

**GUIDELINES FOR SETTING UP OF 'INSTITUTES FOR TRAINING of TRAINERS(ITEs)" &  
INSTRUCTOR TRAINING WINGS (ITWs) FOR CONDUCTING TRAINERS TRAINING PROGRAMME  
UNDER CRAFT INSTRUCTOR TRAINING SCHEME (CITS)**

**The success and sustainability of any Training Schemes depends, along with others,  
on availability of qualified instructors.**

Presently instructors are trained under the Craft Instructor Training Scheme (CITS) in the field institutes of DGE&T. As on date field institutes of DGE&T (1CTI, 5 ATIs, 1 NVTI & 12 RVTIs) have facility for imparting the instructor training in 27 trades (59 modules) out of 121 trades. The gross capacity of these institutes is around 1600 instructors per annum including Instructor training imparted in NVTI and RVTIs to women trainee instructors where the gross annual capacity is around 500 (out of 1600).

- I. The demand for qualified instructors is huge as compared with the gross capacity of instructor training of DGE&T field institutes. Presently, as on 31/3/2011 the gross seating capacity in the country for skill training under the Craftsmen Training Scheme (CTS) which is implemented through 8800 Govt. and Pvt. ITIs (2217 Govt. ITIs & 6583 Private ITIs) is around 12.2 lakhs. These Govt. and Pvt. ITIs require about 60,000 instructors (with an average trainee-instructor ratio of 20:1). As per the present trend, on an average one lakh training seats are being added in the ITIs/ITCs every year. This creates an additional demand of about 5,000 instructors in Govt. and Pvt. ITIs every year. Another flagship programme of DGE&T is Apprenticeship Training Scheme (ATS). Under ATS, training is imparted in 25,472 establishments in 235 designated trades with seating capacity of 3.1 lakhs. Instructor requirement for this scheme is around 15,000. This scheme is also registering a positive growth rate, which is creating an additional demand of about 2000 qualified instructors every year. Further, there is an estimated demand of around 3000 instructors considering superannuation, change in job of existing instructors, etc. Thus, the present instructor requirement for the two major schemes of DGE&T (CTS & ATS) is more than 70,000 and additional demand for these two schemes is 10,000 instructors per annum.

Besides, following new projects will push further the demand of trained instructors, viz.

- establishment of 1500 new ITIs & 50,000 Skill Development Centres (SDCs) under Koushal Vikas Yojna;
- Modular Employable Skills (MES) under SDI scheme wherein target is to train one million persons in the first 5 years and thereafter one million persons each year; and

- Establishment of 2500 Govt. Vocational Education schools in Govt. sector and 2500 in PPP mode, and strengthening of about 2000 existing vocational schools by Ministry of HRD.
- Establishment of 34 new ITIs and 68 SDCs under "Enhancing Skill Development Infrastructure in 34 Districts affected by Left Wing Extremism".
- Up gradation of 20 ITIs by introducing 3 new trades and supplementing deficient infrastructure in 28 ITIs under "Enhancing skill development infrastructure in NE States and Sikkim"

II. With this background, the present instructor training capacity of 1600 per annum is considered too inadequate. As of now there is huge gap between instructor training capacity and requirement of trained instructors and it is foreseeable that in near future (the gap would further increase exponentially) this may become a serious bottleneck in implementation of projects designed to deliver quality training. DGE&T is therefore, focusing its attention to train instructors in large numbers.

## **2. Instructors Training Programme in DGE&T:**

To address the issue both quantitatively, qualitatively, NCVT has make following resolutions in its 37<sup>t</sup> and 38<sup>t</sup> meetings:-

- (i) Introduction of Modular pattern of Craft Instructor Training in place of conventional one year training; (Resolution 3.12 of 37<sup>th</sup> meeting) (DGE&T No. 19(14)/2008 dated 31<sup>st</sup> December,2008)
- (ii) Introduction of Modular pattern of instructor training for non engineering trades in place of conventional one year training; (Resolution 3804.2 of 38<sup>th</sup> meeting).(DGE&T 19(9)/2010-CD dated 13<sup>th</sup> August,2010 )
- (iii) Abolition of provision for 3 months POT modules for instructors having 5 years or more experience as on July, 2004 to designate them as trained instructors for trades where instructor training facilities are available; (Resolution 3804.3 of 38<sup>t</sup> meeting). DGE&T 19(10)/2010-CD dated 29<sup>th</sup> September,2010
  - (a) Withdrawal of orders issued vide letter No. DGE&T 19(2)/2004-CD dated 19th/22nd July,2004 regarding special provision of 3 month POT training for instructors having 5 years or more experience as on July, 2004 and giving them status of trained instructors.
  - (b) State Govts. would give their requirement on number of untrained trainers to DGE&T and DGE&T in turn, shall prepare proper scheme for Training of Trainers.
  - (c) All the existing instructors must be trained in all the modules with in a period of three years. Trades where DGE&T have insufficient/no capacity, they will conduct TOT modules with the help of appropriate institutes in the public / private sector.
  - (d) Any institute desirous of getting affiliation for new/additional trades/units in that institute has to ensure that there is no untrained instructor for already affiliated

trades/units in that institutes.

- (e) All the instructors must attend two week refresher training programme every alternate year arranged by DGE&T / State Directorates/ IMCs. TA/DA for these programmes will not necessarily be paid by DGE&T.

- (f) Vocational Instructors of ITIs/ITCs should be promoted to higher posts only after they posses Craft Instructor Certificate.

(iv) Enhancing the number of attempts for instructor trainees to pass All India Trade Test for Craft Instructors; (Resolution 3804.4 of 38<sup>th</sup> meeting). DGE&T 19(11)/2010-CD dated 4<sup>th</sup> September,2010

(v) Appointment of two Instructors for two units of each trade with different qualifications; (Resolution 3804.5 of 38<sup>th</sup> meeting). DGE&T 19(12)/2010-CD dated 28<sup>th</sup> September,2010 Institutes (ITIs/ITCs) desirous of taking affiliation from NCVT should apply for a minimum of two units (or multiple of two units) of a trade at a time which would require appointment of two instructors, one for each unit. Out of these two instructors, atleast one instructor must be with Diploma/Degree in relevant branch of engineering from recognized board/university with requisite experience.

(vi) Opening of new industrial training institutes/centers; (Additional Resolution 3 of 38th meeting).

The council approved the proposal of opening of new ITIs/ITCs by companies like sole proprietor, private / public limited, registered under companies act, societies & trusts registered as per act, and promoters of SEZs, etc. Council also approved that these organizations could also set up Institute for Training of Trainers as per rules and Act. (DGE&T 19(29)2010-CD Dated 22<sup>nd</sup> September,2010.

### 3. Course Structure

3.1 Craft Instructor Training for Engineering Trades in modular pattern will be imparted as per the syllabi approved by the NCVT for each module. The complete course of Instructor Training for Engineering Trades will be delivered in four modules each of three months duration namely:-

- I. Training Methodology (TM) common for the trade group;
- II. Engineering Technology (ET) being common for some trades, it is grouped. The Group list is at **Appendix-I**. However, the list is not exhaustive, on introduction of Instructor Training for a particular Engineering Trade, new group may be created, or it may be accommodated in any of the existing groups;
- III. Trade Technology-I (TT-I) is trade specific; and
- IV. Trade Technology-II (TT-II) is also trade specific.

