

DGE&T-19(10) / 2011-CD
Government of India
Ministry of Labour & Employment
Directorate General of Employment & Training

Dated 26th April, 2011

To

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

Subject: Guidelines for setting up of “Institute for Training of Trainers” and conducting the Training Programme in such institutes.

Sir,

I am directed to inform you that the 39th meeting of the National Council for Vocational Training (NCVT) under the Chairmanship of Hon’ble Minister of Labour & Employment was held on 12th January, 2011. Guidelines for setting up of Institute for Training of Trainers and conducting the Training Programmes under Craft Instructor Training Scheme (CITS) were discussed in the meeting agenda **Item No.3903.9**.

2. NCVT during its 38th meeting had approved setting up of the Instructor Training Institutes by State/UT Governments, companies like sole propriety, private/public limited registered under Companies Act, Societies and Trusts registered as per Act, and promoters of SEZs. In order to maintain quality and standards of instructor training in all such institutes, it was decided that such institutes should be affiliated to NCVT so that the trainees after completion of training are trade tested and successful trainees could be awarded Craft Instructor Certificates under the aegis of NCVT.

3. Accordingly, complete Guidelines for setting up of Institute for Training of Trainers (ITOT) under “Craft Instructor Training Scheme” including norms/standards for infrastructure, building (workshop, class-room) electricity, machinery, equipment, tool & implements, human resource (including levels of Principal, Trainers), composition of Standing Committee for carrying out inspection were approved by the NCVT during its 39th meeting. Also admission guidelines including eligibility, reservation, suitability of trades for persons with special abilities, trade testing procedure, distribution of marks, and format for mark-sheet were also approved by the NCVT for implementation. **It has also been decided that such institutes be named as Institute for Training of Trainers (ITOT).**

contd.....

.2.

4. Government of India has accepted the name “**Institute for Training of Trainers (ITOT)**” and guidelines for setting up of such institutes. These are to be implemented with immediate effect. Henceforth, any agency whether Government or Private, desirous of setting up **Institute for Training of Trainers (ITOT)** is required to follow these guidelines (copy enclosed) while setting up such Institute and conducting courses under Craft Instructor Training Scheme (CITS) in these institutes. These guidelines are also available at DGE&T website www.dget.nic.in.

5. DGE&T would extend help and guidance to the organisations including State Govts. desirous of setting up of “**Institute for Training of Trainers (ITOT)**”. In case necessity arises, *mentors* will be provided to render assistance for setting up of such institutes.

Encl: as above

Yours faithfully

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

Copy to:-

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

(Anita Srivastava)
Dy. Director of Training

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

GUIDELINES
FOR SETTING UP OF
‘INSTITUTE for TRAINING of TRAINERS’ & 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 116 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 Extreemism”.
- 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 37th and 38th meetings:-

- (i) Introduction of Modular pattern of Craft Instructor Training in place of conventional one year training; (Resolution 3.12 of 37th meeting) (DGE&T No. 19(14)/2008 dated 31st 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 38th meeting).(DGE&T 19(9)/2010-CD dated 13th 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 38th meeting). DGE&T 19(10)/2010-CD dated 29th 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 possess 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 38th meeting). DGE&T 19(11)/2010-CD dated 4th September,2010

(v) Appointment of two Instructors for two units of each trade with different qualifications; (Resolution 3804.5 of 38th meeting). DGE&T19(12)/2010-CD dated 28th 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 propriety, 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 22nd 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 all trades;
- 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 SUCESSFULLY PASS THE Craft Instructors Training course.

6. AFFILIATION:

- 6.1 As per the recommendation of NCVT in its 30th meeting and subsequent acceptance by Govt., training institutes to impart training to Craft Instructors can be set up by State/UT Govts., sole propriety 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 viz.,

- Human resources which includes Principal, 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**.

- Electricity;
Current power norms for Crafts Instructors Training Scheme (CITS) are given in **Appendix-X**.
- Building, classrooms, workshops, & water;
Current space norms for Crafts Instructors Training Scheme (CITS) are given in **Appendix-XI**.
- Machinery equipments, hand-tools, furniture, training implements, etc.;
Current requirement for each module is given in the syllabus of the respective module.

