and swage blocks, Measuring and checking tools, Heat treatment, Safety precautions to be observed in a sheet metal workshop, Solders, Rivets, H.P. welding equipment, Oxygen acetylene cutting, Safety precautions to be observed while working on a lathe, Lathe cutting tools, Chucks, General turning operations, Screw thread, Drill- material, Grinding wheel, Preventive maintenance-objective and function of P.M., section inspection; Keys and keyways, Lapping, Honing, Fits, Bearing-Introduction, Hardening and tempering, Case hardening and carburizing, Drilling jig-constructural features, Fixtures, Pipes and Pipe fitting, aluminium and its alloys, Power transmissions, Pulleys, Lubrication and lubricants, installation, maintenance and overhauling of machinery and engineering equipment, Foundation bolt: types

Skills Acquired: On completion of the course he shall be able to independently prepare machine components, using skills such as filing, hack sawing, chipping, drilling chipping, reaming, screw cutting and scrapping, individually handle precision measuring instruments and read machine drawing, also handle various fitter tools and operate different machine such as drilling machines. Operate lathe machines, grinding machines, electric welding transformer, power hacksaw machines. Acquires allied skills such as welding, sheet metal work, forging, turning and pipe fitting. Capable of repairing and overhauling different types of machines.

Options for employment are: Bench fitter in manufacturing industries; maintenance fitter in shipping industries and oil rigs; erection in various industries; fabricator for windows/shutter in small workshops; Store clerk in an Engineering store.

Options for self-employment are: Can set up own Workshop for fabrication and structural work such as grills, gates, steel; furniture and shutters; can carry out repairs

and maintenance of domestic water pipe line individually; can manufacture cutlery such as chopper, knife, axe and chisel; can manufacture and repair locks and keys; can undertake repairs of machines.

5. Turner [(Duration: 4 semesters of six months each)]

Course Content:-Importance of safety and precautions to be observed in the section as well as in the institute, measurements, tools like Hammer, Chisel, Vice, Files, Punch, Try square, Calipers, Scribing Block, Straight Edge, Hacksaw-Types & Uses, Drill & Drill m/c, Reamers, Tap & Dies- Types & Use. Classification of Lathe, Different parts & Function of Lathe, Different types of Lathe cutting tools, Precision measuring Instruments like Vernier Calliper, Micrometers, Vernier bevel protractor, Sine bar, Dial Test Indicator, etc ; Lathe accessories- Types & Use, Concept of Interchangeability, Limit, Fit, Tolerance, Different types of Gauges & their Use, Lathe operations, Jigs & Fixtures, Heat Treatment, Coolant & lubricants, Preventive maintenance & its necessity, Thread cutting on Lathe-Types of screw threads their forms, Thread dimensions, Multiple threads, Calculation for Gear Ratio, Process of Soldering, Welding & Brazing, CNC Technology-CNC Lathe parts, Programming, Program execution in different modes, Tool & Work Offset, Different types of programming Techniques, Automatic & Special Lathes, etc.

Skills Acquired: On completion of the trade course, trainee shall be able to independently operate machines like centre lathe, turret, Capstan Lathe, Grinders, Drilling M/C etc. The trainee shall also be able to perform various operations like turning, facing, step turning, knurling, drilling, boring, taper turning, basic fitting, thread cutting, eccentric turning etc. The trainee also will be capable of programming and operating CNC lathe, which is essential in various industries.

Option for employment are: After completion of the trade course, the trainee can be employed as a skilled turner in various industries like MPT, Goa Shipyard, GAAL, ACGL, Chowgule Industries and Small Scale Industries in different industrial estates in the State.

Options for self-employment are: Trainee can start his own Small Scale Industry, Manufacturing Unit for production of components like nut-blots, shafts, gears, pins, pulleys, crankshafts of various engines, cylinder boring and also undertake repair of all types of machinery.

6. Machinist [(Duration: 4 semesters of six months each)]

Course Content: Occupational Safety & Health, Hand tools and its importance, Classification and types of chisels, Marking block, Heat treatment process, Outside micrometer, Introduction of shaper, Shaping tools and types, Slotter-principle, Use of tool with holder for internal operations, Introduction to coolant & lubricant, Use of circular marks, Introduction to Planning machines, Introduction to lathe, Milling machine, Different milling operations, Gear introduction, Grinding machine introduction, Turning, Properties of metals , Interchangeability, Introduction and their indexing process on a slotter, Hydraulic transmission in machine tool, Spiral introduction, Cam Introduction, Introduction to broaching methods of milling, Helical gear introduction , Introduction to CNC Technology CNC M/c.

Skills Acquired: After completion of this trade, trainee is capable and confident of operating various machines such as Milling, Lathe, Shaper, Slotter, Planner, Drilling, Grinder (surface, cylindrical and Tool & Cutter grinder), and also basic C.N.C. Milling. As a Machinist can produce various jobs with different shapes and sizes from the above said machine tools as required in the major industries and Workshops. He

shall be an expert in cutting of various gears like Spur, Helical, Bevel, Worm Wheel etc.

Options for employment are: There is lot of demand for Machinist in major industries like Goa Shipyard, Mormugao Port Trust, A.C.G.L., GAAL and also other Small Scale Industries which exist in various industrial estates.

Options for self-employment are: Skilled Machinist can start his own Workshop and can supply the various machined jobs to the auxiliary units as a sub-contractor.

7. Electrician [(Duration 4 semesters of Six months each)]

Course Content : Scope of the trade, introduction to electricity & safety precautions, use of Fire extinguishers, common electrical, fitting & carpentry hand tools, classification of electrical accessories, Fundamental of electricity, basic electrical terms, work, power and energy, wires, cables, joints, properties of conductors and insulators, soldering and brazing technique, series parallel circuits, effects of electric current, cells and batteries, preparation of electrolyte, magnetism and electro magnetism, A.C. and D.C. circuits, domestic, commercial and Industrial wiring, different systems of wiring, earthing, testing fault finding and trouble shooting of wiring installation, fuses, relays, M.C.B., E.L.C.B., D.C. machines, D.C. motor starters and controls, speed controls of D.C. motors in industries, types of D,C, generators, transformers, oil testing of transformers, electrical measuring instruments digital/analog, three phase induction motors, various starters used to start three phase motors, application of induction motor, single phase motors-their applications, alternators, synchronous motors, Rotary converter, inverter, M.G. set, rewinding of small transformers, armatures, D.C. motors, single phase and three phase motors, illuminations, repair and maintenance of electrical domestic and industrial appliances/equipments, various ways of power generation, transmission and distribution, classification of circuit breakers, functions of equipments used in substations, basic electronics, components, voltage stabilizers, UPS.

Skills Acquired : On completion of the course, trainee will acquire thorough knowledge on using electrical, fitting, carpentry and sheet metal tools. Making and soldering wire joints, wires on PCB and do de-soldering technique. Using of electrical instruments (analog/digital) like Voltmeter, Ammeter, Wattmeter, Energy Meter, Multimeter, Tachometer, Phase sequence meter, Frequency meter, Oscilloscope, Earth tester, Tong tester etc. Carrying out domestic/commercial/industrial wiring. Testing of wiring installation, locate faults and rectify them. Carrying out pipe earthing, plate earthing etc. Testing, overhauling, repairs, routine and preventive maintenance, installation of AC (single phase/three phase)/ DC machines and wire up their control panels. Repair and maintenance of electrical domestic and industrial appliances/equipments like press irons, hot plate, ovens, heaters, geysers, cooking range, mixer, washing machine, water pumps etc. Armature winding, single and three phase motor winding, small transformers etc. Operate, maintain, test and install switch gears, circuit breakers, relays and transformers. Identify and maintain the power generating station, transmission and distribution system protecting devices. Operate, maintain alternators and troubleshoot faults and rectify them. Electrical lay out drawings, plans and estimate for domestic/ commercial/ industrial installation. Installation and repair of fluorescent tubes, mercury vapour lamp, neon sign tubes, decorative lights etc.

Options for employment: Vast job opportunities in Electricity Department, public sectors, private and Govt. industries; also in the field of power generation, transmission, distribution

stations and job opportunities are also available abroad as electrician, lineman, service technician, lab technician, electrical supervisor, re-winder etc.

Options for self-employment : License certificate for self employment, as wiring contractors, Shop Owner for repairs of domestic appliances, motor rewinding, sale of electrical materials and appliances, set up own electrical workshop, can undertake contract of installation of machinery, panel boards and bus bars in industries.

8. **Instrument Mechanic : [(Duration: 4 semesters of six month each)]**

Course Content : Organization of the institute, Departments, OSH: Safety precautions to be observed in the trade, Basic hand tools: types, classification & uses, Measurements & measuring instruments, Precision Measuring Instruments, Element & type of screw threads, Tube fitting, basic electricity, Uses of Multimeter, cells and batteries, switches, Inductors and capacitors, Generators and Motors, Transformers , Electrical measuring instrument, AC & DC Instrument, Ohmmeter, Electrodynamometer and its applications, Induction type meter, Basic Electronics: Semiconductors, Transistors, Power supply unit, Rectifiers, Voltage Regulators, Thyristors devices, Oscillators, Amplifiers : Single stage amplifier, oscillators & operational amplifiers. Digital electronics : Number system, Gates and Logic circuits, A/D & D/A converters, Digital meters, Oscilloscope. Computer : Fundamentals, Microprocessors & programming of 8085, Instrumentation Fundamentals, Stress & Strain measurement, Motion measurement, Pressure measurement, Low Pressure measurement, Pressure transducers, Flow measurement: Head type flow meter, Open channel flow meter, Positive displacement meter, Electronic Flow meter, Level measurement :Pressure head instruments, Electrical method & solid level measurement. Temperature measurement: Bimetallic, fluid filled, Electrical instruments – RTD, Thermocouple, etc., Recorders, Final control element: Pneumatic and Hydraulic actuator, control valves, Controllers: ON/OFF, P, PI, PD, PID & its types, tuning & settings. Programmable controllers, I/O devices, Digital control system: smart devices, PLC's, HART devices, Networking, Fundamentals of SCADA and DCS, Fundamental Fieldbus / Profibus, Basic Pneumatic & Hydraulic, Analyticals Instruments.

Skills Acquired : On completion of the course, the trainee can carry out testing, repairs, overhaul and calibration of various Electrical and Electronics instruments like Voltmeter, Ammeter, Wattmeter, Frequency meter, Oscilloscope, Multimeter etc. Analog and Digital fault finding, repairs and calibration of Industrial Instruments like Pressure, Flow, Level and Temperature Measuring and Recording Instruments. Repairs and calibration of Transmitters and Transducers (Pneumatic and Electronic) like strain gauge, load cell, P/I and I/P etc. Checking the Working of Process control system(loop checking). Programming and Installation of PLC's and SCADA with microprocessor and Computer Hardware.

Options for Employment are : On completion of the course, the trainee shall be able to work as an Instrument Technician in various Industries like Petrochemical, Fertilizer, Chemical, Pharmaceuticals, Power plants, Power stations, Water works, Beverages plants, food Industries, Sugar Industries, Electricity dept. as meter mechanic, Defense/Air force, Confectioneries and Shipping etc.

Option for Self-employment are : The trainees shall be able to setup their own shop to undertake calibration, maintenance and repair of Industrial Instruments. They can also setup laboratories for calibration and validation and provide certification to

Industries. Installation and commissioning of Process Control Systems/Instruments in Industry. They can take Annual maintenance contract for Automation systems such as DAS, SCADA and DCS etc.

9. Mechanic Refrigeration and Air Conditioning [(Duration: 4 semesters of six months each)]

Course Content: Applications and History of Refrigeration and Air conditioning, Occupational Safety & Health, Study of Fitting hand tools, precision measuring tools & their use, Files and drills, Types, specifications, Uses, Sheet metal tools and equipment, Electrical hand tools & measuring instruments, Introduction to Electricity, Safety precaution and first aid, Simple electrical circuit, A.C. Motor, starters and transformer, Introduction to Electronics, Principles of semiconductors, rectification, Block diagram of computer, Features of Office Package, Introduction to basic, principles of commonly used Welding processes, Welding tools and equipment, Fundamentals of Refrigeration, units and measurements, Heat and Temperature, Types of Refrigeration systems, Study the types of Refrigerator construction, Study the construction of Frost Free (2 or 3 door) Refrigerator, Study the faults, Causes and their remedies of Refrigerator, compressor, motors, condenser, expansion valve and , drier , evaporator, refrigerant, retrofitting, thermal insulation, refrigerator, three door refrigerator, introduction of domestic air conditioning, window/room AC, split AC, split AC (wall mounted), split AC (floor & ceiling mounted), cassette air conditioning, water cooler, visible cooler and bottle cooler, deep freezer, ice cuber, ice candy plant, ice cream plant, cold storage, commercial compressor, water cooled condenser, cooling tower, water treatment, evaporator, expansion valve, central air conditioning, duct, air filters, split AC (ductable), multi split AC, package AC, split package, centralized/industrial air conditioning, direct ex-system, indirect/chiller system, study of humidification & de-humidification, construction, and study of commercial AC plant, automobile AC, construction, working of car AC.

Skills Acquired: On completion of the course, the trainee will be able to test, repair, overhaul and calibration of various Refrigeration and Air Conditioning systems, Installation, assembly & repair of Refrigeration and Air conditioning plant, manufacturing technique of deep freezer, bottle coolers, and air conditioners undertake Gas charging, fabrication work, preventive maintenance of refrigeration system. Installation, service and repair of car Air conditioning system. Trouble shooting and overhauling of Compressor Plant setup and operation.

Options for employment are: Work as Refrigeration and A/C Technician in Industries and factories like – Chemical, Pharmaceuticals and Beverage plants; Manufacturing units – Godrej, L.G., Blue Star, Voltas, Samsung and also in Defense services as Plant Operator/Mechanic.