3.2 The batch size of the modules will be as under:-

- a) Training Methodology maximum intake 30;
- b) Engineering Technology maximum intake 30;
- c) Trade Technology-I maximum intake 20; and
- d) Trade Technology-II maximum intake 20.

3.3 Training in any module is to be started from a quarter of academic session i.e. August, November, February & May.

- 3.4 Trade testing for modules would be held at the end of each module i.e. October, January, April, & July.
- 3.5 All the four modules of at least one particular trade are to be operated in an institute.

#### 4. ADMISSION:

- 4.1 In any module, trainees are to be admitted only after NCVT affiliation is granted for that module. The admission of trainees will be as per the guidelines issued by NCVT from time to time. The current guidelines are in **Appendix-II**.
- 4.2 For benefit of sponsoring authorities and candidates who are in the need of such training the Institute will prepare a schedule of modular plan (quarter wise) well in advance and give wide publicity and invite applications from eligible candidates. Copies of such schedule to be sent to Secretary, NCVT for record.
- 4.3 The Instructors from ITIs/ITCs/BTCs/Pvt. candidates should also be admitted in the modules depending upon the request/applications made by the concerned sponsoring authority/private candidates and their eligibility.
- 4.4 Seats are to be reserved for different category of trainees as per the reservation norms prevalent in the respective State/UT.
- 4.5 All the records in respect of trainees should be maintained by the institute for a minimum of 20 years.

#### 5. TRADE TESTING & CERTIFICATION:

- 5.1 On completion of the training period of a particular module Trade Testing would be done under the aegis of NCVT as per the norms of CITS. The marking scheme of Modules will be as detailed in **Appendix-III**.
- 5.2 Mark sheets in appropriate proforma , **Appendix- IV(A), IV (B) & IV (C)** are to be issued to all the trainees who appear in the prescribed Trade Test of the Module by the institute conducting the Trade Test.
- 5.3 Consolidated mark-sheets in appropriate proforma, **Appendix-V(A)** are to be issued to all the trainees who pass all the prescribed Trade Tests of all the modules. Such mark-sheets are to be issued by the institute from where the trainees pass the last module of the four modules.
- 5.4 The institute from where the trainees pass the last module of the four modules will send the details of the trainees in hard as well as soft copy to the DGE&T Hqrs.
- 5.5 "National Craft Instructor's Certificate", **Appendix-V(B)** will be issued by NCVT to all the trainees who pass all the prescribed Trade Tests of all the modules within a period of three years from the date of first registration. The

certificates will be sent to the corresponding institutes for subsequent handing over to the concerned trainees. 5.6 Additional increments to be given to the Instructors of ITI/ITC's WHO SUCES SFULLY PASS THE Craft Instructors Training course. **6. AFFILIATION:**

- 6.1 As per the recommendation of NCVT in its 30<sup>th</sup> meeting and subsequent acceptance by Govt., training institutes to impart training to Craft Instructors can be set up by State/UT Govts., sole proprietor company, Pvt. Limited Company, Public Limited Company, SEZ, Society, Trust, & NGO. These institutes will have to be affiliated to NCVT.
- 6.2 NCVT affiliation to operate courses under Crafts Instructor Training Scheme (CITS) to any institute will be granted on module basis subject to the conditions of fulfilling required infrastructure and human resources.

#### 6.2.1 General Requirement for IToT / ITW's for Grant of Affiliation

Affiliation to be granted to any IToT/ITW initially for four modules i.e. TM, ET, TT-I & TT-II.

- a) Any ITW / ITOT will be eligible for grant of affiliation for TM and ET modules of same groups only when at least two units each of TT-I and TT-II of relevant trade / trade group are affiliated.
- b) Any ITW/ITOT may apply for grant of affiliation of all the four modules (TM, ET, TT-I & TT-II) simultaneously. Affiliation of TM & ET will be granted subject to getting affiliation of TT-I & TT-II.
- c) Affiliation of only TM and/or ET modules will not be granted.

6.2.2 Each ITOT/ITW should have one Information Centre (with at least 100 sq. mt.) having the following facilities and having 12000 lumen of illumination:-

- a) Computer Room with at least 10 computers (upto 5 units and thereafter @2 computers/unit) and Internet connectivity (Broad Band)
- b) Library equipped with Trade related Books, Magazines, trade Journals, etc.

6.2.3 Each ITOT/ITW should have Basic amenities for male, Female and differently able persons.

6.2.4 Each ITOT/ITW should have facilities for outdoor sports and games including co-curricular activities.

6.2.5 Power norms for Class rooms, Labs and workshops should be as mentioned in the syllabus of respective modules. Institute should have alternate power supply arrangement to take load of class-room, drawing halls, admin. areas excluding ACs.

- a) The Institute building, workshops, Classrooms, Labs etc, should preferably conform to 3 star energy rating as per Bureau of Energy Efficiency (B.E.E).

6.2.6. Space requirement - the details are mentioned in Appendix-XI.

6.2.7 Human resources which includes Principals, Trainers, other supporting staff members, etc. The salary and remuneration to the Trainers and Principals are to be paid through any Nationalized Bank or Post Office. Qualification & experience requirement for Trainers and Principals are given in **Appendix IX**.

- 6.3 Organisations /Institutes desirous of starting Instructor Training Programme in Engineering Trades under CITS will apply for grant of affiliation to DGE&T Hqrs in the prescribed form (**Appendix-VII A**). Institutes already affiliated to operate one or more module(s) can apply to DGE&T in a similar manner. Such applications from such an institute, for grant of affiliation will be considered subject to the following conditions:-
- a) All the affiliated modules should be in operation in the Institute on the date of application;
  - b) If the institute does not have affiliation for all the four modules of any trade(s), it should obtain affiliation for all the four modules of such trade(s) before applying for grant of affiliation of modules of other trade(s)/ trade group(s).
- 6.4 DGE&T will appoint a *MENTOR* for counseling and guidance of the institutes. *MENTOR* will submit a report regarding completion of facilities and availability of infrastructure to start Instructor Training programmes in that institute after undergoing due diligence. On the basis of *MENTOR'S* report, DGE&T will appoint Standing Committee for inspection.
- 6.5 Module wise affiliation would be granted by NCVT only after the infrastructure facilities for each module as prescribed by NCVT are created and facilities inspected by the Standing Committee constituted for grant of affiliation. Although affiliation is modular but all the modules for particular trades will be required to be affiliated at a time. Such affiliation would be granted for limited period (3 years) and not on permanent basis. It will be the responsibility of the institute to get the facilities inspected and re-affiliated before expiry of the affiliation period.
- 6.6 The composition of the Standing Committee is at **Appendix-VIII**. The Standing Committee will have no member from the affiliation department. The Standing Committee Inspection Report (SCIR) duly recommended by the competent authority will be considered by the Sub-Committee of NCVT dealing with affiliation. On the recommendations of the Sub-Committee affiliation will be granted by the NCVT.