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:-

- the
- a) All the affiliated modules should be in operation in 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)

Group No.	Trades included in the Group
I	<ol style="list-style-type: none">1. Forger & Heat Treater,2. Carpenter,3. Foundry Man4. Pattern Maker5. Sheet Metal worker6. Welder (Gas & Electric)
II	<ol style="list-style-type: none">1. Mechanic Motor Vehicle2. Mech. Ref. & Air conditioning3. Farm Mechanic and Mechanic Ag. Machineries
III	<ol style="list-style-type: none">1. Draughtsman (Mechanical)2. Draughtsman (Civil)3. Reading of Drawing & Arithmetic (ROD & A)
IV	<ol style="list-style-type: none">1. Fitter2. Turner3. Machinist4. Machinist (Grinder)5. Tool and Die Maker6. MTMM
V	<ol style="list-style-type: none">1. Electrician2. Wireman
VI	<ol style="list-style-type: none">1. Maintenance Mechanic (CP)2. Attendant Operator (CP)3. Instrument Mechanic (CP)4. Laboratory Assistant (CP)5. Instrument Mechanic
VII	<ol style="list-style-type: none">1. Electronics Mechanic2. Mechanic Radio and TV3. IT&ESM

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
1.	Educational qualifications	40
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)
	Sub-total – Educational qualifications	40
		Contd. ...
2.	Technical qualifications	60
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 branch	60 (based on the marks obtained in Board/University Examinations)
	Sub-total – Educational qualifications	60
	Grand Total – Technical and Educational qualifications	100

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 Appendix-XII
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: -

- 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

S.No.	Subject	Full Marks	Pass Marks	Duration of Examination
A. Training Methodology Duration : 3 months				
1.	Theory	125	75	3
	Sessional	25	15	-
2.	Teaching Practice & Demonstration	125	75	6
	Sessional	25	15	-
A	Sub-Total	300	180	-
B. Engineering Technology Duration : 3 months				
1.	W/S Calculations & Science	125	75	3
	Sessional	25	15	-
2.	Engineering Drawing	125	75	4
	Sessional	25	15	-
B.	Sub-Total	300	180	-
C. Trade Technology – I Duration : 3 months				
1.	Theory	75	45	3
	Sessional	15	9	-
2.	Practical	175	105	8
	Sessional	35	21	-
C.	Sub-Total	300	180	-
D. Trade Technology –II Duration – 3 months				
1.	Theory	75	45	3
	Sessional	15	9	-
2.	Practical	175	105	8
	Sessional	35	21	-
D	Sub-Total	300	180	-
A+B+C+D	Grand Total of all four modules	1200	720	-

- 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

S.No.	Subject	Full Marks	Pass Marks	Duration of Examination
A. Training Methodology Duration : 3 months				
1.	Theory	125	75	3
	Sessional	25	15	-
2.	Teaching Practice & Demonstration	125	75	6
	Sessional	25	15	-
A	Sub-Total	300	180	-
B. Engineering Technology Duration : 3 months				
1.	W/S Calculations	125	75	3
	Sessional	25	15	-
2.	Science	125	75	3
	Sessional	25	15	-
B.	Sub-Total	300	180	-
C. Trade Technology – I Duration : 3 months				
1.	Theory	75	45	3
	Sessional	15	9	-
2.	Practical	175	105	8
	Sessional	35	21	-
C.	Sub-Total	300	180	-
D. Trade Technology –II Duration – 3 months				
3.	Theory	75	45	3
	Sessional	15	9	-
4.	Practical	175	105	8
	Sessional	35	21	-
D	Sub-Total	300	180	-
A+B+C+D	Grand Total of all four modules	1200	720	-

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.

Proforma for Mark Sheet

No. XXX/YYY/ET/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 1st entry

Date of Registration at 1st entry at

Sponsoring organization...../*Private.

STATEMENT OF MARKS

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

.....

S.No.	SUBJECT	FULL MARKS	PASS MARKS	MARKS OBTAINED
1	W/s Calculations & Science/ # *W/s Calculations	125	75	
	Sessional	25	15	
2	Engineering Drawing/ *#Science	125	75	
	Sessional	25	15	
	Sub Total	300	180	

*Strike out which is not applicable

RESULT: *Passed / Failed

For Group-III trades only

Prepared by:
Signature of i/c, CITS/Principal (ITI)
Place
Date

Checked by.....
Principal/Director (CTI/ ATI/ State)

@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

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 1st entry

Date of Registration at 1st entry at

Sponsoring organization...../*Private.