Options for self-employment are: The trainee can set up his own: S.S.I. unit – For manufacturing Deep freezers, Bottle Cooler, Water Coolers; Repairing Workshop for Refrigerator and a/c equipment; Ice manufacturing units, Cold storage units on rental basis, Ice-cream/cold drink house, Bottle Filling plant.

10. Electronics Mechanic [(Duration: 4 semesters of six months each)]

Course Content: Trade introduction, Hand Tools and Electrical Safety, Electrical Basics, Battery/Cells, Electrical components and protective devices, Passive components, Analog Electronic components, Basic Test and Measuring instruments, Electrical and electronic, cables, sockets, connectors, preparation and terminations, Soldering & De-soldering various components, Digital Electronic ICs, Opto Electronic components, Analog electronic circuits, Digital electronic circuits, Wave

shaping circuits, Linear Integrated circuits, CRO, Power electronic components, Power electronic circuits, Power supplies, Stabilizers and SMPS, Switching circuits, UPS, PCB preparation, Repair and Design (including SMD components), Microprocessors, Optical fibre cables, components and systems, Electronic Communication basics and Antennas, Basic instrumentation and Industrial sensors, actuators and controllers, PIC microcontrollers, PC Hardware, Computer software, Industrial Electro pneumatics, Digital displays (alpha numeric, LCD, LED), Solar power panels and Equipment, Cell Phones, Telephones & EPABX, PA System, VCD/DVD Players, AM/FM Receivers, TV Receivers (Flat, LCD,LED), Domestic Appliances , Cable TV/ DTH, Security Systems (CCTV), Industrial Wiring and panel building, PROJECT WORK : Electronic control mechanism for Elevator and conveyor belts, Industrial training OR Project work preferably in cross sectoral trades.

Skills Acquired: On completion of the course, the trainee shall be expert in identifying various electronic components mounted on Printed Circuit Board (PCB), solder them on Printed Circuit Board using different soldering techniques and detect faults in them. Side by side he/she will get a chance to handle various electronic instruments such as CRO, LCR meter, TV pattern generator etc. and make practical use of them. He/she will get a chance to assemble various electronics circuits such as power supply, timers and other hobby electronic circuits on printed circuit board.

Fault finding in TV's (Television) of various brands, Audio CD and VCD players. He/she will be introduced to digital electronics branch and various computers software packages such as MS-Word, MS-Excel, Power Point, and Internet, e-mail, HTML programming & multi-media.

Options for employment are: In Multi-National Companies as a Service Engineer, Shop floor technician, and operator in maintenance section; in reputed Government undertakings: Telephone Department, Railway Recruitment Board, All India Radio and Doordarshan.

Options for-self employment are: Can start their own firm, where they can undertake repairs of television, video and audio CD players. Can take dealership of all electronic goods and start trading Business. Can take Electronic Maintenance of equipments in factories under Annual Maintenance Contract. Can start their own business in such as printing, scanning, Internet etc.

11. Draughtsman (Mechanical) [(Duration: 4 semesters of six months each)]

Course Content: Importance of safety and general precautions, Nomenclature, Description and use of drawing instruments & various equipment in drawing office, Terms & definitions- polygons and circles, Units of dimensioning, system of, Dimensioning, Method of dimensioning and common features, Planes and their normal, projections, Constructions of different types of scales, their appropriate uses, Definition of Intersection & interpenetration curves, Theory of projection, Principle of isometric projection, Principle and types of oblique projection, Types of perspective projection, Different type of machine screw, Purpose, terms, different types of key, Types of fastening materials, Safety precaution descriptions uses and care of hand tools, Description of measuring tools and hand tools used in forge work, Description of parts of Lathe & its accessories, Brief Description of milling shaping slotting and planning machines, Name and brief description of common equipment necessary for sheet metal work, A.C & D.C Motors, Brief description of internal combustion engines, Types of assembly drawing, Introduction to computer-DOS, windows & use of AUTO CAD and CAD/CAM software to develop and draw drawing, Brief description of different types of pipe joints, Use of gears in transmission of

power, Use of cams in industry, Brief description of petrol, diesel and gas engines, Working principle of valves and their description, Structural Steel B.I.S. Specification for rolled sections, Lay out of Machine foundations, General arrangements and of drawing, standard method of drawing, Numbering of drawings and standard parts. Familiarization with B.I.S. 696.

Skills Acquired: After completion of the course the trainee shall be able to sketch and draw the Mechanical and automobile parts drawing and assembly drawings, trace an original drawing on tracing paper, be able to take out the ammonia prints and blue prints, shall have the Computer knowledge to develop and draw the drawings by using AUTOCAD software. They will also acquire knowledge to use CAD/CAM software and gain knowledge technical English terms used in Industries.

Options for employment are: The trainees can work as a Draughtsman in almost all mechanical and automobile production industries where the designing and drawing departments are maintained; they can work as tracer in State and Central Govt. departments, supervisor in Small Scale industry. They can also work in Structural fabrication sectors like building bridges, roof structures, building and constructions. They can also work in service industries, road transportation and railways. They can also work in public sector industries like BHEL, BEML, NTPC, etc and private industries in India and abroad. They can work in Ship building and repair and also in defense organizations

Options for self-employment are: Trainees can take contracts for drawing and tracing work from different industries; Trainee can start an AUTOCAD training center.

12. Civil Draughtsman [(Duration: 4 semesters of six months each)]

Course Content: Importance of safety and general precautions, Importance of lettering, writing of letters and figures sizes, proportion, etc. as per IS code, Geometrical drawing-definition, construction of plain geometrical figures, Principles, representation and construction of different types of scales, Definition and types of projections. Methods of projection as per IS, Principle of Isometric & Axonometric projection, Perspective projection, Building materials, surveying, Box drawing instrument, Field book types - methods of entry of check lines – its importance, Road: Introduction to roads, general principles of alignment, Indian railways – their gauges, Bridge:- introduction to bridge, introduction of water resources, engineering, Flooring, Masonry tools:, Details of different bonding wall and section according to IS, Introduction to theodolite, temporary adjustment of theodolite, Residential building. Principles of planning, Building Estimating, Familiarization with word processing software, CAD commands and use of different menus of CAD , Drafting, layout and printing of drawing, Architectural Desk top and creating modeling, Project work Isometric view, perspective view; Light tracing, copying, valuation of new and old building.

Skills Acquired:

1. Use and maintain in good condition- drawing instruments, Planimeter, slide rule, survey instruments, auto level , digital theodolite , total station, GPS, computer & draft software, plotter& printer etc.
2. Plan and draw residential buildings from given data
3. Prepare working drawings of all types of buildings from line sketches in CAD
4. Plan, draw, and do estimation and costing of civil work, drawing plans by using CAD, Making of 3D models of civil work, Giving lineout at site supervision of civil work etc.

5. Prepare proposals for drainages and water supply for a given building including preparation of detailed drawings.
6. Plot the longitudinal section and cross-section for any proposed road and calculate the earth work and materials for road work.
7. Draw the parts of R.C.C. structures and steel sections and prepare working drawing of R.C.C. structures from given field data
8. Draw from sketches or specifications various types and cross-section of roads culverts, bridges Railways & irrigation structures in CAD
9. Carry out the surveying by using latest equipments.(Auto level, Digital theodolite, Total station, GPS)

Options for employment are: Employment opportunities for trainees from this trade shall be available in Central and State Government Departments as a Draughtsman or Surveyor, Ammonia Printer in Railways, C.P.W.D., Military, TCP, P.D.A., P.W.D. Departments of Irrigation, and Land Survey. In Private sector opportunities shall be as Draughtsman, Construction Supervisor working under Architect, Civil Engineer, and Civil Contractor.

Options for self-employment are: The Trainees shall be able to independently undertake planning, drawing, estimation & costing and supervision of civil construction work. They can set up his own shop to supply Civil Construction materials.

13. Secretarial Practice(English) [(Duration: 2 semesters of six months each)]

Course Content: Shorthand, Office Practice & Computer Application, Employability Skills, Library/Games and other activities.

Skills Acquired: A trainee after completion of the course can take dictation in Shorthand from Executives at the speed of 100/40 w.p.m. and transcribe it on letter heads/paper by using typewriter or computer at the speed of 80/30 w.p.m. He/she shall be able to handle office correspondence in Government and Private Offices. Maintain office diary of executives and prepare their itinerary/traveling schedules while on tour, can receive and make telephonic calls, using intercoms, answering machines etc. and can attend to inquiries, receive visitors and arranges their appointments with Executives, can handle efficiently and independently different office machines and gadgets like Telephones, Electronic Typewriter, Computer, Xerox Machine, Fax, Duplicating Machine, Calculators, Adding Machine, Franking Machine, etc.

Options for employment are: Trainees who have undergone training under Secretarial Practice trade have multiple job opportunities at par with Stenography trade in the offices of the Government, Judiciary, Legislatures, Public Sector Undertakings, along with trade, commerce and industry. A Matric (10th) or Intermediate (12th) Pass student can become a Stenographer Grade D, Assistant Sub Inspector (Steno) in various Police Departments, a LDC, Jr. Assistant or Head Constable (Ministerial) and Stenographer Grade C, or Personal Assistant (PA); a graduate with a speed of 100-120 w.p.m. and can become Executive Assistant, Sr. Personal Assistant, Private Secretary, Vocational Teacher/Instructor, JTO, Training Officer, Assistant Director (Stenography) in Govt. Departments or a Sr. Stenographer, PS, Judgment Writer/Court Master in judiciary; a graduate with professional competence in Stenography can become Personal or Private Secretary to high executives in Multi-national Corporations, Public Sector Undertakings and Business Organizations with vast promotional avenues; a graduate with a speed of 140 w.p.m. can become Assembly Reporter through direct recruitment in State Legislatures and

Parliamentary Reporter (Class I Gazetted) in both Houses of Parliament with a speed of 140-160 w.p.m. in Shorthand with promotional avenues as Dy. Director, Joint Director, Director and Joint Secretary through UPSC Exams.

Options for self-employment are: A professional can get self-employment by setting up own commercial institution, call centre, contractual worker etc. even in the rural or remote areas.

14. Mechanic Motor Vehicle [(Duration: 4 semesters of six months each)]

Course Content: Introduction to the trade, Occupational Safety & Health, Systems of measurement, Hand & Power Tools, Fasteners, Cutting tools, Limits, Fits & Tolerances, Drilling machine, Hand Reamers, Introduction to Heat treatment, Introduction to Metallic and Non-metallic Coatings, Introduction to Welding Processes, Sheet metal works, Basic electricity, Basic electronics, Lathe, Introduction to Hydraulics, Introduction to Pneumatics, Maintenance, Introduction to computer basics, Introduction to Engine, Auto Industry in India, Diesel Engine Basics, Compression Ignition engine components, Spark Ignition engine Components, Valves & Valve Trains, Description and function of Crank shaft camshaft, Description and function of the fly wheel and vibration damper, Engine assembly, Basic cooling system components, Lubrication system, Turbocharger, Ignition system, Basics of Auto- Electrician, Basic knowledge of Battery (Maintenance, repair, Inspection), All types of CRDi Engines, Diesel Fuel Systems, Marine & Stationary Engine.

Introduction to Engine, Auto Industry in India, Diesel Engine Basics, Compression-ignition engine components, Spark Ignition engine, Engine Components, Valves & Valve Trains, Description and function of Crank shaft, Description and function of the fly wheel and vibration damper, Engine assembly, Basic cooling system components, Diesel Fuel Systems, Marine & Stationary Engine, Emission Control, starter motor circuit, Study of different major components & assemblies of heavy vehicle, Clutches & Manual Transmissions, Final Drive & Drive Shafts, Automatic Transmissions, Steering Systems, Suspension Systems, Wheels & Tyres -Wheel types & sizes, raking Systems, Antilock braking system & components, Study of Motor Vehicle act Rules & Regulation, Petrol Engine Basics, Intake & exhaust systems, Gasoline Fuel Systems, Introduction to Electronic fuel injection, Introduction to EFI Engine Management, Ignition principles, Charging system, Starting system, Lighting system, Heating Ventilation Air Conditioning, Airbags, Industrial training OR Project work preferably in cross sectoral trades. Components of heavy vehicle. Transmission system:- clutch, adjusting clutch, types of clutch, manual transmission, automatic manual transmission, synchromesh gear box, final drive 4 wheel drive and all wheel drive. Automatic transmission:- planetary gear, electronic control transmission, hydraulic and pressure regulator.

Steering system :- types of steering system and wheel alignment.

Suspension system:- types of suspension, independent and air suspension.

Wheels and tyres:- tyre types, construction and characteristics.

Braking system:- principles and components of brake system, types of brake system, disc and drum brake, antilock braking system.

Trouble shooting:- trouble shooting practice in heavy vehicle, study of motor vehicle acts, rules and regulation, license of driver, traffic rules and signals, tax insurance and duties of driver in case of accidents.

Petrol engine: - 4 stroke, S.I engine components, intake and exhaust system, electronic fuel injection system, fuel and fuel supply system, carburetor, MPFI, electronic control unit, EFI sensors.

Ignition system charging system starting system and lighting system.

Heating ventilation and air conditioning, components of air conditioning.

Horn and horn circuit, wiper, power windows, power door lock and automatic door lock circuit, car radio, cassette player, car videos, Driving practice.

Skills Acquired: On completion of the course the trainee becomes a mechanic for maintaining all diesel vehicles in various workshops. He shall be able to work on all vehicles, earth movers, stationary engines (industrial) and marine engines. He shall be able to work as an Engine Operator and Oilman on ships, trawlers and barges. He shall be able to work as Machine Operator in an Engine Workshop. He can handle repairs & maintenance of all types of engines. He will be able to work as Calibration Machine Operator for fuel systems of diesel engines.

Trouble shooting:- trouble shooting practice in heavy vehicle, study of motor vehicle acts, rules and regulation, license of driver, traffic rules and signals, tax insurance and duties of driver in case of accidents.

In plant training

Petrol engine: - 4 stroke, S.I engine components, intake and exhaust system, electronic fuel injection system, fuel and fuel supply system, carburetor, MPFI, electronic control unit, EFI sensors.