Appendix-I

**Grouping of trades for Engineering Technology Module (ET)**

<b>Group No.</b>	<b>Trades included in the Group</b>
I	1. Carpenter 2. Foundry Man 3. Pattern Maker 4. Sheet Metal worker 5. Welder (Gas & Electric)
II	1. Mechanic Motor Vehicle 2. Mech. Ref. & Air conditioning 3. Farm Mechanic and Mechanic Ag. Machineries
III	1. Draughtsman (Mechanical) 2. Draughtsman (Civil) 3. Reading of Drawing & Arithmetic (ROD & A)
IV	1. Fitter 2. Turner 3. Machinist 4. Machinist (Grinder) 5. Tool and Die Maker 6. MTMM
V	1. Electrician 2. Wireman
VI	1. Maintenance Mechanic (CP) 2. Attendant Operator (CP) 3. Instrument Mechanic (CP) 4. Laboratory Assistant (CP) 5. Instrument Mechanic
VII	1. Electronics Mechanic 2. Mechanic Radio and TV 3. IT&ESM
<b>NOTE: Grouping S.No.</b>	<b>Subject</b>
	<b>Full Marks</b>
	<b>Pass Marks</b>

NOTE: Grouping for other trades is under preparation.

Appendix- II

Procedure to be followed for admission to different modules of Craft Instructor Training Course.

1. Eligibility for admissions for the modules of Training Methodology (TM), Engineering Technology (ET) and Trade Technology-I will be :-
  - a) Possessing National Trade Certificate for the relevant trade or
  - b) Possessing National Apprenticeship Certificate in the relevant trade or
  - c) Diploma in relevant branch of engineering
2. Eligibility for admissions for the module of Trade Technology-II will be
  - a) Same as 1 above and
  - b) Completed training in Trade Technology-I (TT-I) Module of the relevant trade of Modular Pattern of Craft Instructor Training Course.
3. Candidates sponsored by the Directorate of States/Union Territories In charge of Craftsmen Training will be given first preference.
4. The next preference will be given to the Candidates sponsored by the affiliated ITCs, (for the candidates of the affiliated trades only), Government of India Departments, any other Department of State Government/UT, Public Sector Enterprises (Central/State), Industrial Organizations.
5. Remaining vacant seats, if any, to be filled-up from Private candidates based on merit only. The criteria for preparing the Merit List of the private candidates (applicants) will be as under:-

S.No.	Criteria	Percentage weightage
<b>1.</b>	<b>Educational qualifications</b>	<b>40</b>
1.1	Matriculation or equivalent	30 (based on marks obtained in Board Examinations)
1.2	Intermediate or (10+2)	05 (based on marks obtained in Board Examinations)
1.3	Graduate	05 (based on marks obtained in University examinations)
	<b>Sub-total - Educational qualifications</b>	<b>40</b> <b>Contd....</b>
<b>2.</b>	<b>Technical qualifications</b>	<b>60</b>
2.1	National Trade Certificate	50 (based on marks obtained in the Trade Test of NCVT)
2.2	National Apprenticeship Certificate	60 (based on marks obtained in the Trade Test of NCVT)
2.3	Diploma in Engineering of relevant	60

	branch	(based on the marks obtained in Board/University Examinations)
	<b>Sub-total - Educational qualifications</b>	<b>60</b>
	<b>Grand Total - Technical and Educational qualifications</b>	<b>100</b>

6. The reservation for different category will be as under

S.No.	Category	Percentage of reservation
1.	Scheduled Caste	15 (vertical)
2.	Scheduled Tribe	7.5 (vertical)
3.	Other Backward Classes	27.5 (the number of seats to be increased equivalent to number of seats offered to OBC Candidates)
4.	Physically handicapped	03 (vertical) Suitability in the trade to be certified. A list showing suitability of PWDs for different trades are given in <b>Appendix-XII</b>
5.	Ex-serviceman	01
6.	Women candidates	30 ( for each category i.e horizontal)

#### 7. Modular advantage

Over and above, modular advantage to a candidate to be given in the following order: -

8. Preference will be given to the candidates who have completed three/two/one modules in that order. In case, it becomes necessary to prepare merit list for such candidates who have completed same number of modules then the admission is to be offered on the basis of separate merit only for each group.

Appendix-III (A)

**Marking Scheme for each module of Modular Pattern for Craft Instructor Training for all trades except DMM, DMC and ROD & A**

Group No.	Trades included in the Group				
I	1. Carpenter 2. Foundry Man 3. Pattern Maker 4. Sheet Metal worker 5. Welder (Gas & Electric)				
II	1. Mechanic Motor Vehicle 2. Mech. Ref. & Air conditioning 3. Farm Mechanic and Mechanic Ag. Machineries				
III	1. Draughtsman (Mechanical) 2. Draughtsman (Civil) 3. Reading of Drawing & Arithmetic (ROD & A)				
IV	1. Fitter 2. Turner 3. Machinist 4. Machinist (Grinder) 5. Tool and Die Maker 6. MTMM				
V	1. Electrician 2. Wireman				
VI	1. Maintenance Mechanic (CP) 2. Attendant Operator (CP) 3. Instrument Mechanic (CP) 4. Laboratory Assistant (CP) 5. Instrument Mechanic				
VII	1. Electronics Mechanic 2. Mechanic Radio and TV 3. IT&ESM				
NOTE: Group in S.No.	Subject	Full Marks	Pass Marks	Duration of Examination	
<b>A. Training Methodology</b> <b>Duration : 3 months</b>					
1.	Theory Sessional	125 25	75 15	3	
2.	Teaching Practice &	125	75	6	

- Note :      1. Evaluation of the answer books and practical exercises shall be carried out as per the existing system under NCVT.  
               2. Total marks of 1200 kept unaltered.  
               3. Pass marks of 60% kept unaltered.

**Appendix-III (B)**

Marking Scheme for each module of Modular Pattern for Craft Instructor Training for DMM, DMC and ROD & A trades

Group No.	Trades included in the Group			
I	1. Carpenter 2. Foundry Man 3. Pattern Maker 4. Sheet Metal worker 5. Welder (Gas & Electric)			
II	1. Mechanic Motor Vehicle 2. Mech. Ref. & Air conditioning 3. Farm Mechanic and Mechanic Ag. Machineries			
III	1. Draughtsman (Mechanical) 2. Draughtsman (Civil) 3. Reading of Drawing & Arithmetic (ROD & A)			
IV	1. Fitter 2. Turner 3. Machinist 4. Machinist (Grinder) 5. Tool and Die Maker 6. MTMM			
V	1. Electrician 2. Wireman			
VI	1. Maintenance Mechanic (CP) 2. Attendant Operator (CP) 3. Instrument Mechanic (CP) 4. Laboratory Assistant (CP) 5. Instrument Mechanic			
VII	1. Electronics Mechanic 2. Mechanic Radio and TV 3. IT&ESM			
NOTE: Grouping S.No.	<b>Subject</b> <b>Full Marks</b> <b>Pass Marks</b> <b>Duration of Examination</b>			
<b>A. Training Methodology</b> <b>Duration : 3 months</b>				
1.	Theory Sessional	125 25	75 15	3
2.	Teaching Practice &	125	75	6

Note : 1. Evaluation of the answer books and practical exercises shall be carried out as per the existing system under NCVT.