STATEMENT OF MARKS

Module: Trade Technology-^{*}I /II Trade Roll

No.....

S.NO.	SUBJECT	FULL MARKS	PASS MARKS	MARKS OBTAINED
1	Trade Theory	75	45	
	Sessional	15	09	
2	Trade Practical	175	105	
	Sessional	35	21	
	Sub Total	300	180	

*Strike out which is not applicable

RESULT: *Passed / Failed

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; TT- Trade Technology; NNNN: Running Serial e.g. 0223

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 1st entry

Date of Registration at 1st entry at

Sponsoring organization...../*Private.

STATEMENT OF MARKS

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

S.NO.	SUBJECT	MAX. MARKS	PASS MARKS	MARKS OBTAINED
1	Theory	125	75	
	Sessional	25	15	
2	Teaching Practice & Demonstration	125	75	
	Sessional	25	15	
	Sub Total	300	180	

*Strike out which is not applicable

RESULT: *Passed / Failed

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 1st entry
.....
5. Date of Registration at 1st entry at
6. Sponsoring organization...../*Private.
7. Consolidated marks obtained

S.NO.	SUBJECT	FULL MARKS	PASS MARKS	MARKS OBTAINED
1	Training Methodology	300	180	
2	Engineering Technology	300	180	
3	Trade Technology-I	300	180	
4	Trade Technology- II	300	180	
	TOTAL	1200	720	

*Strike out which is not applicable

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)

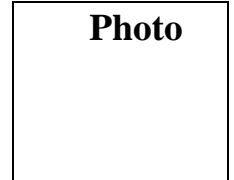
PROFORMA FOR CERTIFICATE

(By lingual)

Sl. No.....

EMBLEM

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



UID

**No.....
National Council for Vocational Training**

NATIONAL CRAFT INSTRUCTOR CERTIFICATE

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

Sl. No.	Trade	Module/Units for which affiliation is sought				Total Units	Year/quarter of first admission	Remarks
		Units						
		Module	1 st Shift	2 nd Shift	3 rd Shift			
1	2	3		4	5	6	7	8

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

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

6 (b) For CITS

Sl. No.	Trade	Module/Units for which affiliation already granted				Total Units	Year/quarter of first admission	Remarks
		Module	Units					
			1 st Shift	2 nd Shift	3 rd Shift			
1	2	3	4	5	6	7	8	

Note- All the pages of Annx. 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

Sl.No.	Name of the staff member	Age	Designation	Qualification	Scale of Pay	Nature of job handled
1	2	3	4	5	6	7

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

Sl. No.	Name of the Trade/Subject	Duration of trade	No. of units in			No. of Instructors & Instructional Staff		Shortage if any
			Ist Shift	IInd Shift	IIIrd Shift	Required as per NCVT norms	Actually in position	
1	2	3	4	5	6	7	8	9
	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	Number of units			Total	Number of Trainees on-roll
		Ist Shift	IInd Shift	IIIrd Shift		
1.	2.	3.	4.	5.	6.	7.

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

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 in the following proforma)

(i) Accommodation for Workshop/Class room

Sl. No.	Name of the Trade/ Module	Maximum no. of units in one shift only	WORKSHOP			CLASS-ROOM Actually available (Sq. Mt.)
			Required as per DGET norms (Sq. Mt.)(Appendix-X)	Actually available (Sq. Mt.)	Shortage (If any)	

- (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 INTITUTES 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-** 10th 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.

For Trade Technology Modules

- 3.1. **Academic qualification-** 10th class pass or equivalent.
- 1.2 **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.