Ignition system charging system starting system and lighting system.

Heating ventilation and air conditioning, components of air conditioning.

Horn and horn circuit, wiper, power windows, power door lock and automatic door lock circuit, car radio, cassette player, car videos, Driving practice.

Options for employment are: Work as a Mechanic in any workshop/service center; Work as a Driver.

Options for self-employment are: Start his own workshop/ Service Station, Spare Parts Shop, Tyre, Tube repair shop, Battery repair shop. Can work as an Auto Electrician

15. Basic Cosmetology [(Duration: 2 semesters of six months each)]

Course Content: Personality development, Communication Skills, Sterilization and Sanitization, Superfluous hair removal, Threading, Tweezing & Bleaching, Manicure and Pedicure, Facials, Hair Care, Hair Cutting & Blow drying, Yoga, Make-up, Hair Styling, Hair coloring, Perming, Straightening/Rebonding, Indian Traditional Beauty Concepts, industrial visits, on the job training and project work.

Skills acquired: (i) Hair Care Skills: Head Massage, Shampooing, Conditioning & Deep Conditioning, types of Haircuts and Blow drying Techniques, Thermal Hair Styling, Wet Hair Styling, Roller Setting and Artificial Aids, Hair Coloring Techniques, Procedure of Perming, Procedure of Straightening/Re-bonding.

(ii) Skin Care Skills: Waxing, Eye brow Shaping, Bleaching, types of Manicure, types of Pedicure and Basic Nail Art, types of Facials, types of Yogic Asanas. Types of Make-up, Mehendi Designing, Bindi Designing, Sanitation and Sterilization of implements.

Options for employment are: Beautician in the Beauty Parlours in India and abroad; Beauticians or Hairdresser in the Film Industries Instructors in the gymnasium and Health fitness centres/clubs; Counselor on Beauty Care.

Options for self-employment are: The trainee can set up a Beauty Parlour. offer Hair & Skin treatment, Bridal makeup and dressing at home, Mehendi designing and preparation of herbal cosmetic products and Organize fashion shows.

16. Food production (General) [(Duration: 2 semesters of six months each)]

Course Content: Importance of kitchen & catering establishment Aims & Objective of Cooking, Knowledge of General Safety, Occupational health and hygiene, classification of raw materials, preparation of ingredients, method of mixing foods, effect of heat on various foods, weighing and measures texture of food, Culinary terms Layout of the Kitchen, Method of cooking, various ways of cooking eggs, effect of heat on different vegetables, Larder organization Classification of Horsd'oeuvre & salads Fish classification, butchery, poultry & Assembling of cold, buffets, theory of bread Making Bread rolls, Prevailing food standards in India, Industrial Training or Project work preferably in cross sectional trade.

Skills acquired: On completion of the course the trainee prepares, seasons and cooks soups, meats, vegetables, desserts and other food stuff for consumption in hotels, restaurants and other establishments. Fries, boils, broils, roasts or steams vegetables, meats, fish and other food to prepare dishes listed on the menu and prepare salads sandwiches, cakes fruits, juices and other cold foods. Supervises, prepares vegetables and other food stuff for cooking. Also supervises dish washing, etc.

Options for employment are: Hotels, Motels Resorts Airlines Travels Agencies, Catering Companies, Clubs, Cruise Ships, Bars, Fast Food, Casinos, etc.

Option for self-employment are: They can start their own restaurant and catering establishment.

17. Food And Beverages Guest Service Assistant [(2 semesters of six months each)]

Course Content: Introduction to the Food Industry in India and Overseas. Types of Restaurants and their characteristics.

Environmental Factors Influencing Food Service Operation, Function of Food & Beverage Department, Familiarization about Various Types of Equipments Used in the Restaurant, Bar and their Operations.

Handling and up keeping, polishing of Silver Cutlery, Glassware and Crockery.

Different types of Breakfast, Brunch, Afternoon Tea, Room Service, Order Taking and Billing Methods.

Classification of Non Alcoholic and Alcoholic beverages, Soups.

Skills Acquired: On completion of the Course the trainee is able to:

Set the table with clean linen, napkin folds, condiments, containers, glasses, menu card and obtain orders from guests.

Pick-up drinks from the Bar, Pick-up food and snacks from kitchen.

Serve the guest and wait on guest periodically for additional requirement of food and Beverages.

Clearing plates, cups, saucers, from table and present bill to customer:

Collects cash and hands it over to cashier.

Options for employment are: Hotels, Motels Resorts Airlines Travels Agencies, Catering Companies, Clubs, Cruise Ships, Bars, Fast Food, Casinos, Etc.

Options for self-employment are: They can start their own restaurant, bar and catering establishment.

18. Mechanic Diesel Engine [(Duration: 2 semesters of six months each)]

Course Content: Introduction to the trade, Occupational Safety & Health, Systems of measurement, Hand & Power Tools, Fasteners, Cutting tools, Limits, Fits & Tolerances, Drilling machine, Hand Reamers, Introduction to Heat treatment, Introduction to Metallic and Non-metallic Coatings, Introduction to Welding Processes, Sheet metal works, Basic electricity, Basic electronics, Lathe, Introduction to Hydraulics, Introduction to Pneumatics, Maintenance, Introduction to computer

basics, Introduction to Engine, Auto Industry in India, Diesel Engine Basics, Compression Ignition engine components, Spark Ignition engine Components, Valves & Valve Trains, Description and function of Crank shaft camshaft, description and function of the fly wheel and vibration damper, Engine assembly, Basic cooling system components, Lubrication system, Turbocharger, Ignition system, Basics of Auto- Electrician, Basic knowledge of Battery(Maintenance, repair, Inspection), All types of CRDi Engines, Diesel Fuel Systems, Marine & Stationary Engine.

Skills acquired: On completion of the course, the trainee becomes a mechanic for maintaining all Diesel vehicles in reputed workshops. He shall be able to work on all vehicles, earth movers, stationery engines (industrial) and marine engines. He shall be able to work as Engine Operator and Oilman on ships, trawlers and barges. He shall be able to work as Machine Operator in an engine workshop. He can handle repairs & maintenance of all types of engines. He will be able to work as Calibration Machine Operator for fuel systems of diesel engines.

Options for employment are: Work as a Mechanic in any workshop/Service Centre; Work as a Driver.

Options for self-employment are: Start his own workshop, Service Station, Spare Parts Shop; Tyre, Tube repair shop, Battery repair shop; Can work as an Auto Electrician.

19. Welder [(Duration: 2 semesters of six months each)]

Course Content: Importance of Welding in Industry, Safety in Manual, Metal Arc Welding, Oxy-Acetylene Welding and Cutting, Arc and Gas Welding Equipments, tools and accessories, Various Welding Processes and its applications, Arc and Gas Welding terms and definitions, Types of welding joints, Oxy-Acetylene cutting Equipment, principle and application, Common gases used for welding, Arc welding power sources, Welding positions, Arc length, Acetylene gas Purifier, Oxygen and Acetylene, gas cylinders, Arc blow, Electrode, Weldability of different metals, Introduction to CO2 welding, Advantages of CO2 welding, Wire feed system, Classification of steel, Submerged arc welding process, Thermit welding process, TIG welding process, Pulsed TIG welding, Friction welding process, Laser beam welding, Types of welding defects, Types of Inspection methods, Welding codes and standards. Plasma cutting.

Skills acquired: On completion of initial course in general welding, the trainee shall be an expert in Electric arc welding, gas welding, CO2 MIG welding. He shall also be an expert in plasma cutting and gas cutting. On completion of next six months, the trainee would be expert in TIG/MIG or Pipe welding in all welding positions.

Options for employment are: Electric arc welder; Gas Welder; CO2 MIG Welder; TIG welder; Gas Cutter; TIG/MIG welder; Pipe welder.

Options for self-employment are: Can setup own fabrication workshop, Steel furniture workshop.

20. Carpenter [(Duration: 2 semesters of six months each)]

Course Content: Introduction to the general safety, Saw and the Plane, Introduction to timber, Hand tools, Workshop appliances, Framing Joints, Dovetail joints, Seasoning of Timber, Holding tools, Striking tools, Hand Tools and portable power tools - curve cutting saws, Wood working machines, Basic pattern making work, Core and core prints, Common Sheet Metal Tools, basic principle of repairing work and repairing technique.

Skills acquired: On completion of the course the trainee acquires the skills of marking, joining, fitting, assembling, finishing, turning and all other wood-working

machine work. Thereafter the trainee is able to do marking of and making any furniture works, as per the drawing such as cabinetwork, house, hotel furniture, etc.

Options for employment are Wood Craft Technician in any woodwork Industries or in any Government department and PWD as a carpenter, MPT, Military, Nehru Science Centre, Zuari furniture, Gautier furniture etc.

Options for self-employment are: They can earn more by starting a small carpentry workshop. It is a highly valuable way of earning by manufacturing different types of furniture and also giving employment to those who are unemployed skilled workers.

21. Wireman: [(Duration 4 semesters of six months each)]

Course content : Scope of trade, introduction to electricity & safety precautions, common hand tools, classification of electrical materials and accessories, basic electrical terms, work, power, energy, electrical measuring instruments, introduction to fitting work, carpentry work, sheet metal work, computer awareness, office package and internet, electrical basic circuits, domestic/commercial/industrial wiring installation, testing, fault finding and trouble shooting of installation, preparation of lay out, estimation & costing of various installations in various system of wiring, magnetism, electromagnetism, DC generators, AC and DC motors, their controls and panels, various types of starters used to start AC and DC motors in industries, AC fundamentals single phase and three phase circuits, alternators, transformer installation, energizing, parallel operation, generation, transmission and distribution of electricity, substation equipments, switch gears, relays, lightning arrestors, insulators, circuit breakers, laying of underground cables, cells and batteries, preparation of electrolyte for batteries, battery charging, illumination, different types of lamps, their fittings, LED, CFL.

Skill acquired : On completion of the course the Trainee will acquire thorough knowledge on Using electrical, fitting, carpentry and sheet metal tools. Using electrical instruments for measurement of voltage, current, power, power factor, energy etc. Carry out domestic/commercial/industrial wiring. Carry out commercial lighting for decoration etc.

Testing of wing installation, locate fault and rectify them. Carry out UPS / INVERTER wiring. Carry out video/ audio cabling. Plan and estimate for domestic / commercial / industrial installation. Testing, connection, wire up panel control and run AC / DC machines, locate fault and rectify in any wiring system. Operate, maintain alternators and trouble shoot faults, rectify them. Install and connect transformer and carry out necessary maintenance.

Maintenance and charging of batteries, installation and repair fluorescent tube, sodium vapour lamp, neon sign tubes, decorative lights etc. Carry out computer / LAN cabling and networking.

Options for employment: Vast job opportunities in electricity department, public sectors, private and Govt. industries, in power generation, transmission, distribution stations as wireman, lineman, service technician, lab technician, wireman supervisor, etc.

Options for self-employment : License certificate for self employment, as wiring contractors, Shop owner for repairs of domestic appliances, sale of electrical materials and appliances, set up own electrical workshop, can undertake contract of installation of machinery, panel boards and bus bars in industries

22. Plumber [(Duration: 2 semesters of six months each)]

Course Content: Occupational Safety & Health, Fitter's common hand tools, Method of using drills, Description and uses of Carpenter's hand tools, Description of different

types of locking and fastening devices, Gas welding, Masons hand tools, Description of plumber tools and equipments. Description of drains man-holes, Laying out of humed and asbestos pipes, Description of various joints, Description of Plumber's materials, Advantages of template, Method of dismantling, Advantages of template, Method of bending pipes, Method of dismantling, Erecting rain water and drainage pipe system, Domestic drainage system, Corrosion - causes and remedies.

Skills acquired: A trainee shall be able to pay out and install different types of pipes for water supply and drainage, sanitary fittings like wash basin, shower, sink, water closet, urinals and also carry out brazing, gas welding, carpentry and masonry work related to plumbing. Repairing, cleaning and maintenance of valves, cocks and plumbing fixtures. Installation of copper pipes for water, oil and gas. Installation, repairing and maintenance of pumps. Design and construction of chamber and septic tank. Estimation of materials requirement and its cost of plumbing.

Options for employment are: Can work as a Plumber in Government departments/PWD, Star hotels, Industries, etc.; and can also get employment as a Pump Operator, Plumbing Supervisor and Pipe Fitter in Ship industries and oil refineries.

Options for self-employment are: Plumbing contract for domestic and industries; Establish Hardware shop; Maintenance contracts of domestic lines and industrial lines.

23. Sewing Technology [(Duration: 2 semesters of six months each)]

Course Content: Knowledge of General Safety, Occupational health and hygiene, Familiarization & handling the tools, Identification and handling of Fabrics, Measurements, drafting, patterns & layout, cutting, practice on Industrial Single Needle Lock Stitch Sewing Machine, Stitch Formation, Trouble Shooting, practicing on various industrial machines, Button Holes, Pleats, Tucks, practice of Hand Stitches, Casing, Zippers, Plackets, Collars, Sleeves, Employability Skill.

Skills acquired: With the help of cohesive teaching program that cover the theoretical and practical aspects through lectures, demonstration and in plant training, the trainees will have knowledge of industrial manufacturing of garments and mass production process, various decorations of garments and making alterations. The trainees will also be skilled to independently stitch baby garments, zabras, sari petticoat, pyjama, romper, yoke frock, night suit, ladies top, skirts, kurta, kalidar kurta, saree blouse, katori blouse (cholicut), nighty, ladies shirt, salwar, churidar, patiala pants, gents shirt and trouser. They will also be able to do variations in the design from simple pattern to difficult ones.

Options for employment are: The trainee can be employed as an assistant to a designer, an operator or supervisor in garment industry or get employed in tailoring industry / shops, hospitals, jails, defence forces and in the film industry.