2. Total marks of 1200 kept unaltered.
3. Pass marks of 60% kept unaltered.

Appendix-IV (A)

Proforma for Mark Sheet

No. XXX/YYY/ETVNNNN®

(Particulars of the State Directorate/DGE&T field institute)

Shri/Shrimati/Kumari ..... Son/Daughter/Wife of Shri .....

appeared in the prescribed trade test for Craft Instructors held in the month of.....

after completion of the course of training at ..... from ..... to .....

Registration Number at 1<sup>st</sup> entry.....

Date of Registration at 1<sup>st</sup> entry ..... at .....

Sponsoring organization...../\*Private.

**Module: Engineering Technology. Trade ..... Roll No .....**

Group No.	Trades included in the Group
I	1. Carpenter 2. Foundry Man 3. Pattern Maker 4. Sheet Metal worker 5. Welder (Gas & Electric)
II	1. Mechanic Motor Vehicle 2. Mech. Ref. & Air conditioning 3. Farm Mechanic and Mechanic Ag. Machineries
III	1. Draughtsman (Mechanical) 2. Draughtsman (Civil)

\*Strike out which is not applicable

RESULT: \*Passed / Failed

**STATEMENT OF MARKS**

# For Group-III trades only

Prepared by: .....

Checked by .....

Signature of i/c, CITS/Principal (ITI)

Principal/Director (CTI/ ATI/ State)

Place

Date

@Not to be printed:

XXX:ATI/CTI/ITI; YYY: Station e.g. KOL, CHN, HYD, KAN, MUM, LUD; ET: Engineering Technology; NNNN: Running Serial e.g. 0223

Appendix-IV (B)

Proforma for Mark Sheet

No. XXX/YYY/TT>NNNN®

(Particulars of the State Directorate/DGE&T field institute)

(Particulars of the State Directorate/DGE&T field institute)

Shri/Shrimati/Kumari ..... Son/Daughter/Wife of Shri .....

appeared in the prescribed trade test for Craft Instructors held in the month of .....

after completion of the course of training at ..... from ..... to .....

Registration Number at 1<sup>st</sup> entry.....

Date of Registration at 1<sup>st</sup> entry ..... at .....

Sponsoring organization...../\*Private.

Module: Trade Technology-\*! /II Trade..... Roll No.....

Group No.	Trades included in the Group
I	1. Carpenter 2. Foundry Man 3. Pattern Maker 4. Sheet Metal worker 5. Welder (Gas & Electric)
II	1. Mechanic Motor Vehicle 2. Mech. Ref. & Air conditioning 3. Farm Mechanic and Mechanic Ag. Machineries
III	1. Draughtsman (Mechanical)

\*Strike out which is not applicable

RESULT: \*Passed / Failed

**STATEMENT OF MARKS**

Prepared by:

Principal/Director (CTI/ ATI/ State)

Signature of i/c, CITS/Principal (ITI)

Place

Date

@Not to be printed:

CHN, HYD, KAN, MUM, LUD; TT- Trade

XXX:ATI/CTI/ITI; YYY: Station e.g. KOL, Technology;

NNNN: Running Serial e.g. 0223

Checked by.....

Appendix-IV (C)

Proforma for Mark Sheet

No. XXX/YYY/TM>NNNN@

(Particulars of the State Directorate/DGE&T field institute)

Shri/Shrimati/Kumari ..... Son/Daughter/Wife of Shri .....

appeared in the prescribed trade test for Craft Instructors held in the month of.....

after completion of the course of training at..... from .....to

Registration Number at 1<sup>st</sup> entry.....

Date of Registration at 1<sup>st</sup> entry ..... at .....

Sponsoring organization...../\*Private.

**Module: Training Methodology      Trade ..... Roll No .....**

<b>Group No.</b>	<b>Trades included in the Group</b>
I	1. Carpenter 2. Foundry Man 3. Pattern Maker 4. Sheet Metal worker 5. Welder (Gas & Electric)
II	1. Mechanic Motor Vehicle 2. Mech. Ref. & Air conditioning 3. Farm Mechanic and Mechanic Ag. Machineries
III	1. Draughtsman (Mechanical) 2. Draughtsman (Civil)

\*Strike out which is not applicable

RESULT: \*Passed / Failed

**STATEMENT OF MARKS**

Prepared by:

Checked by .....

Signature of i/c, CITS/Principal (ITI)

Principal/Director (CTI/ ATI/ State)

Place

Date

*Not to be printed:*

@XXX:ATI/CTI/ITI; YYY: Station e.g. KOL, CHN, HYD, KAN, MUM, LUD; TM: Training Methodology; NNNN: Running Serial e.g. 0223

**PROFORMA FOR CONSOLIDATED MARKSHEET**

**NO.**  
**GOVT. OF INDIA MINISTRY OF LABUR AND**  
**EMPLOYMENT**  
**NATIONAL COUNCIL FOR VOCATIONAL TRAINING**

1. Name (Shri/Shrimati/Kumari) .....
2. Son/Daughter/Wife of Shri .....
3. Trade.....
4. Registration Number at 1<sup>st</sup> entry.....
4. Date of Registration at 1<sup>st</sup> entry .....at .....
5. Sponsoring organization ...../\*Private.

<b>Group No.</b>	<b>Trades included in the Group</b>
I	1. Carpenter 2. Foundry Man 3. Pattern Maker 4. Sheet Metal worker 5. Welder (Gas & Electric)
II	1. Mechanic Motor Vehicle

\*Strike out which is not applicable

6. Consolidated marks obtained

Prepared by:

Checked by.....

SECRETARY DIRECTOR/PRINCIPAL

National Council for Vocational Training ATI/State/CTI

Dated:

Place:

No. XXX/YYY/CM/NNNN@

(Particulars of the State Directorate/DGE&T field institute)

PROFORMA FOR CERTIFICATE

( By lingual)

Sl. No.....

*EMBLEM*

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

|Photo

UID

No .....  
National Council for Vocational Training

**NATIONAL CRAFT INSTRUCTOR CERTIFICATE**

Shri/Shrimati/Kumari ..... Son/Wife/Daught

er of Shri ..... having passed\* all the Three/Four prescribed

modules of Craft Instructor Training Course in the trade of .....is awarded this

**NATIONAL CRAFT INSTRUCTOR CERTIFICATE.**

Secretary

Director /Principal of

National Council for Vocational Training

Institute ( last attended)

\* For Statement of marks Consolidated mark sheet, issued by the institute last attended to be referred.

APPLICATION

No.

DATE

To

The Secretary  
NCVT

Sir,

Please grant us affiliation for operating Instructor Training Programme as detailed below:

Group No.	Trades included in the Group
I	1. Carpenter 2. Foundry Man 3. Pattern Maker 4. Sheet Metal worker 5. Welder (Gas & Electric)

**Details of the Institute is enclosed.**

**Yours faithfully,**

**NAME, Designation, Place**

**Encl: Details of the institute**

Application form for grant of affiliation

(Items not applicable may be deleted)

**GENERAL**

1. Name and full postal address of the Institute /Centre indicating Taluk, District and Pin Code .....
2. Name and address of the agency seeking affiliation .....
3. Date of establishment of the institute/center .....
4. Date of last inspection by Standing Committee .....
5. Date of present inspection .....
6. Whether previously granted affiliation under any scheme of NCVT .....