Appendix X

POWER NORMS FOR CRAFT INSTRUCTOR SCHEME		
ENGINEERING TRADE		
1	Architectural Assistant	15.12
2	Attendant Operator (Chemical Plant)	15.6
3	Building Maintenance	3
4	Carpenter	4.8
5	Draughtsman (Civil)	4.44
6	Draughtsman (Mechanical)	4.44
7	Electrician	6.24
8	Electronic Mechanic	3.648
9	Electroplater	19.2
10	Fitter	4.212
11	Foundry man	13.2
12	Information Technology & Electronics System Maintenance	8.64
13	Instrument Mechanic	9.684
14	Instrument Mechanic (Chemical Plant)	9.6
15	Interior Decoration and Designing	11.16
16	Laboratory Assistant (Chemical Plant)	7.2
17	Lift Mechanic	12
18	Machinist	21.984
19	Machinist (Grinder)	28.08
20	Maintenance Mechanic (Chemical Plant)	15.6
21	Marine Fitter	3.6
22	Mason (Building Constructor)	3
23	Mech. Communication Equipment Maintenance	2.4
24	Mech. Repair & Maintenance of Heavy Vehicles	7.2
25	Mech. Repair & Maintenance of Light Vehicles	7.2
26	Mech. Repair & Maintenance of Two Wheelers	1.44
27	Mechanic (Diesel)	5.064
28	Mechanic (Motor Vehicle)	5.76
29	Mechanic (Radio & TV)	3.648
30	Mechanic (Refrigeration and Air-Conditioner)	8.184
31	Mechanic (Tractor)	5.28
32	Mechanic Agricultural Machinery	16.2
33	Mechanic Auto Electrical and Electronics	3
34	Mechanic Computer Hardware	4.8
35	Mechanic Consumer Electronics	2.4
36	Mechanic Industrial Electronics	3.6
37	Mechanic Lens/Prism Grinding	9

38	Mechanic Machine Tools Maintenance	20.4
39	Mechanic Mechatronics	9.6
40	Mechanic Medical Electronics	2.4
41	Mechanic-cum-Operator Electronics Communication System	2.4
42	Operator Advanced Machine Tools	30
43	Painter General	6
44	Physiotherapy Technician	3.6
45	Plastic Processing Operator	16.32
46	Plumber	3.12
47	Pump Operator-cum-Mechanic	13.2
48	Radiology Technician	4.8
49	(Radio Diagnosis & Radiotherapy)	0
50	Sanitary Hardware fitter	5.16
51	Sheet Metal Worker	13.2
52	Spinning Technician	22.8
53	Textile Mechatronics	10.8
54	Tool & Die Maker (Dies & Moulds)	35.52
55	Tool & Die Maker (Press Tools, Jigs & Fixtures)	35.52
56	Turner	19.62
57	Vessel Navigator (under development)	0
58	Welder (Gas and Electric)	18.48
59	Weaving Technician	11.28
60	Wireman	5.256

Space Norms for Crafts Instructors Training Scheme (CITS)
Engineering Trades

Sl.No	Name of the Trade <small>Year of revision</small>	Space Norms for CTI (Sq. mt. per trainee)
	Classroom- for conducting theory classes of Trade Technology Modules	1.5
	Classroom- for conducting theory classes of Engineering Technology Module.	1.5
	Classroom- for conducting Engineering Drawing Classes of Engineering Technology Module.	2.0
	Classroom – for conducting theory & practical classes of Training Methodology Module	2.0
1	Carpenter	7.2
2	Foundry man ¹⁹⁹⁸	9.6
3	Mason (Building Constructor) ²⁰⁰⁴	6
4	Mechanic (Tractor) ¹⁹⁹⁶	4.5
5	Mechanic Agricultural Machinery	5.4
6	Painter General	4.2
7	Plumber ²⁰⁰⁴	4.8
8	Sanitary Hardware fitter\$	4.2
9	Sheet Metal Worker ¹⁹⁹⁶	6
10	Welder (Gas and Electric) ²⁰⁰⁶	6.6
11	Wireman ¹⁹⁹⁶	6.6
12	Plastic Processing Operator	yet to be prescribed
13	Fitter ^{1997, 2007}	6.6
14	Turner ^{1999, 2007}	10.8
15	Machinist ^{1996, 2007}	12
16	Interior Decoration and Designing\$	4.8
17	Mechanic (Diesel) ¹⁹⁹⁸	6.3
18	Machinist (Grinder) ¹⁹⁹⁷	10.2
19	Electroplater ¹⁹⁹⁹	3.6
20	Mech. Repair & Maintenance of Light Vehicles\$	21
21	Mech. Repair & Maintenance of Heavy Vehicles\$	37.8
22	Mech. Repair & Maintenance of Two Wheelers\$	5.28
23.	Mech. Communication Equipment Maintenance\$	4.8
24. .	Mechanic Lens/Prism Grinding\$	7.5
25	Building Maintenance\$	4.8
26	Architectural Assistant\$	4.8