Options for self-employment are: The trainee can set up his / her own tailoring shop for stitching ladies and gents garments. He / She can also setup a manufacturing unit of readymade garments with the help of various Government Schemes.

24. Dress Making:- [(Duration One year (Two Semester)]

Course Content: Knowledge of General safety, occupational health and hygienic and handling the tools. Lock stitch sewing machine, stitch formation trouble formation, trouble shooting, measurements, sewing machine needles, fabric fundamentals, yarn, button holes smoking, pleats, fabric designs, fabric terminology, casing zippers, collars, sleeves, employability skills.

Skills acquired: Dress making ladies and gents, flower making, embroidery, painting, use of different tools and machines.

Option for Employment: - Assistant Tailor in Tailoring Industry, Tailoring shops, Hospitals, Jails, defence force and Film Industry.

Option for Self –employment: Set up own tailoring shop for stitching uniform for ladies and gents garments.

25. Computer Hardware & Network Maintenance [(Duration: 2 semesters of six months each)]

Course Content: Importance of Safety & general precautions, basic concepts of electricity, Soldering and De-soldering, Study of electronic components and circuits, power supply, digital electronics, Other Mechanical, Electrical & Electronics Accessories.

Desktop: PC Repair Safety, Hardware Identification, Remove-Test-Replace/ Install Memory devices, Windows Installation, Data Backup, Hardware Troubleshooting, PC Cleaning, Hard Drives, Virus Removal, System Utilities, User Account Customization, Windows Update & Device Driver, Software Installation, Installing Hardware Drivers, Windows Utilities, Junk File Removal, Linux OS, Outlook Configuration & Backup.

Laptops PCs: Assembling & disassembling, testing, fault-finding, troubleshooting and replacing different parts of laptops, Word & Excel Software

Installing & trouble shooting different types of Printers, installation and fault-finding of Plotters and Scanners.

Networking: Crimping & Punching, Cabling, Install & configure a Network , Configuration of Data communication equipments, IP Addressing & TCP/IP, Other Network Protocols, Sharing Resource & Internet connection, Network Protection and troubleshooting, Control & monitoring of network devices, Install and configure Windows Server, Network Security, Internet and Web Browser, Project Work.

Skills Acquired: On completion of the course, a Computer Hardware & Network Maintenance technician will be able to maintain computer systems, desktops, and peripherals. This includes installing, diagnosing, repairing, maintaining, and upgrading all hardware and other peripherals while ensuring optimal workstation performance. Install, maintain and setup LAN with Internet Connection.

Options for employment : Technician for maintenance & servicing of different hardware and networking equipments, Assistant to System & Network Engineer, Supervisor in hardware assembly units, Sales person in hardware & networking, Faculty members or Lab Assistant in Computer Institute.

Options for Self-employment: To start a business in sales, service and maintenance of computer hardware, software and networking. To start a Computer Institute, setup and maintain a cyber cafe.

26. Software Testing Assistant [(Duration: 2 semesters of six months each)]

Course Contents: Computer Fundamentals, Working with MS Windows, Introduction to Open Source Software, Linux, Working with MS Office: Word, Excel, Access, Introduction to Computer Networks, Client Server and Peer to Peer networking concepts, Internet, Email, Setting up videoconferencing, designing static and dynamic Web Pages, Overview of Information Security, Risk Management, Overview of Security Threats, Working with Java Script, Using and handling objects in Java. Project work on static and dynamic web pages. Introduction to Software Testing and Quality Control (STQC), Testing Techniques, 5 S and Keizen Module, Objectives and principles of Testing, Automating Test Execution, Setting up the GUI Map, Recording Tests, Synchronizing Tests, Checking Bitmaps, Programming Tests with TSL, Creating Data Driven Tests, Reading Text, Creating Batch Tests,

Maintaining Text Scripts, Working with Windows Automated Testing Tool, Web Automated Testing Tools, Project Work on Tools.

Skills Acquired: On completion of the course, the trainee will be able to use computer efficiently with software applications, Use essential characteristics of testing tool used for test automation, and ensure the quality of product by manual and automated testing.

Options for employment: Excellent opportunities in IT industries as Test Technician, Test Analyst, Customer and Technical Support related to testing tools.

Options for Self-employment: Start business in software testing, start a Call Centre, designing and developing websites.

27. Attendant Operator (Chemical Plant) (AOCP) [(Duration: 2 years (4 Semester):]

Course Content: Study of Machines and Equipment used in chemical Industry. Introduction to Safety of men & machine and prevention of fire and hazards in chemical Industry. Usage of PPEs & First Aid. Environmental pollution sources and causes. Role of an operator in chemical industry. Units and measurements related to all the requirement of chemical industry. Usage of tools and tackles applicable to operate and maintain a chemical industry. Engineering drawing. Usage of Precision measuring tools used in chemical Industry. Mechanical engineering / fitters jobs related to chemical engineering detail theory and practical including working on machines and to make jobs on the same. Chemical Engineering laws, fundamentals and detail theory and practical. Mechanics and theory of machines. Laws of physics related to chemical industry. Study of Metallurgy and metals used in chemical industry. Water treatment and effluent treatment as required in chemical industry. Steam generation and related laws and fundamentals.

Skills acquired: Chemical process details. Working principle of various types of pumps, compressors, turbines, blowers, fans, valves, reactors, columns, furnaces, boilers, heat exchangers. Understanding the control philosophy, safety requirements of plants including safety valves, trip systems and logics. plant startup procedures, plant / equipment testing procedures, plant shutdown procedures, plant running and emergency handling of plants. Details of handling of various chemicals, Catalysts. Standards required for run chemical plants and facilities including IBR, API. Understanding of various Materials of construction. Fault finding / Analysis of performance of all the equipment as mentioned above. Learning of plant / Machinery operation on panels / DCS. Learning of isolations of machines, draining, purging, testing and preparing to take back in line with all safety / statutory requirements fulfilled.

Option for Employment: All Chemical, Fertilizer, Pharma and Petroleum (Oil and Gas) and Power Plants (Water treatment) will be able to recruit these trainees

28. Hospitality Management (BBBT) [(Duration: 1 Year)]

Skills acquired: Module I: Food Production: On completion of the course, the trainee will know to prepare stocks, soups and sauces, basic knowledge of Indian/Continental/ Chinese cuisine, knowledge of spices, ingredients and other commodities, knowledge of different methods of cooking food and use of latest kitchen equipments and cooking ranges.

Module II: Steward: To know different equipments used in Bars & Restaurant, different types of Services, table layouts (Ala-Carte, Table-de-Hotel), different types of breakfasts, basic knowledge of wines, spirits, beers and other non-alcoholic beverages.

Module III: House Keeping: To learn how to use latest cleaning equipment, basic functioning of Laundry, setting of different types of beds, cleaning, polishing and removing stains and maintaining rooms, equipment and hygiene.

Module IV: Front Office: To learn how to receive guests and accommodating, knowledge of different types of rooms, handling different equipment of front office, reservations, booking and ticketing and knowledge of surroundings (Travel & Tourism).

Module V: Basic Computer Applications: To learn knowledge of Computer fundamentals, opening of files and folders, knowledge of Internet, E-mail and Fax, knowledge of Visual Aids & Website, Multi Media concepts and printing, scanning web camera and use of CD writers.

Module VI: Maintenance (Electrical & Plumbing):

Basic Electrical knowledge: To acquire knowledge in the method of fixing switches, repairs of minor equipments in the hotels, use of testers, connecting different types of equipments and knowledge of circuit/voltage current and resistance.

Basic Plumbing knowledge: To know how to take up the work of minor repairs of taps and other equipments like geezers, water heaters, showers, bath fittings, etc.

29. Hospitality Management: Advanced Module: Food Production [(Duration: 6 months)]

Specialized Training in Food Production: To give advance knowledge in the fields of Hotel Management.

Option for Employment: Excellent opportunities in the Hotel Industry, Fast Foods, Air Lines, Cruise Liners, Tourism, etc.

Option for Self Employment: To start own business such as restaurant, Bar, Catering Establishment, Catering for Wedding parties, Other domestic ceremonies, office meeting & conference, etc.

30. Hospitality Management: Advanced Module: Front Office Management [(Duration: 6 months)]

Specialized Training in Front Office: To give advance knowledge in the fields of Hotel Management.

Option for Employment: Excellent opportunities in the Hotel Industry and Tourism, etc.

Option for Self Employment: To start own business such as restaurant, Bar, Catering Establishment, etc.

31. Hospitality Management: Advanced Module: Food & Beverage Service [(Duration: 6 months)]

Specialized Training in Food & Beverage Service: To give advance knowledge in the fields of Hotel Management.

Option for Employment: Excellent opportunities in the Hotel Industry, Fast Foods, Air Lines, Cruise Liners, Tourism, etc.

Option for Self Employment: To start own business such as restaurant, Bar, Catering Establishment, Catering for Wedding parties, Other domestic ceremonies, office meetings & conferences, etc.

32. Hospitality Management: Advanced Module: House Keeping [(Duration: 6 months)]

Specialized Training in House Keeping: To give advance knowledge in the fields of Hotel Management.

Option for Employment: Excellent opportunities in the Hotel Industry, Cruise Liners, Tourism, etc.

33. Automobile (BBBT) [(Duration: 1 Year)]

Skills Acquired:

Module I: Basic Fitting & Measurement: Identify and use marking and measuring tools, cutting tools, work holding devices in Fitting Shop, Micrometers, height gauge, dial bore gauge, telescopic gauge. File the surface to the accuracy of ± 0.1 mm Tap the hole manually and by machine, Remove broken studs and bolts from the holes using stud extractor.

Module II: Basic Sheet Metal & Welding: Identify and use tools and equipment used in sheet metal working and welding following safety precautions. Make simple riveted joints, simple welding joints in horizontal and vertical positions by arc welding. Do brazing, soldering on sheet-metal, perform basic skills of sheet metal working and welding.

Module III: Basic Electrical & Electronics: Make joints on conductor and solder joints, Simple maintenance of batteries, Build circuits with thyristors and transistors.

Module IV: Basic Microprocessor & Computer Operation: Identify Microprocessor controlled systems in Automobiles, Understand Computer Fundamentals and its parts, Using Windows and DOS operating system and working in MS Word and Excel.

Module V: Basic of Petrol & Diesel Engine: Dismantle and assemble 2 and 4 stroke petrol engines, Dismantle and assemble 4 stroke diesel engines, Tuning of engines.

Module VI: Basic Of Transmission, Suspension, Steering System & Brakes: Understand the working of mechanical, hydraulic and pneumatic brake system, Understand the working parts of hydraulic and pneumatic system, Adjust and bleeding of hydraulic brake.

34. Automobile - Advanced Module – Servicing & Overhauling of Automobiles (Petrol) [(Duration: 6 Months)]

Skills Acquired: Dismantle and reassembly of various Petrol engines, overhauling of Petrol Engines, Preventive maintenance of Petrol engine vehicles. Driving practice on Motor car / LCV and issue of License from competent authority.

35. Automobile - Advanced Module –Servicing Overhauling of Automobiles (Diesel) (Duration: 6 Months)

Skills Acquired: Complete overhauling of Diesel Engine and performance testing, checking and repairing of different systems of Diesel engine vehicles. Trouble shooting in clutch, Gear box, fuel injection system, brake system etc. driving practice on Motor Car/ LCV and issue of License from the competent authority.

36. Automobile - Advanced Module - Denting, Painting & Welding [(Duration: 6 Months)]

Skills Acquired:-Practice on Gas welding, Gas brazing, Gas soldering, Arc welding, MIG/MAG Welding, TIG Welding, Resistance spot welding, Plastic welding etc. Body construction of Automotive repair and different painting process.

4.2. Subjects to be studied during the Course of Training:

Craftsmen Training Scheme (Semester Pattern)	
Engineering Trades	Non – Engineering Trades
1. Trade Theory	1. Trade Theory
2. Trade Practical	2. Trade Practical

3. Workshop Calculation & Science 4. Engineering Drawing (Except for D'Man Mech. & D'Man Civil trades) 5. Employability Skills 6. IT Literacy *	3. Employability Skills 4. IT Literacy 5. Additional subject related to the trade*
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Center of Excellence (Modular Pattern)	
Basic Broad Based Training	
Engineering Trade	Non-Engineering Trade
1. Trade Theory 2. Trade Practical 3. Employability Skills 4. Workshop Calculation & Science and Engineering Drawing	1. Trade Theory 2. Trade Practical 3. Employability Skills 4. Additional subject related to the trade*
Advanced Module	
(1). Trade Theory (2). Trade Practical	
Specialized training to be undertaken in the industry on completion of training under Advanced Module.	
* Subject to MSDE Norms	

4.3. All Goa Inter ITI Sports Meet:

All Goa Inter ITI Sports Meet is organized every year in various disciplines such as cricket, football, volleyball, tennis, and athletics (relay, shot put, discus throw) to be participated by the trainees of the Government as well as the private ITIs. All these ITIs are grouped into two zones viz. North and South, and the finals are played between the winners of the two zones on the final day of the meet.

Trophies are awarded to the winning team of each event and a 'Certificate of Participation' is awarded to individual participant of the winning teams. Apart from this, 'Director's Trophy' is awarded to the Institute displaying good discipline, sportsmanship, and winning maximum events.

5. EXAMINATIONS:

5.1. Semester/Yearly Exams/language exam of Goa Board

Semester pattern examinations would be conducted under the aegis of NCVT/SCVT for all CTS trades in the month of January and July every year. Yearly examinations would be conducted for the trainees undergoing BBBT under CoE in the month of August; and examinations would be conducted at the end of the six months training for the trainees undergoing training in Advanced Module after which they would require to undergo Specialized Module training in the industry for the remaining six months where he/she would be assessed for issue of a certificate at the end of the course which would be recognized by NCVT/SCVT according to their affiliation.

The same examination pattern will be followed for the trades under SCVT.

All the examinations would be conducted as per the norms applicable as revised from time-to-time.