If so, particulars to be given as under:

6 (a) For CTS

	Trade/Units for which affiliation already granted					Year of start of session	DGE&T reference under which affiliation granted(State Directorate's ref. No. not be quoted)	Remarks
	Trades		Units	Total				
	Ist Shift	IIInd Shift	IIIrd Shift					
1	2	3	4	5	6	7	8	9

6 (b) For CITS

Group No.	Trades included in the Group
I	1. Carpenter 2. Foundry Man 3. Pattern Maker 4. Sheet Metal worker 5. Welder (Gas & Electric)
II	1. Mechanic Motor Vehicle

**Note- All the pages of Anxx. should be signed by all the members of Standing Committee duly stamped with date of signature.**

**STAFF DETAILS**

1. Principal/Head of Institute/Centre

- (a) Name of the Principal.....
- (b) Age of the Principal.....
- (c) Qualifications  
Academic .....  
Technical.....  
Working Experience.....
- (d) Date of joining Institute.....
- (e) Scale of pay and Actual pay drawn .....

2. Administrative and Ministerial staff

Group No.	Trades included in the Group
I	1. Carpenter 2. Foundry Man 3. Pattern Maker

3. Details of Instructional and Supervisory Staff for affiliated courses of NCVT. Name of the scheme:  
CTS/CITS\*

Sl. No.	Name of the staff member	Designation	Technical qualification**	Whether Trained under CITS	Trade/Module/ Subject handled
1	2	3	4	5	6

\* Strike out which is not applicable.

\*\* Details of qualification norms are at Appendix VIII

Appendix-VII (C)

Details of Instructional and Supervisory Staff for the modules/trades/units for which affiliation is sought now.(For qualification of Instructor please refer Appendix-VIII)

Sl. No.	Name of the staff member	Age	Designation	Trade/ Module /Subject handled	Scale of pay	Date of joining	Technical qualification	Whether trained under CITS	Working experience
1	2	3	4	5	6	7	8	9	10

Details of trades which have already been affiliated

Group No.	Trades included in the Group
I	1. Carpenter 2. Foundry Man 3. Pattern Maker 4. Sheet Metal worker 5. Welder (Gas & Electric)

Theory

Practical

Engg. Drg. W/s Cal. &

Science Allied Trades

Language/

Social Studies/

Driving Instructor

Appendix-VII (D)

**ADMISSION (for the trade/modules for which affiliation is sought)**

1. Date of starting the session/module.....
2. Date of issue of notice calling for the application (attach notice or paper advertisement, pamphlets .....etc) .....
3. Last date for receipt of application fixed as per the notice .....
4. No. of applications received .....
5. Date by which the admissions were completed and classes started.....
6. Trade-wise number of trainees on-roll on the day of inspection.

Sl. No.	Trade/Module 2.	Number of units			Total 6.	Number of Trainees on-roll 7.
		Ist Shift 3.	IIInd Shift 4.	IIIrd Shift 5.		
1.						

7. Criteria for admission of trainees  
whether on merit alone or other criteria
8. A copy of the prospectus should be enclosed
9. Whether the trainees admitted, fulfill the prescribed :  
qualification and age

**INFRASTRUCTURE****1. Tools & Equipments**

The details of Tools, Equipment, and Machinery required as per syllabi in the same serial order.  
 (to be given in the following proforma separately for each trade/module)

Name of the trade(s)/modules for which affiliation is sought:

Total Number of units:

No. of units in 1<sup>st</sup> shift :

No. of units in 2<sup>nd</sup> shift : No. of units  
 in 3<sup>rd</sup> shift :

<b>Group No.</b>	<b>Trades included in the Group</b>					
I	1.	2.	3	4	5	6 7
1	2	3	4	5	6	7
	1. Carpenter 2. Foundry Man 3. Pattern Maker 4. Sheet Metal worker 5. Welder (Gas & Electric)					

**2. Power Supply**

- (a) Date of connection
- (b) Whether three phase current supplied
- (c)
  - I. Required K.W.
  - II. Available K.W.

Sl. No.	Name of Trade/Module	Maximum no. of unit in one shift	Power supply required as per norms (Appendix-IX)	Power supply available in the Institute

- (d) No. of units of Electricity consumed from the date of starting of training classes .....
- (e) No. of units of Electricity consumed per month per trainee .....

### **3. Accommodation**

- (a) Are three separate workshops and theory lecture rooms for each trade:

Yes/No

- (b) Details of accommodation for workshop / class rooms (to be given

- (i) Accommodation for Workshop/Class room

<b>Group No.</b>	<b>Trades included in the Group</b>
I	1. Carpenter 2. Foundry Man 3. Pattern Maker 4. Sheet Metal worker

in the following proforma)

- (ii) Total accommodation (sq. meters) required as per DGE&T : norms for the whole institute (Covered area)  
(iii) Actual accommodation (covered Area) available (Sq.Meters).:  
(iv) Shortages, if any (Sq. Meters)  
(v) Total land area provided for the Institute:  
(vi) Whether own or rented building (enclose proof of ownership/ lease deed):  
(vii) Date of occupation  
(viii) Duration of Lease and date of expiry of lease:  
(ix) Whether attested copy of site plan and lay-out of the entire institute attached: Yes/No

(Actual dimensions of each room should be indicated) 4. Other

#### **facilities**

Whether Technical Library, Dispensary, recreational, audio visual aids and sports facilities are available, if so, give details. (list to be furnished separately).

The documentary Proof for all Tools & Equipments & machinery, Power Supply and space are produced before the Standing Committee and certified that to the best of my knowledge and belief, the information furnished above is correct.

Place:

Date:

Signature

Name and designation of the Secretary/  
Principal/Correspondent of the Institute

**COMPOSITION OF STANDING COMMITTEE FOR CARRYING OUT INSPECTION OF  
INSTITUTES FOR GRANT OF AFFILIATION OF NCVT TO OPERATE COURSES UNDER  
CRAFT INSTRUCTOR TRAINING SCHEME**

1. One member to be nominated by NCVT - Chairman.  
(Not below the rank of Joint Director)
2. One member- not below the rank of Deputy Director to be nominated by State Director in-charge of Craftsmen Training - Member.
3. Two members- not below the rank of Deputy Director- to be nominated by DGE&T (one technical expert from Industry and other the technical expert representing a trade union)  
- Members.
4. Mentor - Inspection facilitator

Note:-

- (i) Representatives from trade union should be responsible office bearer and from Industry, should be of the rank of Manager/ Deputy Manager depending on whether it is medium scale/ large scale industry.
- (ii) Presence of Chairman is mandatory
- (iii) Minimum of 3 members (including Chairman) will form the quorum

Qualification Norms for Trainer and Principal

1. Trainer Qualification

- 1.1 **For Training Methodology Module.**
- 1.2 **Academic qualification-** 10<sup>th</sup> class pass or equivalent.
- 1.3. **Technical qualification** - Degree in engineering (Degree should be from recognized University) **or** Three year diploma in appropriate branch of engineering (trade concerned). (Diploma should be from recognized Board/Institution). In case of two units, one instructor must be Degree in Engineering.
- 1.4. Passed National Craft Instructor Training course in any trade.
- 1.5. **Experience:** Two years for Degree; Five years for Diploma as an Instructor.