27	Tool & Die Maker (Press Tools, Jigs & Fixtures)	8.4	
28	Tool & Die Maker (Dies & Moulds)	8.4	
29	Pump Operator-cum-Mechanic ^{1999, 2007}	yet to be prescribed	
30	Lift Mechanic\$	4.2	
31	Mechanic Medical Electronics\$	7.2	
32	Mechanic Consumer Electronics\$	6	
33	Marine Fitter\$	yet to be prescribed	
34	Vessel Navigator \$	yet to be prescribed	
35	Instrument Mechanic ²⁰⁰⁰	6	
36	Draughtsman (Mechanical) ^{1996, 2007}	4.8	
37	Maintenance Mechanic (Chemical Plant)	7.2	
38	Instrument Mechanic (Chemical Plant) ²⁰⁰²	7.2	
39	Attendant Operator (Chemical Plant)	7.8	
40	Laboratory Assistant (Chemical Plant)	7.2	
41	Information Technology & Electronics System Maintenance ²⁰⁰⁷	6	
42	Mechanic (Motor Vehicle) ²⁰⁰²	6.3	
43	Electrician ^{1996, 2007}	7.32	
44	Mechanic (Radio & TV) ¹⁹⁹⁶	4.2	
45	Mechanic-cum-Operator Electronics Communication System	4.8	
46	Mechanic (Refrigeration and Air-Conditioner) ²⁰⁰³	6	
47	Mechanic Machine Tools Maintenance ¹⁹⁹⁹	18	
48	Draughtsman (Civil) ^{1996, 2007}	4.8	
49	Surveyor ^{1997, 2007}	4.8	
50	Electronic Mechanic ²⁰⁰⁶	4.2	
51	Mechanic Auto Electrical and Electronics\$	4.2	
52	Spinning Technician ^{New 2008}	38.556	
53	Weaving Technician ^{New 2008}	38.556	
54	Textile Mechatronics ^{New 2008}	18	
55	Mechanic Mechatronics\$	yet to be prescribed	
56	Mechanic Industrial Electronics\$	yet to be prescribed	
57	Mechanic Computer Hardware\$	yet to be prescribed	
58	Operator Advanced Machine Tools\$	yet to be prescribed	
59	Physiotherapy Technician\$	12.6	
60	Radiology Technician \$ (Radio Diagnosis & Radiotherapy)	5.4	

\$ Under revision.

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 th 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 th examination under 10+2 system of education or its equivalent.	HH(P)
12.	Information Technology & Electronics System Maintenance	2 years	Passed in 10 th class Examination under 10+2 system of education with science Desirable- 12 th 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 th Class Examination under 10+2 System of Education	OH, HH
16.	Laboratory Assistant (Chemical Plant)	(a) 2 years (b) 6 months	Passed 10 th 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 th 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 th class examination under 10+2 system of education with 50% marks in Mathematics & Science or its equivalent	Not suitable
22.	Mason (Building Constructor)	1 year	Passed 8 th class examination under 10+2 system of education or its equivalent.	HH
23.	<i>Mech. Communication Equipment Maintenance</i>	1 year	Passed Class 10 th Exam under 10+2 system of Education or its equivalent	OH(LL)
24.	<i>Mech. Repair & Maintenance of Heavy Vehicles</i>	1 year	Passed Class 10 th Exam under 10+2 system of Education or its equivalent	HH(P), OH(OA)
25.	<i>Mech. Repair & Maintenance of Light Vehicles</i>	1 year	Passed Class 10 th Exam under 10+2 system of Education or its equivalent	HH,OH, LP
26.	<i>Mech. Repair & Maintenance of Two Wheelers</i>	6 months	Passed Class 10 th Exam under 10+2 system of Education or its equivalent	OH, HH(P)
27.	Mechanic (Diesel)	1 year	Passed 10 th 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 th 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 th class examination under 10+2 system of education or its equivalent. 2) Desirable – Passed 10 th 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 Examination under 10+2 system of education with Science (Physics and Chemistry) as one of the subjects.	OH, LV
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 th class examination under 10+2 system of education with Mathematics & Science or its equivalent.	OH, HH
36.	Mechanic Industrial Electronics	2 years	Passed 12 th Class Examination with Physics, Chemistry & Mathematics.	OH, HH
37.	<i>Mechanic Lens/Prism Grinding</i>	1 year	Passed Class 10 th 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 th 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 th Class Examination with Physics, Chemistry & Mathematics.	OH(LL), HH(P)
43.	Painter General	2 years	Passed 8 th class examination or its equivalent.	OH, HH
44.	<i>Physiotherapy Technician</i>	1 year	Passed 12 th class Exam. Under 10+2 system of education with Physics, Chemistry & Biology.	OH, HH, LV
45.	Plastic Processing Operator	1 year	Passed 10 th class examination under 10+2 system of education or its equivalent.	OH, HH, LV
46.	Plumber	1 year	Passed 8 th class examination under 10+2 system of education or its equivalent.	OH, HH, LV