5.2. Internal Exams

Internal monthly exams would be conducted in each semester for trades under CTS and Advanced Modules under CoE. Bimonthly exams would be conducted for modules under BBT. Marks scored in above exams would be considered for award of sessional marks.

5.3. Scholarships:

The trainees of **Government ITIs** are awarded the following scholarships:

- A. Merit scholarships at the rate of Rs. 250/- per month per trainee will be awarded to 40% of the sanctioned strength in each trade at every ITI on the basis of:
 - i) The marks scored for internal tests.
 - ii) Assessment of the sessional work, discipline and punctuality three months after admissions. If the number of trainees in any unit is less than the number of sanctioned seats, the merit scholarships shall be awarded in proportionate number.
- B. Below Poverty Line (BPL) Scholarship at the rate of Rs. 250/- per month is awarded to the trainees belonging to BPL, SC/ST categories and to the trainees whose family's annual income is less than Rs. 1,50,000/- on the production of an income certificate issued by (1) The concerned village Panchayat Secretary under the respective Panchayat area duly attested by the sarpanch of the concerned village Panchayat. or (2) Chief officers of the respective municipal council to the residents under their respective municipal council area or (3) by the Mamlatdar of the concerned Taluka or (4) The District Collector/Magistrate.
Scholarships are awarded to the ITI trainees by the Department of Social Welfare in the form of Freeships/Scholarships to certain categories of candidates.
Scholarships are also awarded by the Education Department to the ITI trainees whose parents are teachers.
- C. The trainees of **Private ITIs** are awarded the following scholarships: Sesa Private ITI awards merit scholarship to deserving trainees based on merit as well as on financial status of the family.
- D. Apart from this, the trainees belonging to certain categories admitted in all the Private ITIs are eligible to receive the scholarship offered by the Department of Social Welfare.

5.4. National Trade Certificate (NTC):

5.4.1. CTS Trades:

On completion of the prescribed period of training in each semester, a trainee would have to undergo trade-testing based on the syllabi of corresponding semester. A mark-sheet would be issued on completion of each semester to successful trainees and on completion of entire course, successful trainees shall be awarded National Trade Certificate. The NCVT registered trainees can access their academic progress online on Management Information system public portal using his personal credentials for logging on the MIS portal.

Similarly, on completion of the prescribed period of training in each semester under SCVT, the mark sheet for trainees undergoing training under SCVT would be issued by the respective ITI/s and the trade certificate would be issued by SDCT.

Admissions to the next semester would be done without waiting for declaration of the results of the previous semester(s). Five additional chances will be given to a failed trainee within a period of three years to pass each semester.

5.4.2. CoE Trades:

On completion of the prescribed period of training, a trainee would have to appear for the final All India Trade Test (AITT) of Craftsmen conducted under the aegis of National Council for Vocational Training (NCVT) and the successful trainees would be initially awarded a Provisional NTC (indicating marks obtained) and later a final NTC by NCVT, New Delhi.

A trainee admitted under SCVT or NCVT would have to undergo examinations under respective council. The NTC issued by NCVT is recognized globally for recruiting Craftsmen to subordinate posts in Government/Public/Private sectors. For the trades and units run under the SCVT, the same pattern of examinations and certification as mentioned above would be applicable. However, the exam will be conducted by the State Board of Examinations and the certificates would be issued by the SCVT.

5.5. Skill Competitions for Meritorious Craftsmen:

The topper trainees having scored more than 70 % marks in each of the trades from each ITI are eligible to compete at the “All Goa Skill Competition of Craftsmen” organized by the State. The toppers of these competitions are felicitated and awarded merit certificates at a State level function.

However, the toppers of the following fourteen trade courses: Fitter, Turner, Machinist, Electrician, Electronics Mechanic, Instrument Mechanic, Welder, Mechanic Motor Vehicle, Sewing Technology, Mechanic Diesel Engine, Computer Operator & Programming Assistant, Draughtsman Mechanical, Civil Draughtsman and Mechanic Refrigeration & Air Conditioning are eligible to appear for “All India Skill Competitions of Craftsmen” conducted by the Government of India, Ministry of Skill Development & Entrepreneurship, DGT, New Delhi at various Advanced Training Institutes located at the major cities in the country which helps the trainees display their vocational skills at national level. A merit certificate is awarded to the best trainee in each trade at the State Level Skill Competition and a merit certificate and cash prize of Rs. 50,000/- is awarded to the best trainee in each of the fourteen trades at the All India Skill Competition.

6. POST ITI OPPORTUNITIES**6.1. Direct Admissions to Second Year in Polytechnic Institutes**

Government of Goa has provided vertical mobility to the ITI passed candidates in pursuing their studies in the various fields corresponding to their trades through the seats remaining vacant in the Polytechnics in the State provided the trainees have passed the qualifying examination i.e. ITI certificate after passing S.S.C from Industrial Training Institute in Goa under the State Directorate of Craftsmen Training as per the criteria specified in the Prospectus of Directorate of Technical Education for admission to Polytechnic. The details of seat allotted for ITI trainees are given below:

List of ITI trades recognized for eligibility to Diploma courses (Direct Second year)

Sr. No.	ITI Courses	Diploma Courses	Total Seats Allotted for ITI trainees
1.	Computer Operator & Programming Assistant, IT & Electronics System Maintenance, Desk Top Publishing Operator, Mechanic Radio & TV Medical Electronics, Electronics Mechanic, Electrician, Instrument Mechanic Course under CoE ** (2 years): Information Technology, Multi-skilled course in Electrical and Electronics***, Electrical Sector.	Electrical & Electronics Engg.	4
		Computer Engineering	8
		Electronics Engineering	6
		Electronics & Communication	8
		Medical Electronics	2
		Electronics & Instrumentation	2
		Electrical Engineering	6
2.	Fitter, Turner, Machinist, RAC Mechanic, Mechanic (Motor Vehicle), Mechanic (Diesel), Draughtsman (Mechanical)* Production & Manufacturing (2 years) course under CoE*, Diploma in Multi-skilled Industrial Technology (Mech.) under SCVT*, Course under Centre of Excellence *(2 years) Fabrication (Fitting & Welding)*, Automobile Sector.	Automobile Engineering	4
		Mechanical Engineering	20
3.	Draughtsman Civil	Civil Engineering	22
4.	Stenography (English) Secretarial Practice	Modern Office Practice	4
5.	Hospitality Management (2 years) course under CoE	Hotel Management & Catering Technology.	20
TOTAL			106

*To be considered only for Diploma in Mechanical Engineering.

** Eligible for Diploma in Electronics & Communication only.

***Eligible for Diploma in Electrical Engineering / Electrical & Electronics Engineering.

The eligible candidates should report to the Directorate of Technical Education, Porvorim and the Principals of the respective Polytechnics in the State for more information.

6.2. Training at Advanced Training Institutes:

The candidates can specialize in various advanced industrial skills in Advanced Training Institutes located in the major cities of the country and functioning under Government of India for more information in this regard can be obtained from the Training cum Placement section at the Head Office.

6.3. Apprenticeship Training in Specified Industries:

Trainees from Industrial Training Institutes on completion of their trade courses under NCVT are eligible to be engaged as Apprentices in various establishments covered under the Apprentices Act, 1961. Such trainees are given full rebate for the period spent in Industrial Training Institutes and are required to undergo training in specified establishments only for the remaining period of apprenticeship in the corresponding trade. Trainees so engaged in the establishments will get a minimum stipend per month payable to trade apprenticeship shall be as follows:

- (a) During the first year of training: Seventy percent of minimum wage of a semi skilled worker notified by the respective State or union territory.
- (b) During the second year of training eighty percent of minimum wage of a semi skilled worker notified by the respective State or union territory.
- (c) During the third and fourth year of training: Ninety percent of minimum wage of a semi skilled worker notified by the respective State or union territory.

The State Government, under Apprenticeship Protsahan Yojana, proposes to reimburse the remaining part component of the daily wages i.e. 30%, 20% and 10% of the stipend respectively to make it at par with full wage.

As an added incentive, to attract more number of potential apprentices to take up industrial shop floor training on a large scale, the Department has also devised a draft "SEATS" scheme, under which, the remaining component of the above cited stipend, ie: 30%, 20% and 10% of the minimum wages payable for a semi-skilled worker of that designated trade, in the first, second and third/fourth years of apprenticeship training respectively, would be reimbursed by the State Government. This proposal is now before the State Government/Finance Department for due approval.

Some Private sector establishments have also increased the rate of stipend being paid to the Apprentices from the existing Rs. 4,500/- to Rs. 6,500/- now.

6.4 Academic Equivalence to ITI Courses

A. The Goa Board of Secondary & Higher secondary education in its meeting held on 23/03/2016 has resolved to grant academic equivalence to ITI's NCVT/SCVT courses subject to the following conditions:

(1) Those students who after passing Std VIII have completed at ITI course of 2 years duration from a recognized center and passed NCVT/SCVT examination with prescribed syllabus and on their own volition have appeared and passed the examination conducted by the Goa Board of Secondary and Higher Secondary education in the subjects: 1) Language –I 2) Language –II/ Language-III prescribed by the Goa Board shall be considered equivalent to have passed SSC Examination.

Students who complete a recognized a ITI course of one year duration and complete one year apprenticeship training or certified employment will also be extended the same facility.

(2) Those students who after passing Std X have completed a ITI course of two years duration from a recognized center and passed NCVT/SCVT examination will prescribed syllabus and on their own volition. have appeared and passed the examination conducted by the Goa Board of Secondary and Higher Secondary Education in the subjects 1) Language I/ Communication Skill in English 2) Language-II prescribed by the Goa Board shall be considered equivalent to have passed H.S.S.C examination.

For the above purpose the candidates have to register themselves as private candidate offering isolated subjects.

The Goa University grants vertical mobility to the Vocational Students of Goa Board. The same facility can be extended to the students who have passed SSC and completed ITI fulfilling other conditions as laid down at (2) above.

B. The Academic Council of Goa University at its recent meeting resolved to permit mobility to students who, after passing Std X, having completed the ITI Courses of two years duration which have Std X as the eligibility from recognized centers and pass the National/State Council of Vocational Training (NCVT/SCVT) examinations with prescribed syllabus and on their own volition have appeared and passed the examination conducted by the Goa Board of Secondary and Higher Secondary Examination in the Subjects of English/Communication Skills for Std XII prescribed by the Goa Board.

The Eligibility for joining a particular program however would be decided based on earlier Circulars issued on the subject matter.

For further information, refer *

* For details on Academic Equivalence to ITI courses contact:

1) Nearest Govt. ITI at Farmagudi (2980070), Panaji (2226333), Sattari(2370242), Bicholim(2362315), Pernem(2201238),Margao (2714887),Vasco (2524030),Canacona(2633354), Cacora(2650270) and Mapusa(2262637).

2) (0832) 2437059 (SDCT Head Office) or

3) 09765321698 (Chairman Prospectus Committee)

For further information, contact your nearest ITIs or the Head Office on 2437059(Land-line)/9765321698(Chairman-Prospectus Committee)

7. ADDITIONAL CERTIFICATE COURSES UNDER DGE&T

7.1 Skill Development Initiative (SDI) Scheme under Modular Employability Skills (MES):

To provide vocational training to school drop-outs, existing workforce, ITI graduates, etc. by optimally utilizing the infrastructure and space available in Govt. and Pvt. ITIs, and to improve their employability prospects, Govt. of India has launched a scheme called “Skill Development Initiative Scheme” in registered Vocational Training Provider (VTP).

This scheme also provides assessment of skills already possessed by candidates who have no formal certification in their area of specialization. This is referred to as “Direct Assessment”.

The scheme also provides for Training cum Assessment (TCA) of candidates desiring to undergo the short term training enlisted under the scheme.

The assessment of these candidates is done by assessing bodies appointed by Govt. of India. No fees have to be paid by the candidates undertaking the courses under this Scheme. Further details about the scheme may be obtained from the respective ITIs. The details of SDI courses conducted in the ITI/ VTP are given at Annexure –VII.

ADMISSIONS
Notice by DGT
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training
Shram Shakti Bhavan, Rafi Marg,
New Delhi - 110 001.

**FOR ATTENTION OF ADMISSION SEEKERS TO NATIONAL COUNCIL FOR
VOCATIONAL TRAINING (NCVT) APPROVED TRADES IN GOVT &
PRIVATE ITIs**

All admission seekers to NCVT approved trades (Engineering/Non-Engineering) are advised in their own interest to confirm and satisfy themselves before seeking admission to any trade that the respective trade/unit in the Government/Private Industrial Training Institute (ITI) is affiliated to NCVT. Only the trainees seeking admission to the trade/unit which is found to be affiliated under NCVT as on the date of admission are eligible to appear for the All India Trade Test under NCVT and to be awarded with National Trade Certificate.

The list of affiliated trades/units in each Institute is available in the respective Institute and the State Directorate.

It is also informed in the interest of public that NCVT/ Govt. of India do not recognize any Govt. and Private Industrial Training Institute. NCVT affiliates only the trades and its units run by a particular ITI.

NO ADMISSION IS ALLOWED IN NCVT TRADES WITHOUT AFFILIATION.

**Director of Training/
Secretary NCVT**

8.1. Availability of Seats

The number of seats available and trades offered at various ITIs for the year 2015-2016 are shown in Annexure I to VI.