2. For Engineering Technology Module

- 2.1. **Academic qualification-** 10th class pass or equivalent.
- 1.2 **Technical qualification** - Degree in Mechanical / Electrical engineering (Degree should be from recognized University) **or** Three year diploma in Mechanical / Electrical engineering. (Diploma should be from recognized Board / Institution). In case of two units, one instructor must be Degree in Engineering.
- 2.3. Passed National Craft Instructor Training course in RoD&A.
- 2.4. **Experience:** Two years for Degree; Five years for Diploma as an Instructor.

3. For Trade Technology Modules

- 3.1. **Academic qualification-** 10th class pass or equivalent.
- 3.2 **Technical qualification** - Degree in appropriate branch of engineering (Degree should be from recognized University) **or** Three year diploma in appropriate branch of engineering (trade concerned). (Diploma should be from recognized Board / Institution). In case of two units, one instructor must be Degree in Engineering.
- 3.3. Passed National Craft Instructor Training course in same or relevant trade.
- 3.4. **Experience:** Two years for Degree; Five years for Diploma as an Instructor.

**Qualification for Principal**

Principal of the institute, operating modules of Instructor Training courses should be not below the rank of Joint Director of Trg. and should have a Bachelor Degree in Engineering.

Note:- . The salary and remuneration to the Trainers and Principals' are to be paid through any Nationalized Bank or Post Office.

**POWER NORMS FOR EACH MODULE/TRADE WILL BE INDICATED IN  
THE RESPECTIVE SYLLABUS**

**Space Norms For Crafts Instructors Training Scheme (CITS) Engineering Trades**

- 1) The minimum land required for setting up one IToT/ITW will be 3 acres. Any IToT/ITW should have free/open area to the extent of at least 100% of the built up area at ground floor.

2.1 Computer Room with at least 10 computers (upto 5 units and thereafter @2

<b>Group No.</b>	<b>Trades included in the Group</b>
I	1. Carpenter 2. Foundry Man 3. Pattern Maker 4. Sheet Metal worker 5. Welder (Gas & Electric)
II	1. Mechanic Motor Vehicle 2. Mech. Ref. & Air conditioning 3. Farm Mechanic and Mechanic Ag. Machineries
III	1. Draughtsman (Mechanical) 2. Draughtsman (Civil) 3. Reading of Drawing & Arithmetic (ROD & A)

Note: Schematic sample diagram showing layout of the class-rooms, drawing rooms, audio-visual labs, Information Center are available.

- 2) Each ITOT/ITW should have one Information Centre (with at least 100 sq. mt.) having the following facilities and having 12000 lumen of illumination:-

computers/unit) and Internet connectivity (Broad Band)

2.2 Library equipped with Trade related Books, Magazines, trade Journals, etc.

- 3) For Draughtsman Trade Group (DMC, DMM, ROD&A & Surveyor) instead of drawing hall, one classroom of @1.5sq.m/trainee i.e. 45 sq.m for 30 trainees will be required.

- 4) All the classrooms to be provided with modern audio-visual aids including interactive boards, LCD Projector, computer etc.

- 5) All the classroom to be provided with fans/AC to maintain minimum comfort condition.

- 6) The ratio of length and width for any classroom/drawing hall/audio visual labs/Information Centre preferably be maintained as length: width :: 3:2 (approx.)

- 7) Tools, Equipment, Machineries and Furniture for Class rooms, Labs and workshops should be as mentioned in the syllabus of respective modules.

- 8) Each ITOT/ITW should have separate workshop for TT-I & TT-II. In general, the space norms for workshop for TT-I & TT-II may be ascertained by adopting the following procedures:

- 9) Per trainee space requirement for workshop of TT-I & TT-II each will be 20% more than the per trainee space requirement for workshop under Craftsmen Training Scheme

- 10) The total space requirement calculated as above to be rounded off to the nearest ten. For example: If the area for workshop under CTS is "A" sq.m per trainee then, area required for workshop for TT-I will be:-

"A" x 1.2 x 20 (rounded off to nearest ten)

Similarly area required for workshop for TT-II will be:-"A" x 1.2 x 20 (rounded off to nearest ten)

Appendix-XII

List of Engineering trades under Craftsmen Training Scheme, indicating suitability to

PWDs as on 01.1.2010.

Sl.No.	Name of the Trade	Duration	Entry Qualification	Trade Suitable for PWDs
1	2	3	4	5
1.	Architectural Assistant	1 year	Passed 10th class examination with 40% marks in mathematics or Secondary Standard under 10+2 system of education or its equivalent.	OH( LL), HH(P)
2.	Attendant Operator (Chemical Plant)	(a) 2 years (b) 6 months	Passed 10th class examination under 10+2 system of education with Physics, Chemistry & Mathematics as one of the subjects or its equivalent. Passed B.Sc. with Physics & Chemistry.	Not Suitable
3.	Building Maintenance	06 months	Passed 10th class examination under 10+2 system of education or its equivalent.	HH
4	Carpenter	1 year	Passed 8 <sup>th</sup> class examination under 10+2 system of education with science as one of the subjects or its equivalent.	HH, OH (LL)
5.	Draughtsman (Civil)	2 years	Passed 10th class examination under 10+2 system of education with Science and Mathematics or its equivalent.	OH( LL), HH(P)
6.	Draughtsman (Mechanical)	2 years	Passed 10th class examination under 10+2 system of education with Science and Mathematics or its equivalent.	OH( LL), HH(P)
7.	Electrician	2 years	Passed 10th class examination under 10+2 system of education with Science as one of the subject or its equivalent.	OH, LV, HH
8.	Electronic Mechanic	2 years	Passed Matriculation examination under 10+2 system of education Science and Mathematics or its equivalent.	OH, HH

9.	Electroplater	2 years	Passed 10th class examination under 10+2 system of education or its equivalent.	OH, LV
10.	Fitter	2 years	Passed 10th class examination under 10+2 system of education or its equivalent.	OH, LV/blind, HH
11.	Foundry man	1 year	Passed class 8 <sup>th</sup> examination under 10+2 system of education or its equivalent.	HH(P)
12.	Information Technology & Electronics System Maintenance	2 years	Passed in 10 <sup>th</sup> class Examination under 10+2 system of education with science Desirable- 12 <sup>th</sup> class with Maths and Physics.	OH, LV
13.	Instrument Mechanic	2 years	Passed 10th class examination under 10+2 system of education with Science as one of the subjects or its equivalent.	OH, HH
14.	Instrument Mechanic (Chemical Plant)	(a) 2 years (b) 6 months	Passed 10th class examination under 10+2 system of education with Physics, Chemistry & Mathematics as one of the subjects or its equivalent. Passed B.Sc. with Physics & Chemistry.	OH
15.	Interior Decoration and Designing	01 year	Passed 10 <sup>th</sup> Class Examination under 10+2 System of Education	OH, HH
16.	Laboratory Assistant (Chemical Plant)	(a) 2 years (b) 6 months	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Physics, Chemistry and Mathematics as one of the subjects or its equivalent. Passed B.Sc. with Physics and Chemistry.	OH, HH
17.	<i>Lift Mechanic</i>	2 years	Passed 10 <sup>th</sup> class examination under 10+2 system of education with science or its equivalent.	HH(P)
18.	Machinist	2 years	Passed 10th class examination under 10+2 system of education or its equivalent.	OH, LV, HH
19.	Machinist (Grinder)	2 years	Passed 10th class examination under 10+2 system of education or its equivalent.	OH, LV, HH
20.	Maintenance Mechanic (Chemical Plant)	2 years	Passed 10th class examination with Physics, Chemistry and Mathematics under 10+2 system of education or its equivalent.	OH
21.	<i>Marine Fitter</i>	2 years	Passed 10 <sup>th</sup> class examination under 10+2 system of education with 50%	Not suitable