47.	Pump Operator-cum-Mechanic	1 year	Passed 10 th 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 th class Exam. Under 10+2 system of education with Physics, Chemistry & Biology.	Not suitable
49.	Sanitary Hardware fitter	06 months	Passed 8 th class examination under 10+2 system of education or its equivalent.	OH, HH, LV
50.	Sheet Metal Worker	1 year	Passed 8 th class examination under 10+2 system of education or its equivalent.	OH, HH, LV
51.	Spinning Technician	2 years	Passed 10 th Class Examination	OH, HH
52.	Surveyor	2 years	Passed 10 th 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 th Class Examination	OH(LL), HH(P)
54.	Tool & Die Maker (Dies & Moulds)	3 years	Passed 10 th 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 th class examination under 10+2 system of education with Science or its equivalent.	OH
56.	Turner	2 years	Passed 10 th class examination under 10+2 system of education or its equivalent.	OH, HH, LV
57.	Vessel Navigator	2 years	Passed 10 th 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 8 th class examination under 10+2 system of education or its equivalent.	OH, HH
59.	Weaving Technician	2 years	Passed 10 th class examination under 10+2 system of education with Mathematics & Science or its equivalent	OH, HH
60.	Wireman	2 years	Passed 8 th class examination or its equivalent.	OH, HH, LV
61.	Marine Engine Fitter	1 year	10 th 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.

Sl. No.	Name of the Trade	Duration	Entry Qualification	Trade Suitable for PWDs
1	2	3	4	5
1.	Baker & Confectioner	1 year	Passed 10 th class examination under 10 + 2 system of education or its equivalent.	OH, HH, LV
2.	Textile Wet Processing Technician	2 year	Passed 10 th class examination under 10+2 system of education with Science and Mathematics or its equivalent.	OH(LL), HH, LV
3.	Cabin/Room Attendant	06 months	i) Passed 10 th Class Examination under 10+2 System of Education. ii) Working knowledge of English & Hindi.	Not suitable
4.	Cane Willow and Bamboo Work	1 Year	Passed 8 th class or its equivalent.	OH, HH, LV
5.	Computer Aided Embroidery & Needle Work	6 months	Passed Class 10 th Exam under 10+2 system of Education or its equivalent	OH, HH
6.	Computer Operator and Programming Assistant	1 year	12 th class pass under 10+2 system or duly recognized Diploma in Engineering from any Polytechnic of 3 years duration after 10 th class.	OH, HH, LV
7.	Corporate House Keeping	06 months	Passed 10 th Class Examination under 10+2 System of Education.	OH, HH, LV
8.	Craftsman Food Production (General)	1 year	Passed 10 th Class exam under 10+2 system of education or its equivalent.	OH, HH
9.	Craftsman Food Production (Vegetarian)	1 year	Passed 10 th Class exam under 10+2 system of education or its equivalent.	OH, HH
10.	Crèche Management	06 months	Passed 10 th Class Examination under 10+2 System of Education	OH
11.	Cutting & Sewing	1 Year	Passed 8 th class or its equivalent.	OH, HH, LV
12.	Dairying	01 year	Passed 10 th Class Examination under 10+2 System of Education	OH, HH
13.	Data Entry Operator	06 months	Essential: (i) 10 th Class Passed (ii) Typing speed of 30 w.p.m. in English Desirable: Typing speed of 30 w.p.m. in Hindi/ Any Local language.	OH, HH, LV
14.	Dental Laboratory Technician	02 years	Passed 10 th Class Examination under 10+2 System of Education.	Not suitable
15.	Desk Top Publishing Operator	1 year	a) Passed 12 th 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 th Class under 10+2 system of education or equivalent.	OH, HH
17.	Domestic House Keeping	06 months	Passed 10 th Class Examination under 10+2 System of Education	OH, HH, VH