8.2. Trade Details and Eligibility Criteria for Admissions

8.2.1. Trades under CTS:

8.2.1.1. Engineering Trades:

Sr.No	Trade	Duration	Entry Qualification
1.	Information & Communication Technology System Maintenance	2 years (4 semesters)	Passed 10 th class having studied Maths and Science.
2.	Fitter	2 years (4 semesters)	Passed 10 th class examination under 10+2 system of examination with Science, Mathematics or its equivalent.
3.	Turner	2 years (4 semesters)	
4.	Machinist	2 years (4 semesters)	
5.	Electrician	2 years (4 semesters)	
6.	Instrument Mechanic	2 years (4 semesters)	
7.	Mechanic Refrigeration & Air-Conditioning	2 years (4 semesters)	
8.	Electronics Mechanic	2 years (4 semesters)	
9.	Draughtsman (Mechanical)	2 years (4 semesters)	
10.	Civil Draughtsman	2 years (4 semesters)	
11.	Mechanic Motor Vehicle	2 years (4 semesters)	
12.	Mechanic Diesel Engine	1 year (2 semesters)	
13.	Wireman	2 years (4 semesters)	
14.	Welder	1 year (2 semesters)	8 th class passed
15.	Carpenter	1 year (2 semesters)	8th class passed
16.	Plumber	1 year (2 semesters)	10 th class passed
17.	Computer Hardware & Network Maintenance	1 year (2 semesters)	Passed 10 th with Science and Maths as subjects.
18.	Attendant Operator (Chemical Plant)	2 years (4 semesters)	Passed 10 th class examination under 10+2 system of education with Science and Mathematics or its equivalent.

8.2.1.2 Non-Engineering Trades:

Sr.No	Trade	Duration	Entry Qualification
1	Computer Operator & Programming Assistant	1 year (2 semesters)	Passed in 10 th class examination
2	Desk Top Publishing Operator	1 year (2 semesters)	
3	Stenography & Secretarial Assistant (English)	1 year (2 semesters)	
4	Secretarial Practice (English)	1 year (2 semesters)	
5	Basic Cosmetology	1 year (2 semesters)	
6	Food Production (General)	1 year (2 semesters)	
7	Food & Beverages Guest Service Assistant	1 year (2 semesters)	
8	Sewing Technology	1 year (2 semesters)	10 th class passed
9	Dress Making	1 year (2 semesters)	
10	Software Testing Assistant	1 year (2 semesters)	Passed 12 th class with Science & Maths

8.2.1.3 Trades under COE:

Sr. No	Trade	Duration	Entry Qualification
<i>At Altinho, Panaji & Canacona Govt. ITI</i>			
1.	<p><u>Hospitality Management</u> <u>Broad Based Basic Training</u> With the following modules:- (a) Basic Food Production (b) Basic Food & Beverage Service (Steward) (c) Basic Front Office Service Operation (d) Basic Accommodation Operation/Housekeeping (e) Basic Computer Application (f) Basic Hotel</p>	one year	10 th pass under 10+2 system

	Maintenance (including Plumbing & Electrical Maintenance)		
2.	<p><u>Hospitality Management</u> <u>Advanced Modules</u> With the following modules: (a) Food Production (Cookery) (b) Front office Management (c) Food & Beverage Service (Stewardship) (d) House keeping</p>	6 months each	Completed BBT in Hospitality OR NTC/NAC in relevant trade OR Diploma in Hospitality
3.	-Plant Specialized Training in Hospitality Management	6 months	Completed any Advanced Modules in Hospitality Management course
<i>At Sattari Govt. ITI</i>			
1.	<p><u>Automobile Broad Based Basic Training</u> with the following Modules:- (a) Basic Fitting & Measurements (b) Basic Sheet Metal Work and Welding. (c) Basic Electrical & Electronics (d) Basic Microprocessor & Computer Operation. (e) Basic Petrol & Diesel Engines (f) Basic of Transmission, Suspension, Steering System & Brakes.</p>	1 year	10 th pass under 10+2 system
	<u>Automobile Advanced Module.</u>		
	A) Servicing & Overhauling of Automobiles (Petrol)	6 months	Completed BBT in Automobile OR NTC/NAC in Mechanic Motor Vehicle or other related trade OR Diploma in Automobile
	b) Servicing & Overhauling of Automobile (Diesel)	6 months	
	c) Denting, Painting Welding of Automobiles	6 months	
	In-plant Specialized Training in Automobile	6 months	

8.3 Age:

A candidate having minimum age of 14 years and above as on 1.8.2016 shall be eligible to seek admission in the ITI.

8.4 Standard of Physical Fitness:

No rigid standards are laid down but candidates seeking admission should be physically fit for the work for which they are to be trained, and candidates if selected for admission shall produce Medical Certificate to that effect from Registered Medical Practitioner.

8.5 Domicile:

A candidate seeking admission in the Government or Private ITI should have been residing in Goa for a period of not less than 10 years preceding the date of the application. A Residence Certificate, issued by the Mamlatdar, indicating the period of continuous residence in Goa for the last ten years preceding the date of application could be enclosed along with the application. However, if the candidates establish that they are continuous residents of the State of Goa for the required years through their academic record, no Residential Certificate issued by the Mamlatdar is required to be produced. He/she would however, have to produce a copy of valid academic record/s and any other document/s to establish their claim of being continuous residents of the State of Goa. In case, there is any major break in the education, even though the residence was continued in the State of Goa, then, candidate would be then required to produce the documentary evidence or certificate from the Mamlatdar that during the said break period, he/she was in Goa and fulfilled requirement of continuous residence in Goa for required period.

The aforesaid condition shall not apply to:

- Children of Central/State/Union Territory Government employees and employees of Government of India undertakings who are posted in Goa.
- Children of Freedom Fighters registered as such in the Home Department of Government of Goa.
- Children of parents of Goan origin, who are born in Goa and who are serving in Armed Forces or retired from the Armed Forces provided that such children pass their qualifying examinations under the Central Board of Education or Goa Board of Secondary and Higher Secondary Examinations or Goa Board of Technical Education as the case may be and children of Ex-Servicemen registered with Rajya Sainik Board in Goa who have studied and passed the minimum qualifying examination from the Schools/Polytechnics in Goa. Parents of Goan origin can both father and mother born in Goa.

Relaxation in domicile period will be considered if seats remain vacant even after exhausting above options for SCVT & NCVT trades in all the ITIs on 31/07/2016 after the completion of the Second Round mentioned in the Schedule of admission process.

8.6 Reservation of Seats:

The following percentage of reservation of seats would be applicable to the Government and the Private ITIs:

A. Certain percentage of the total seats at each I.T.I. in the respective trades as indicated below have been reserved for various categories of the candidates:

- | | |
|---|-------------------|
| a) Scheduled Castes (SC) | 02 per cent |
| b) Scheduled Tribes | 12 per cent |
| c) Physically Handicapped Persons (PHP) | 03 per cent |

(Physical Handicap Subject to limits laid down in DGET circular No.DGE&T-19/(19)/2002-CD dated 22 January 2003)

- | | |
|---------------------------------|-------------------|
| d) Other Backward Classes (OBC) | 27 per cent |
|---------------------------------|-------------------|

30% of the seats in each of all the above categories shall be reserved for women candidates.

One seat is reserved at every Government ITI for each of the following categories and the allocation of the trade is at the discretion of the State Director of Craftsmen Training.

- a) Children of Freedom Fighters (CFF)
- b) Children of State and Central Government Employees (CGE)
- c) Children of African Repatriates of Goan Origin (CAR)

One seat in each of the ITIs are reserved for wards of defence personnel in the following order of priority:

- a) Children of deceased/disabled Ex-Servicemen, including those killed/disabled during peacetime.
- b) Children of Ex-servicemen
- c) Children of serving jawans
- d) Children of serving officers
- e) Ex-Servicemen

The allocation of trades is at the discretion of State Director of Craftsmen Training.

The reservation shall be considered only if specifically indicated in the application form by the candidate.

The Institute Managing Committee (IMC) of Vasco Govt. ITI is permitted to utilize up to 20% of sanctioned seats for admissions to this Institute on merit basis against the payment of fee of Rs. 5000/- (Rupees five thousand only) per year as fixed by IMC in addition to the tuition fee and caution money deposit.

The unutilized IMC quota seats shall be filled after the second round of admission at the said ITI by admitting general category candidates on merit basis against the payment of fee of Rs 5000/- (five thousand only) per year as fixed by IMC in addition to the tuition fee and caution money deposit.

8.7 Fees

8.7.1 Tuition Fees:

(a) For Government ITIs:

Each trainee shall be required to deposit on admission a non-refundable Tuition Fee towards his/her training in the trade course to which he/she is admitted as indicated below:

Sr. No.	Trade	Tuition Fee
1.	All BBBT & Advanced Modules (CoE)	Rs. 2500/-
2.	All other trades (CTS)	Rs. 2000/-

NOTE: Tuition Fee is waived off for candidates belonging to SC /ST /BPL categories and also for those having annual family income of less than Rs.1,50,000/-.

(b) For Private ITIs:

Sesa Private ITIs (Sankhali and Panchwadi):

Sr. No	Types of Fees	Trade Course				
		Fitter	Machinist	Electrician	Instrument Mechanic	Electronic Mechanic
1	Tuition Fees	Rs. 6000/-	Rs. 6000/-	Rs. 6000/-	Rs. 6000/-	Rs. 6000/-
2	Caution Money (Refundable)	Rs. 500/-	Rs. 500/-	Rs. 500/-	Rs. 500/-	Rs. 500/-
3	Total	Rs. 6500/-	Rs. 6500/-	Rs. 6500/-	Rs. 6500/-	Rs. 6500/-

Montfort Private ITI:

Sr. No.	Type of Fee	Amount		
		1 year course	Two year course	
			1 st year	2 nd year
1.	Admission	Rs. 200/-	Rs. 200/-	
2.	Tuition fee	Rs. 7000/-	Rs. 7000/-	Rs. 6,500/-
3.	Caution Money (Refundable)	Rs. 300/-	Rs. 300/-	Rs. 300/-
4.	Internal Exam Fees	Rs. 200/-	Rs. 200/-	Rs. 200/-
5.	Identity card	Rs. 60/-	Rs. 60/-	Rs.60/-

Keerti Vidyalaya Private Industrial Training Institute, Siolim

Sr. No	Types of Fees	Trade Course				
		COPA	Basic Cosmetology	Dress Making	Mechanic Motor Vehicle	Mechanic Refrigeration & Air Conditioning
1	Admission	Rs.150/-	Rs.150/-	Rs.150/-	Rs. 150/-	Rs. 150/-
2	Tuition Fees	Rs. 12000/-	Rs. 12000/-	Rs. 10000/-	Rs. 15000/-	Rs. 15000/-
3	Caution Money	Rs.500/-	Rs.500/-	Rs.500/-	Rs. 500/-	Rs. 500/-

	(Refundable)					
4	Identity Card	Rs.30/-	Rs.30/-	Rs.30/-	Rs. 30/-	Rs. 30/-
5	TOTAL	Rs. 12680/-	Rs. 12680/-	Rs. 10680/-	Rs. 15680/-	Rs. 15680/-

Bhumika Private Industrial Training Institute, Palye, Pernem

Sr. No	Types of Fees	Trade Course						
		COPA (1 year)	Basic Cosmetology (1 Year)	Dress Making	Food Production (General)	Food & Beverages Guest Service Assistant	Electrician	Plumber
1	Admission	Rs.100/-	Rs.100/-	Rs.100/-	Rs.100/-	Rs.100/-	Rs.100/-	Rs.100/-
2	Tuition Fees	Rs.8000/-	Rs. 8000/-	Rs.5000/-	Rs.15000/-	Rs.15000/-	Rs. 10000/-	Rs.5000/-
3	Caution Money (Refundable)	Rs.300/-	Rs.300/-	Rs.300/-	Rs.300/-	Rs.300/-	Rs.300/-	Rs.300/-
4	Identity Card	Rs. 40/-	Rs. 40/	Rs. 40/	Rs. 40/	Rs. 40/	Rs. 40/	Rs. 40/
5	Internal Exam Fees	Rs. 40/	Rs. 40/	Rs. 40/	Rs. 40/	Rs. 40/	Rs. 40/	Rs. 40/
6	Gathering/ Gymkhana	Rs. 40/	Rs. 40/	Rs. 40/	Rs. 40/	Rs. 40/	Rs. 40/	Rs. 40/
7	TOTAL	Rs.8520/-	Rs.8520/-	Rs.5520/-	Rs.10380/-	Rs.15520/-	Rs.10520/-	Rs.5520/-

Indo- German Private Industrial Training Institute, Marna, Siolim

Sr. No	Types of Fees	Trade Course			
		Electrician	Food Production (General)	Food & Beverages Guest Service Assistant	Plumber
1	Tuition Fees	Rs. 15000/-	Rs. 15000/-	Rs. 15000/-	Rs. 15000/-
2	Caution Money (Refundable)	Rs.500/-	Rs. 500/-	Rs. 500/-	Rs.500/-
3	Identity Card	Rs.20/-	Rs.20/-	Rs.20/-	Rs.20/-
4	Admission	-	---	---	
5	Internal Exam Fees	-	---	---	
6	TOTAL	Rs.15520/-	Rs. 15520/-	Rs. 15520/-	Rs.15520/-

8.7.2 Examination Fees:

The trainees declared eligible to appear for the yearly/semester pattern trade test of craftsmen under CTS or CoE scheme conducted at the end of each year/semester shall have to pay an examination fee of Rs. 275/- per trainee per year/semester. The repeaters shall be charged Rs. 575/- for every additional attempt and private trainees (those applying externally) shall be charged Rs. 2075/- per attempt. An additional fee as fixed by National Institute of Electronics and Information Technology, New Delhi will have to be paid by the trainee appearing for IT Literacy Test on each occasion.

8.7.3 Caution Money Deposit:**(a) For Government ITIs:**

Each trainee will be required to deposit on admission a sum of Rs. 500/- (Per Trade Course) to guard against loss or damage to equipments or tools entrusted to his/her charge during the course of training. A second deposit may also be asked for if the first one has been exhausted.

The caution money is refundable to a trainee on satisfactory completion of the course or in the event of his/her discharge from the institute on any grounds, after deduction of Government dues, if any Caution money deposits which are not claimed within six months after completion of training, and in the case of trainees who discontinue their training after one month of its commencement shall be forfeited to the Government.

(b) For Private ITIs:

A refundable amount as mentioned in the fee structure of each Private ITI is collected from each candidate as caution money deposit.