			marks in Mathematics & Science or its equivalent	
22.	Mason (Building Constructor)	1 year	Passed 8 <sup>th</sup> class examination under 10+2 system of education or its equivalent.	HH
23.	<i>Mech. Communication Equipment Maintenance</i>	1 year	Passed Class 10 <sup>th</sup> Exam under 10+2 system of Education or its equivalent	OH(LL)
24.	<i>Mech. Repair &amp; Maintenance of Heavy Vehicles</i>	1 year	Passed Class 10 <sup>th</sup> Exam under 10+2 system of Education or its equivalent	HH(P), OH(OA)
25.	<i>Mech. Repair &amp; Maintenance of Light Vehicles</i>	1 year	Passed Class 10 <sup>th</sup> Exam under 10+2 system of Education or its equivalent	HH, OH, LP
26.	<i>Mech. Repair &amp; Maintenance of Two Wheelers</i>	6 months	Passed Class 10 <sup>th</sup> Exam under 10+2 system of Education or its equivalent	OH, HH(P)
27.	Mechanic (Diesel)	1 year	Passed 10 <sup>th</sup> class examination under 10+2 system or its equivalent.	OH, LV, HH
28.	Mechanic (Motor Vehicle)	2 years	Passed 10th class examination under 10+2 system of education with Science as one of the subject or its equivalent.	OH, HH
29.	Mechanic (Radio & TV)	2 years	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Science as one of the subject or its equivalent.	OH
30.	Mechanic (Refrigeration and Air-Conditioner)	2 years	Passed 10th class examination under 10+2 system of education with Science & Mathematics or its equivalent.	OH, LV
31.	Mechanic (Tractor)	1 year	1) Essential - should have passed 8 <sup>th</sup> class examination under 10+2 system of education or its equivalent. 2) Desirable - Passed 10 <sup>th</sup> class examination under 10+2 system of education with science (Physics and Chemistry) as one of the subjects or its equivalent.	OH, LV, HH
32.	Mechanic Agricultural Machinery	2 years	I. Essential: - Should have passed 8th class examination under 10+2 System of education or its equivalent. II. Desirable: - Passed 10th class	OH, LV

			Examination under 10+2 system of education with Science (Physics and Chemistry) as one of the subjects.	
33.	Mechanic Auto Electrical and Electronics	06 months	Passed 10th class examination under 10+2 system of education with Science and Mathematics or its equivalent.	OH(LL), HH(P)
34.	<i>Mechanic Computer Hardware</i>	2 years	Passed 10+2 or Intermediate or Pre-university with Physics as one of the subject.	OH, HH
35.	<i>Mechanic Consumer Electronics</i>	2 years	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Mathematics & Science or its equivalent.	OH, HH
36	Mechanic Industrial Electronics	2 years	Passed 12 <sup>th</sup> Class Examination with Physics, Chemistry & Mathematics.	OH, HH
37.	<i>Mechanic Lens/Prism Grinding</i>	1 year	Passed Class 10 <sup>th</sup> Exam under 10+2 system of Education or its equivalent	OH, HH
38.	Mechanic Machine Tools Maintenance	3 years	Matriculation with Science and Mathematics or its equivalent.	OH
39.	Mechanic Mechatronics	2 years	Passed 10+2 Class Examination with Physics, Chemistry & Mathematics.	OH(LL)
40.	Mechanic Medical Electronics	2 years	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Mathematics & Science or its equivalent.	OH(LL), HH(P)
41.	Mechanic-cum-Operator Electronics Communication System	2 years	Passed 10th class examination under 10+2 system of education with Science as one of the subject or its equivalent.	OH(LL)
42.	Operator Advanced Machine Tools	2 years	Passed 12 <sup>th</sup> Class Examination with Physics, Chemistry & Mathematics.	OH(LL), HH(P)
43.	Painter General	2 years	Passed 8 <sup>th</sup> class examination or its equivalent.	OH, HH
44.	<i>Physiotherapy Technician</i>	1 year	Passed 12 <sup>th</sup> class Exam. Under 10+2 system of education with Physics, Chemistry & Biology.	OH, HH, LV
45.	Plastic Processing Operator	1 year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.	OH, HH, LV
46.	Plumber	1 year	Passed 8 <sup>th</sup> class examination under 10+2 system of education or its equivalent.	OH, HH, LV
47.	Pump Operator-cum-Mechanic	1 year	Passed 10 <sup>th</sup> class examination under 10+2 system of education with science or its equivalent.	OH, HH, LV

48.	Radiology Technician (Radio Diagnosis & Radiotherapy)	2 years	Passed 12 <sup>th</sup> class Exam. Under 10+2 system of education with Physics, Chemistry & Biology.	Not suitable
49.	Sanitary Hardware fitter	06 months	Passed 8 <sup>th</sup> class examination under 10+2 system of education or its equivalent.	OH, HH, LV
50.	Sheet Metal Worker	1 year	Passed 8 <sup>th</sup> class examination under 10+2 system of education or its equivalent.	OH, HH, LV
51.	Spinning Technician	2 years	Passed 10 <sup>th</sup> Class Examination	OH, HH
52.	Surveyor	2 years	Passed 10th class examination under 10+2 system of education with Science and Mathematics or its equivalent.	OH(OA), HH
53.	Textile Mechatronics	2 years	Passed 10 <sup>th</sup> Class Examination	OH(LL), HH(P)
54.	Tool & Die Maker (Dies & Moulds)	3 years	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Science or its equivalent.	OH
55.	Tool & Die Maker (Press Tools, Jigs & Fixtures)	3 years	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Science or its equivalent.	OH
56.	Turner	2 years	Passed 10th class examination under 10+2 system of education or its equivalent.	OH, HH, LV
57.	Vessel Navigator	2 years	Passed 10 <sup>th</sup> class examination under 10+2 system of education with 50% marks in Mathematics & Science or its equivalent	Not suitable
58.	Welder (Gas and Electric)	1 year	Passed 8th class examination under 10+2 system of education or its equivalent.	OH, HH
59	Weaving Technician	2 years	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Mathematics & Science or its equivalent	OH, HH
60.	Wireman	2 years	Passed 8 <sup>th</sup> class examination or its equivalent.	OH, HH, LV
61	Marine Engine Fitter	1 year	10 <sup>th</sup> class pass with Math and Science or its equivalent	

List of Non-Engineering trades under Craftsmen Training Scheme, indicating suitability to PWDs

as on 01.1.2010.