18.	Dress Making	1 year	Passed Matriculation examination or its equivalent or 10 th class under 10 + 2 system.	OH, HH
19.	Driver Cum Mechanic (Light Motor Vehicle)	06 months	Passed 10 th Class Examination under 10+2 System of Education.	Not suitable
20.	Embroidery and Needle Work	1 Year	Passed 8 th class or its equivalent.	OH, HH, LV
21.	Event Management Assistant	06 months	Passed 10 th Class Examination under 10+2 System of Education or its equivalent. (with English as subject)	Not suitable
22.	Fashion Technology	01 year	Passed 12 th Class under 10+2 system of education or equivalent.	OH, HH
23.	Floriculture & Landscaping	06 months	Passed 12 th 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 th Class Examination under 10+2 System of Education with science in X class. Preference given to trainees with Physics, Chemistry & Biology in 12 th Class.	OH(OA)
27.	Horticulture	01 year	Passed 12 th Class Examination with Biology as major subject or Vocational Training in Agro-Horticulture.	OH(OA), HH
28.	Hospital House Keeping	01 year	Passed 12 th Class Examination under 10+2 System of Education with Physics, Chemistry & Biology.	OH, HH, LV
29.	Hospital Waste Management	6 months	Passed 12 th class Exam. Under 10+2 system of education with Physics, Chemistry & Biology.	HH
30.	Institution House Keeping	06 months	Passed 10 th Class Examination under 10+2 System of Education.	OH(OA)
31.	Insurance Agent	06 months	Passed 12 th Class under 10+2 system of education or equivalent.	OH(OA)
32.	Leather Goods Maker	1 Year	Passed 8 th 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 th Class under 10+2 system of education or equivalent.	OH, HH(P), LV
34.	Litho – Offset Machine Minder	1 year	Passed 10 th 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 th class examination under 10+2 system of education or its equivalent.	OH, HH
36.	Medical Transcription	06 months	Passed 12 th Class Examination under 10+2 system of education with Biology/Physiology as major subject.	OH(LL)

			Knowledge of English Language is essential.	
37.	Network Technician	06 months	Passed 12 th Class under 10+2 system of education or equivalent.	OH(LL), HH(P)
38.	Old Age Care	06 months	Passed 8 th Class under 10+2 system of Education.	Not suitable
39.	Photographer	1 year	Passed 10 th class examination with Physics and Chemistry under 10+2 system or its equivalent.	HH
40.	Plate Maker-cum-Imposer	1 year	Passed 10 th 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 th Class Examination under 10+2 System of Education	OH(OA)
42.	Preservation of fruits and vegetables	1 year	Passed 10 th class examination under 10 + 2 system of education with Science or its equivalent.	LV, HH
43.	Process Cameraman	1 year	Passed 10 th 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 th class Pass	OH, LV/Blind
45.	Stenography (English)	1 year	12 th class Pass	OH, LV/Blind
46.	Stenography (Hindi)	1 year	12 th class Pass	OH, LV/Blind
47.	Steward	1 year	Passed 10 th Class exam under 10+2 system of education or its equivalent.	LV
48.	Tourist Guide	06 months	Passed 12 th Class under 10+2 system of education or equivalent.	OH(OA)
49.	Weaving of Silk and Woolen Fabrics	1 year	Passed 8 th class or its equivalent.	LV/Blind, HH
50.	Weaving of Woolen Fabrics	1 year	Passed 8 th 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 th class pass or its equivalent.	OH(LL)
54.	Office Assistant and Computer Operator	1 year	12 th class pass or its equivalent.	OH, HH, LV