8.8 Sale of Prospectus:

A candidate desiring to seek admission in any of the Government or Private ITIs can purchase the “common” Prospectus from any of the nearest Government, Private ITI and Office of State Directorate of Craftsmen Training

8.9 Instructions for filling up of the Application Form and Acknowledgement Card:

1. Fill up the Application Form and Acknowledgement Card only after reading the Prospectus and the Application Form carefully.
2. The name of the candidate should be given in full as recorded in the birth certificate and a copy of the birth certificate shall be compulsorily enclosed.
3. The candidate should fill up the form in all respects without which it will not be considered for drawing the merit list.

8.10 Submission of Application Form:

- (a) Trade Courses at the ITIs under CTS start in the month of August and under COE in the month of September every year. Application in the prescribed performa (appended herewith) along with SELF-ATTESTED COPIES of the following certificates shall be submitted to the office of any nearest ITI on or before the date specified in the ‘Centralized Admission Center’:-
- (b) Certificate of passing and the statement of marks obtained in the minimum qualifying examination i.e. VIIIth, S.S.C.E., or Diploma in Engineering as the case may be. The candidates applying for Advanced Modules shall submit certificate stating completion of BBT course. The candidates failing in S.S.C.E. shall produce “Statement of Marks”. The candidates passing VIIIth Std. shall produce statement of marks and a passing certificate to the effect from the concerned school.

- (c) Leaving Certificate from the School/Institute/College attended last by the candidate. In case such certificate is not available at the time of submission of an application to the ITI a candidate selected for admission to the ITI shall have to produce it while taking admission in the ITI.
- (d) The candidates who are not able to produce leaving certificates from the past school or college last attended by them due to genuine reasons may produce a transfer certificate / bonafide certificate / a certificate mentioning that the candidate was a student of the particular school / college during the last academic year and that his / her leaving certificate is retained with that school or college due to genuine reasons.
- (e) Birth Certificate from the Registrar of Births and Deaths.
- (f) A certificate of continuous period of residence of 10 years in Goa on the date of application from the Mamlatdar having jurisdiction over the area of residence.
- (g) In case of children of employees of the Central/State Government or Government of India Undertakings, a certificate issued by the Head of the Office or Department, also stating therein the relationship with the candidate and the place of his/her posting in Goa.
- (h) In case of children of Ex-Servicemen/ Defence Personnel a certificate from the Competent Authority to the effect that either of their parents had been ex-serviceman/ Defence personnel.
- (i) In case of children of Freedom Fighters, a certificate from the Home Department of Government of Goa stating that his/her father/mother has been registered as Freedom Fighter.
- (j) In case of the candidates belonging to Scheduled Castes/Scheduled Tribes/Other Backward Class, a certificate to that effect from the Mamlatdar/Deputy Collector/Sub-Divisional Officer of the concerned area.
- (k) In case of a candidate belonging to SC/ST/BPL category or having annual family income less than Rs 1,50,000/- p.a., a certificate to that effect from the concerned competent authority, failing which exemption of the tuition fees in Government ITIs shall not be considered.
- (l) In case of the Physically Handicapped candidates a certificate from the Dean, Goa Medical College, regarding the nature of the disability or handicap and the extent to which the candidate is fit for joining the desired trade in the ITI.
- (m) In case of the Children of the African Repatriates of Goan origin, a certificate to that effect from the Home Department of Government of Goa.

Candidates passing Std Xth through National Open School without Maths & Science (not Home Science) subjects do not qualify for admission to the courses where Maths & Science are the subjects required for minimum Educational Qualifications under NCVT/ SCVT.

The duly filled application form along with the required certificates should be submitted personally at the entry counter of the respective I.T.I. or sent through registered post AD addressed to the Principal of the concerned ITI. The acknowledgement card along with the application number should be obtained from the concerned I.T.I. as it will be required to be preserved and produced whenever called for. Late and/or incomplete applications or those without true copies of the necessary certificates may not be considered.

8.11 Method of Selection:

- A centralized system of admission procedure will be followed and a common merit list would be drawn based on the applications received at the Government as well as the Private ITIs. A separate merit list of S.S.C. and VIII Std. entry qualification will be drawn for selection of candidates eligible for admission at any of the Government or Private ITIs by a central admission committee appointed by the State Director of Craftsmen Training. A provisional merit list will be displayed in all the Government and Private ITIs and a period of two days would be given to the candidate to comply to any deficiency/objection noticed if any by reporting the same to the authorities in the ITI where he/she had submitted the duly filled application form. A final merit list would be prepared by complying to the discrepancies raised if any by any of the candidate and displayed in all the Government and Private ITIs and also on the website of State Directorate of Craftsmen Training at www.sdct.goa.gov.in.
- Allotment of seats would be done in a centrally located venue decided by the State Director, details of which will be available in all ITIs.
- The admissions shall be strictly based on merit cum choice and on first come first serve basis to the candidates on the days specified in the “Centralized Admission Center”. The candidate present will be given an opportunity to select a seat of his/her choice from the seats available at the point of his/her merit number.
- If the candidate fails to turn-up for counseling as specified in the “Centralized Admission Center” or does not accept admission offered he/she shall forfeit the claim of seat as per his/her turn in merit position for that round and the seat will be offered to the next candidate in the merit list.
- In case during the round of admission, the candidate reports late for admission his/her candidature shall be considered for the then available seats. The list or order of candidates already admitted shall remain unchanged.

- Every eligible candidate who is desirous of seeking admission shall remain present in person at the admission center as per schedule of admission rounds along with Acknowledgement card, documents in original and fees, failing which the admission shall not be confirmed. Candidates desiring to get exemption from payment of tuition fees in Government ITIs shall produce the SC/ST/BPL certificate or income certificate (of income less than Rs. 1,50,000/-) from the competent authority at the time of admission. No exemption shall be considered later.
- Changes in the “Centralized Admission Center” if any will be notified through local newspapers and no personal communication will be sent to the individual candidates.
- The centralized system of admission would be applicable only for the first round of the respective categories as mentioned in the “Centralized Admission Center”. The vacant seats if any shall be filled by the Principals of respective ITIs based on the common merit list on first come first serve basis.
- If any seats remain vacant even after this, the Principals of respective ITIs may sell the Prospectus and fill up the vacant seats on first come first serve basis.
- The admitted trainees shall submit a medical fitness certificate issued by a registered medical practitioner along with the duly filled admission form to the respective ITI on the next working day after obtaining admission at the counseling center/ITI, failing which his/her admission is liable for cancellation.
- The decision of the admission committee in respect of interpretation of the rules and guidelines of admission shall be final and binding on all concerned.
- A candidate desiring to seek admission in a particular trade will have to specifically enclose the mark sheet of the entry qualification required for the respective trade.

NOTE: The original testimonials submitted by the candidates shall be returned to the candidates after of 15 days from the date of commencement of the training.

8.12 Completion of Admission Procedure

Procedure of admission shall not continue beyond 31st July, 2016 as per the DGE&T norms.

ANNEXURE - I

TRADE-WISE INTAKE CAPACITY AT GOVERNMENT ITIs FOR YEAR 2015-16 IN TRADES AND UNITS RUN UNDER CTS SCHEME AND AFFILIATED TO NATIONAL COUNCIL FOR VOCATIONAL TRAINING (NCVT), NEW- DELHI

Sr No	ITI	Computer Operator & Programming Assistant	Information & Communication Technology System Maintenance	Desktop Publishing Operator	Fitter	Turner	Machinist	Electrician	Instrument Mechanic	Mechanic Refrigeration Air Conditioning	Electronics Mechanic	Draughtsman (Mechanical)	Civil Draughtsman	Stenography & Secretarial Assistant (English)	Secretarial Practice (English)	Mechanic Motor Vehicle	Basic Cosmetology e	Food Production (General)	Food & Beverages Guest Service Assistant	Mechanic Diesel Engine	Welder	Carpenter	Wireman	Plumber	Sewing Technology	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
1	Farmagudi	40	20	-	*16	*16	12	32	20	20	*20	16	20	-	-	16	-	-	-	32	*32	-	-	-	-	312
2	Panaji	-	-	-	*16	-	-	*16	-	-	-	-	-	-	-	16	-	-	-	32	*32	-	-	20	-	132
3	Mapusa	40	20	-	*16	*16	-	-	-	-	*20	-	-	-	20	16	-	-	-	32	-	-	-	-	-	180
4	Margao/Aquem Baixo	20	20	20	*16	-	-	*16	-	-	*20	-	-	-	-	-	40	20	16	-	-	-	-	40	32	260
5	Cacora	20	-	-	*16	-	-	*16	-	20	-	-	-	-	-	-	-	-	-	32	*32	-	-	-	-	136
6	Pernem	40	-	-	-	-	-	*16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20	-	76
7	Bicholim	-	-	-	*16	-	-	*16	-	-	-	-	20	20	-	-	-	-	-	32	-	-	16	-	16	136
8	Sattari	-	-	20	*16	*16	-	*16	-	20	-	-	-	-	-	-	-	-	-	-	*16	-	-	40	16	160
9	Canacona	20	-	-	*16	-	-	*16	-	-	*20	-	-	-	-	-	-	-	-	16	*16	20	-	-	16	140
10	Vasco	20	-	20	*16	-	-	*16	-	20	*20	-	-	-	-	-	-	-	-	32	*16	-	16	20	-	196
	Total	200	60	60	*144	*48	12	*160	20	80	100	16	40	20	20	48	40	20	16	208	*144	20	32	140	80	1728

* NSQF Compliant courses

As per the DGE&T norms 30% of the sanctioned strength will be filled as supernumeraries. If the trade is not granted NCVT affiliation, the trainee's admission shall be considered under SCVT.

ANNEXURE - II

**TRADE-WISE INTAKE CAPACITY AT GOVERNMENT ITIs FOR 2016-17 IN TRADES AND UNITS RUN UNDER
CTS SCHEME AND AFFILIATED TO STATE COUNCIL FOR VOCATIONAL TRAINING (SCVT), PANAJI-GOIA**

Sr. No.		Computer Operator & Programming Assistant	Desktop Publishing Operator	Fitter	Machinist	Electrician	Electronics Mechanic	Basic Cosmetology	Welder	Wireman	Plumber	Sewing Technology	Mechanic Refrigeration & Air Conditioning	Computer Hardware & Network Maintenance	Software Testing Assistant	Attendant Operator (Chemical Plant)	Mechanic Motor Vehicle	Total
1	2	3	4	5	5	6	7	8	9	10	11	12	13	14	15	16	17	21
1	Farmagudi	-	-	-	-	-	-	-	-	-	40	-	-	-	-	-	-	40
2	Panaji	20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20
3	Mapusa	-	-	-	12	16	-	20	16	-	-	-	-	-	-	-	-	64
4	Margao /AquemBaixo	-	-	-	-	-	-	-	16	-	-	-	20	20	20	-	-	76
5	Cacora	-	20	-	-	-	-	20	-	16	40	16	-	-	-	-	16	128
6	Pernem	-	-	16	-	-	-	-	32	-	20	-	-	-	-	-	-	68
7	Bicholim	40	-	-	12	16	20	-	32	-	40	16	-	-	-	-	-	172
8	Sattari	-	-	-	-	-	20	-	-	-	-	-	-	-	-	-	-	20
9	Canacona	-	-	-	-	-	-	-	-	16	40	-	-	-	-	-	-	56
10	Vasco	-	-	-	-	-	-	-	16	-	-	-	-	-	-	16	-	32
	Total	60	20	16	24	32	40	40	96	32	180	32	20	20	20	16	32	680

*As per the DGE&T norms 30% of the sanctioned strength will be filled as supernumeraries.

ANNEXURE - III

TRADE-WISE INTAKE CAPACITY AT GOVERNMENT ITIs FOR 2016-17 IN TRADES AND UNITS RUN UNDER C.O.E. SCHEME AND AFFILIATED TO NATIONAL COUNCIL FOR VOCATIONAL TRAINING (NCVT), NEW DELHI

Sr.No	ITI	Hospitality Management (BBBT)	Hospitality Management Advanced Modules				Total
			Food Production	Front Office Management	Food & Beverage Service	House Keeping	
1	Panaji	96	-	-	-	-	96
	TOTAL	96					96

*As per the DGE&T norms 30% of the sanctioned strength will be filled as supernumeraries

ANNEXURE – IV

TRADE-WISE INTAKE CAPACITY AT GOVERNMENT ITIs FOR 2016-17 IN TRADES AND UNITS RUN UNDER C.O.E. SCHEME AND AFFILIATED TO STATE COUNCIL FOR VOCATIONAL TRAINING (SCVT), NEW DELHI

Sr. No	ITI	Hospitality Management (BBBT)	Hospitality Management Advanced Modules				Automobile (BBBT)	Automobile Advanced Module			TOTAL
			Food Production	Front Office Management	Food & Beverage Service	House Keeping		Servicing and overhauling of Automobile (Petrol)	Servicing and overhauling of Automobile (Diesel)	Denting, Painting and Welding	
1	Panaji		32	16	32	16					96
2	Sattari						96	32	32	32	192
3	Canacona	96	32	16	32	16					192
	TOTAL	96	64	32	64	32	96	32	32	32	480

*As per the DGE&T norms 30% of the sanctioned strength will be filled as supernumeraries.