<b>Group No.</b>	<b>Trades included in the Group</b>
I	1. Carpenter 2. Foundry Man 3. Pattern Maker 4. Sheet Metal worker 5. Welder (Gas & Electric)
II	1. Mechanic Motor Vehicle 2. Mech. Ref. & Air conditioning 3. Farm Mechanic and Mechanic Ag. Machineries
III	1. Draughtsman (Mechanical) 2. Draughtsman (Civil) 3. Reading of Drawing & Arithmetic (ROD & A)
IV	1. Fitter 2. Turner 3. Machinist 4. Machinist (Grinder) 5. Tool and Die Maker 6. MTMM
V	1. Electrician 2. Wireman
VI	1. Maintenance Mechanic (CP) 2. Attendant Operator (CP) 3. Instrument Mechanic (CP) 4. Laboratory Assistant (CP) 5. Instrument Mechanic
VII	1. Electronics Mechanic 2. Mechanic Radio and TV 3. IT&ESM

<b>NOTE: Group in S.No.</b>	<b>Subject</b>	<b>Full Marks</b>	<b>Pass Marks</b>	<b>Duration of Examination</b>
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#### **A. Training Methodology**

**Duration : 3 months**

1.	Theory Sessional	125 25	75 15	3
2.	Teaching Practice & Demonstration Sessional	125 25	75 15	6
A	Sub-Total	300	180	

	Technician		10+2 System of Education.	
15.	Desk Top Publishing Operator	1 year	a) Passed 12 <sup>th</sup> under 10+2 system or its equivalent. b) Typing speed of 30 wpm in English. Desirable: typing speed of 30 wpm in Regional Language.	OH, HH
16.	Digital Photographer	01 year	Passed 12 <sup>th</sup> Class under 10+2 system of education or equivalent.	OH, HH
17.	Domestic House Keeping	06 months	Passed 10 <sup>th</sup> Class Examination under 10+2 System of Education	OH, HH, VH
18.	Dress Making	1 year	Passed Matriculation examination or its equivalent or 10 <sup>th</sup> class under 10 + 2 system.	OH, HH
19.	Driver Cum Mechanic (Light Motor Vehicle)	06 months	Passed 10 <sup>th</sup> Class Examination under 10+2 System of Education.	Not suitable
20.	Embroidery and Needle Work	1 Year	Passed 8 <sup>th</sup> class or its equivalent.	OH, HH, LV
21.	Event Management Assistant	06 months	Passed 10 <sup>th</sup> Class Examination under 10+2 System of Education or its equivalent. (with English as subject)	Not suitable
22.	Fashion Technology	01 year	Passed 12 <sup>th</sup> Class under 10+2 system of education or equivalent.	OH, HH
23.	Floriculture & Landscaping	06 months	Passed 12 <sup>th</sup> Class Examination with Biology as major subject or Vocational Training in Agro-Horticulture.	OH, HH
24.	Front Office Assistant	06 months	Passed 10+2 Class Examination under 10+2 System of Education or its equivalent. (with English as subject)	OH, LV
25.	Hair and Skin care	1 year	Passed Matriculation examination or equivalent.	OH(LL), HH(P)
26.	Health Sanitary Inspector	01 year	Passed 12 <sup>th</sup> Class Examination under 10+2 System of Education with science in X class. Preference given to trainees with Physics, Chemistry & Biology in 12 <sup>th</sup> Class.	OH(OA)
27.	Horticulture	01 year	Passed 12 <sup>th</sup> Class Examination with Biology as major subject or Vocational Training in Agro-Horticulture.	OH(OA), HH
28.	Hospital House	01 year	Passed 12 <sup>th</sup> Class Examination under 10+2 System of Education with	OH, HH, LV

	Keeping		Physics, Chemistry & Biology.	
29.	Hospital Waste Management	6 months	Passed 12 <sup>th</sup> class Exam. Under 10+2 system of education with Physics, Chemistry & Biology.	HH
30.	Institution House Keeping	06 months	Passed 10 <sup>th</sup> Class Examination under 10+2 System of Education.	OH(OA)
31.	Insurance Agent	06 months	Passed 12 <sup>th</sup> Class under 10+2 system of education or equivalent.	OH(OA)
32.	Leather Goods Maker	1 Year	Passed 8 <sup>th</sup> class examination under 10+2 system of education or two classes below matriculation examination or its equivalent.	OH, HH
33.	Library & Information Science	06 months	Passed 12 <sup>th</sup> Class under 10+2 system of education or equivalent.	OH, HH(P), LV
34.	Litho - Offset Machine Minder	1 year	Passed 10 <sup>th</sup> class exam under 10+2 system of education with science as one of the subjects or its equivalent.	OH, LV
35.	Manufacture of Footwear	1 year	Passed 8 <sup>th</sup> class examination under 10+2 system of education or its equivalent.	OH, HH
36.	Medical Transcription	06 months	Passed 12 <sup>th</sup> Class Examination under 10+2 system of education with Biology/Physiology as major subject. Knowledge of English Language is essential.	OH(LL)
37.	Network Technician	06 months	Passed 12 <sup>th</sup> Class under 10+2 system of education or equivalent.	OH(LL), HH(P)
38.	Old Age Care	06 months	Passed 8 <sup>th</sup> Class under 10+2 system of Education.	Not suitable
39.	Photographer	1 year	Passed 10 <sup>th</sup> class examination with Physics and Chemistry under 10+2 system or its equivalent.	HH
40.	Plate Maker-cum-Impositor	1 year	Passed 10 <sup>th</sup> class exam under 10+2 system of education with science as one of the subjects or its equivalent.	OH
41.	Pre/Preparatory School Management (Assistant)	06 months	Passed 10 <sup>th</sup> Class Examination under 10+2 System of Education	OH(OA)
42	Preservation of fruits and vegetables	1 year	Passed 10 <sup>th</sup> class examination under 10 + 2 system of education with Science or its equivalent.	LV, HH
43.	Process Cameraman	1 year	Passed 10 <sup>th</sup> class exam under 10+2 system of Education with science as one of the subjects or its equivalent.	OH
44.	Secretarial Practice	1 year	12 <sup>th</sup> class Pass	OH,

				LV/Blind
45.	Stenography (English)	1 year	12 <sup>th</sup> class Pass	OH, LV/Blind
46.	Stenography (Hindi)	1 year	12 <sup>th</sup> class Pass	OH, LV/Blind
47.	Steward	1 year	Passed 10 <sup>th</sup> Class exam under 10+2 system of education or its equivalent.	LV
48.	Tourist Guide	06 months	Passed 12 <sup>th</sup> Class under 10+2 system of education or equivalent.	OH(OA)
49.	Weaving of Silk and Woolen Fabrics	1 year	Passed 8 <sup>th</sup> class or its equivalent.	LV/Blind, HH
50.	Weaving of Woolen Fabrics	1 year	Passed 8 <sup>th</sup> class or its equivalent.	OH, LV/Blind, HH
51	Travel & Tour Assistant	1 year	12th pass or its equivalent.	OH(OA), LV
52	Catering & Hospitality Assistant	1 year	10th class Pass or its equivalent.	HH(P)
53	Multimedia, Animation & Special Effect	1 year	10 <sup>th</sup> class pass or its equivalent.	OH(LL)
54	Office Assistant and Computer Operator	1 year	12 <sup>th</sup> class pass or its equivalent.	OH, HH, LV