ANNEXURE - V

TRADE-WISE INTAKE CAPACITY AT PRIVATE ITIs FOR YEAR 2016-17 IN TRADES AND UNITS RUN UNDER CTS SCHEME AND AFFILIATED TO NATIONAL COUNCIL FOR VOCATIONAL TRAINING (NCVT), NEW- DELHI

Sr No	ITI	Fitter	Machinist	Electrician	Instrument Mechanic	Electronics Mechanic	Total
1	2	3	4	5	6	7	8
1	Sesa, Sankhali	16	12	16	20	0	64
2	Montfort, Corlim	16	-	-	-	20	36
	Total	32	12	16	20	20	100

*As per the DGE&T norms 30% of the sanctioned strength will be filled as supernumeraries

ANNEXURE - VI

TRADE-WISE INTAKE CAPACITY AT PRIVATE ITIs FOR 2016-17 IN TRADES AND UNITS RUN UNDER CTS SCHEME AND AFFILIATED TO STATE COUNCIL FOR VOCATIONAL TRAINING (SCVT), PANAJI-GOIA

Sr. No.	ITI	Computer Operator & Programming Assistant	Fitter	Electrician	Mechanic Diesel Engine	Basic Cosmetology	Food Production (General)	Food & Beverages Guest Service Assistant	Plumber	Mechanic Motor Vehicle	Mechanic Refrigeration & Air Conditioning	Dress Making	Total
1	2	3	4	5	6	7	8	9				10	11
1	Sesa, Panchwadi	-	16	16	16	-	-	-				-	48
2	Montfort, Corlim	20	-	16	-	-	-	-				-	36
3	Keerti Vidhyalaya, Siolim	20	-	-	-	20	-	-		16*	20*	16	108
4	Bhumika, Palye, Pernem	20	-	16*	-	16	20	16	20*			16	140
5	Indo – German, Marna-Siolim	-	-	16*	-	-	20	16	20*			-	88
	Total	60	16	64	16	36	40	32	40	16	20	32	420

As per the DGE&T norms 30% of the sanctioned strength will be filled as supernumeraries

* Subject to fulfilling SCVT affiliation Norms.

ANNEXURE-VII

Details of Courses under SDI Scheme

Name of ITI/VTP	Information & Communication Technology (Sector)		Electronics (Sector)	Electrical Sector	Ind. Electrical Sector	Hospitality Sector		Garment Making Sector	Beauty Culture & Hair Dressing Sector	Automotive Repair Sector			Fabrication			Production & Manufacturing	Construction	
	Accounts Assistant using Tally (ICT 701)	DTP & Print Publishing Assistant (ICT 702)				Repair & Maintenance of Domestic Electronic Appliances (ELC 701)	Electrician Domestic (ELE 701)			Electrician Industrial (IEL 701)	Cook (General) (HOS 701)	House Keeper (HOS 704)	Hand Embroider (GAR 501)	Beauty Therapy & Hair Styling level-1 (BEA 701)	Basic Automotive Servicing 2 Wheeler,		Basic Automotive Servicing 4 wheeler (AUR 702)	Driver Cum Mechanic (AUR 703)
Farmagudi	-	Y	-	Y	Y	-	-	-	-	-	Y	Y	Y	-	-	-	-	-
Panaji	-	-	-	Y	Y	Y	Y	-	-	Y	Y	-	-	-	-	-	-	-
Mapusa	Y	-	-	-	-	-	-	-	-	-	Y	-	Y	-	-	-	-	-
Margao/Aquem Baixo	Y	-	Y	Y	-	Y	-	Y	Y	-	-	-	-	-	-	-	Y	-
Cacora	Y	-	-	Y	-	-	-	-	-	-	Y	-	Y	-	-	-	-	-
Pernem	-	-	-	Y	-	-	-	-	-	-	-	Y	Y	Y	Y	Y	Y	Y
Bicholim	Y	-	-	Y	-	-	-	-	-	-	Y	-	-	-	-	-	Y	-
Sattari	Y	-	-	Y	-	-	-	Y	-	Y	Y	-	Y	-	-	-	-	-
Canacona	-	-	-	-	-	-	-	-	-	-	-	Y	Y	-	-	-	Y	-
Vasco	Y	Y	-	Y	-	-	-	-	-	-	Y	-	Y	-	-	-	-	-
Duration of the Course (in hours)	500	500	520	600	700	520	520	520	500	500	500	600	700	300	300	600	500	500
Minimum Age as on '1/08/2016 (in years)	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	18	18
Min. Entry Qualification (std.Passed)	10th	10th	8th	8th	8th	5th	5th	5th	10th	5th	5th	5th	8th	8th + FAB 701	8th + FAB 701	8th	5th	5th

Note: These VTP/ITIs are likely to offer the above courses

**ANNEXURE –VIII
AFFIDAVIT BY STUDENT**

I.....(Full name of the student with admission / registration / enrolment number) S/O Mr./Mrs/Ms..... having been admitted to..... (Name of the Institution) have been noted the content of Goa Prohibition of ragging (Amendment) Act. 2010 (ACT 17 of 2010) herewith after the “ACT”). Carefully read understood the provisions in the said Act.

1. I have in particular persued clause 2(e) of the Act and am aware as to what constitutes ragging.
2. I have also in particular persued clause 5 and clause 6 of the Act and am fully aware of the penal and administrative action that is liable to be taken against me in case i am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
3. I hereby solemnly aver and undertake that.
 - A. I will not indulge in any behavior or act that may be constituted as ragging under clause 2 (e) of the Act.
 - B. I will not participate in or abet or abet or propagate through any act of commission or mission that may be constituted as ragging under the clause 2(e) of the Act.
4. I hereby affirm that if found guilty of ragging. I am liable for punishment according to clause 6 of the Act without prejudice to any criminal action that may be taken against me under any penal law for time being in force.
5. I hereby declare that i have not been expelled or debarred from admission in any institution in the country on account of being found quality of, abetting or being part of a conspiracy to promote ragging: and further affirm that, in case the declaration is found to be untrue. I am aware that my admission is liable to be cancelled.

Declared this..... day of month of year.

Signature of Deponent

Name:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my Knowledge and no part of the affidavit is false and nothing has been concealed of misstated therein.

Verified at..... (Place) on this the..... (day) of..... Month..... (Year) Solemnly affirmed and signed in my presence on this the..... (day) of..... Month..... (Year)..... after reading the contents of this affidavit.

**Principal
Govt/Pvt ITI**

**ANNEXURE –IX
AFFIDAVIT BY THE PARENT / GUARDIAN**

I Mr./Mrs./Ms
Parent/guardian (full name of
father/Mother/Guardian of

.....
(Full name of student with admission/registration/enrolment
number..... with admission/registration enrolment number) having
been admitted to..... (Name of the institution) have noted the content
of Prohibition of Ragging Act, 2008(Act No.9 of 2009) and Goa Prohibition of Ragging
(Amendment) Act. 2010(Act 17 of 2010) (herein after called the "Act"). Carefully read
and fully understood the provisions contained in the said Act.

1. I have in particular. perused clause 2(e) or the Act and am aware as to what constitutes Ragging
2. I have also in particular. perused clause 5 and clause 6 or the Act and am fully aware or the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging. actively or passively, or being part of a conspiracy to promote ragging.
3. I hereby solemnly aver and undertake that
 - a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 2(e) of the Act.
 - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 2(e) of the Act.
4. I hereby affirm that. if found guilty of ragging, my ward is liable for punishment according to clause the Act. without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
5. I hereby declare that my ward have not been expelled or debarred from admission in any institution in country on account of being found guilty of. abetting or being part of conspiracy to promote ragging and further affirm that. in case the declaration is found to be untrue. the admission of my ward is liable to be cancelled

Declared thisday of month of year.

Signature of deponent

Name:

Address:

Telephone/Mobile No.

Verification

Verified that the contents of this affidavit are true to the best of my Knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein. Verified at..... (Place) on this the..... (day) of..... month..... (year)

Signature of Deponent

Solemnly affirmed and signed in my presence on this the..... (Day) of.....month..... (year)..... After reading the contents of this affidavit.

**Principal
Govt/Pvt ITI**



GOVERNMENT OF GOA
STATE DIRECTORATE OF CRAFTSMEN TRAINING
Shramshakti Bhavan, Patto, Panaji Goa – 403001.

FOR OFFICIAL USE ONLY

FORM OF APPLICATION FOR ADMISSION TO INDUSTRIAL TRAINING INSTITUTE
 FOR THE YEAR 2016-2017

Prospectus No. :
 Application No.
 (to be issued by ITI)
 Date:/...../2016

Affix your
 latest
 photograph
 here

N.B. To be filled in by the candidates in his/her own hand writing using BALL PEN only.

- (1) Name of the candidate First Name
- Shri. / Kum. / Smt.
- (in capital letters only) Middle Name
- Last Name
- (2) Name of Father/ Guardian:
- (3) Name of Mother:
- (4) Date of Birth:
- (5) Permanent Address: (6) Address for Correspondence:
- H. No. :
- Ward :
- Village/ Town :
- Taluka :
- District :
- Pin Code :
- (7) Candidate's Tel. No./ Mobile:
- (8) Parents' Contact Details:
- Office Address:
- Mobile No. :
- Office Ph No.:
- (9) Tick in the appropriate category to which you belong to (**Applicable to only those ITIs where there is provision for reservation of seats**):
- I belong to General Scheduled Caste Scheduled Tribe Physically Handicapped Person Other
 Backward Classes Women and Girls Children of Ex-Servicemen Defense Personnel Children
 of Freedom Fighters Children of Government Employees Children of African Repatriates

(10) EDUCATIONAL QUALIFICATIONS (Minimum Qualifying Examination):

Name of Exam	Total Marks Obtained	Maximum Marks	% of Marks Obtained	Marks Obtained in			No. of Attempts
				Maths	Science	English	
STD 8 TH PASS							
S.S.C.E. FAIL							
S.S.C.E. PASS							
Diploma in Engineering							
Qualifications other than above							

- (11) Name & Address of School/-----
- (12) Name & Address of Higher Secondary School/-----
- (13) Name & Address of Polytechnic last attended -----
- (14) List of ATTESTED COPIES OF CERTIFICATES and PHOTOGRAPHS to be attached to this application.
 - (1) School/Institute/College Leaving Certificate/Bonafide certificate/Transfer certificate.
 - (2) Statement of marks obtained in VIII Std./ SSC/ Diploma in Engg. as applicable.
 - (3) Certificate of passing VIII std/SSC/Diploma in Engg. as applicable.
 - (4) Certificate regarding residence of 10 years preceding the date of this application or in lieu of this Certificate, documentary evidence highlighted at Clause No. 8.5 of the prospectus would have to be produced.
 - (5) Birth Certificate.
 - (6) Certificate that the candidate’s father or mother is an employee of Govt. /Govt. undertaking.
 - (7) Certificate that the candidate’s father or mother is a freedom fighter.
 - (8) Certificate that the candidate’s father or mother is Defense Personnel or Ex-Servicemen.
 - (9) Certificate that the candidate belongs to Scheduled Caste/ Other Backward Classes.
 - (10) Certificate regarding candidate being Physically Handicap.
 - (11) Medical certificate from registered medical practitioner.
 - (12) NAC/NTC/course completion certificate of BBBT (Applicable for candidates applying for Advanced Modules)
 - (13) 03 latest photographs of the candidate of 32 x 34 mm size for identity card & other admission purposes.
 - (15) Photo Copy of Aadhaar Card issued by Government of India.

UNDERTAKING

I hereby confirm that the information provided above from pointer No. 1 to 12 is true. If admitted, I shall deposit the requisite fee and caution money amount as mentioned in this Prospectus to the respective ITI counter. I shall take proper care of the tools and equipments entrusted to me.

I agree to confirm to the Rules and Regulations presently in force at the Institute or that may be made hereafter for the administration of the Institute. I also undertake that as long as I continue to be a trainee of the Institute, I shall do nothing unworthy of a trainee of the Institute or do anything that will interfere with its orderly working and discipline.

Place: _____

Signature of Candidate

Date: _____

Signature of Parent / Guardian

N.B.: Application with incomplete information and without self-attested copies of necessary certificates will lead to disqualification and may not be considered

SCHEDULE OF ADMISSION PROCESS

Sr. No.	Activity / Event & Places	Date & Time	
1.	Sale of Prospectus at All Govt. ITI s	06.06.2016 onwards	
2.	Last day for receiving Application forms at respective ITI's complete in all respect.	15.07.2016	
3.	Display of Provisional Merit List in ITIs and on the website of State Directorate of Craftsmen Training at www.sdct.goa.gov.in	19.07.2016	
4.	Display of Final Merit List in all ITIs and on the website of State Directorate of Craftsmen Training at www.sdct.goa.gov.in	20/7/2016	
5.	First Round of Admission at the Centralized Admission Centre Date of admission for candidates belonging to General categories and desirous for seeking admission in courses where the entry qualification is S.S.C/H.S.S.C. From Merit No.0001 to 0250	Date	Time
		22.07.2016	10.00 a.m.
		22.07.2016	02.00 p.m.
		23.07.2016	10.00 a.m.
		23.07.2016	02.00 p.m.
		25.07.2016	10.00 a.m.
		25.07.2016	02.00 p.m.
		26.07.2016	10.00 a.m.
26.07.2016	02.00 p.m.		
6.	First Round of Admission at the Centralized Admission Centre (All General Category VIII Standard)	27.07.2016	10.00 am onwards

7.	First Round of Admission at the Centralized Admission Centre (All Reserved category)	28.07.2016	10.00 am onwards
	1. SSC & 12 th pass		2.30 pm onwards
	2. VIII pass		
8.	Second Round of Admission in the ITI on Merit on first cum first serve basis to fill up vacant seats of All Categories	29.07.2016	10.00 am onwards

N.B. Vacant seats of reserved categories if any shall be allotted to general category in the second round as per the merit list at respective ITI's on 31/07/2016 after the completion of the Second Round of Admission at respective ITI

Candidates selected for admission will have to submit a photograph of parents duly attested by a gazetted officer.



Government of Goa
STATE DIRECTORATE OF CRAFTSMEN TRAINING
SHRAMA SHAKTI BHAVAN, PATTO PLAZA, PANAJI- GOA,
ACKNOWLEDGEMENT CARD

(For admission to Government & Private Industrial Training Institute: Year 2016-17)

Your application for admission to ITIs has been received in this office and the application number is allotted as below:

Application No.:/2016.

Name of ITI:

Date:

.....
Signature.

Official Seal

To,
Kum./Kumari.....
.....
.....

From.
The Principal,
..... Govt. /Pvt. Industrial Training Institute,
.....