



Industrial Training Institute



**Government of NCT of Delhi**  
**Department of Training & Technical Education**  
Muni Maya Ram Marg, Pitampura, Delhi-110034

E-mail: [caoitiadmission@gmail.com](mailto:caoitiadmission@gmail.com)

**PROSPECTUS-2020**

For  
ONLINE ADMISSION FOR FULL TIME CERTIFICATE COURSES  
Under  
NATIONAL COUNCIL FOR VOCATIONAL TRAINING (NCVT)  
&  
STATE COUNCIL FOR VOCATIONAL TRAINING (SCVT)  
In  
DELHI GOVERNMENT INDUSTRIAL TRAINING INSTITUTES

DATE OF START OF ONLINE REGISTRATION : 10 August -2020  
LAST DATE OF REGISTRATION : 23 August -2020  
LAST DATE OF VERIFICATION & CHOICE FILLING : 24 August-2020

**Online Admission Portal**

**<https://www.itidelhiadmissions.nic.in>**

**Helpline E-mail ID: caohelpline@gmail.com**

**Candidates are advised to visit the admission portal frequently for updates.**

**GOVERNMENT OF NCT OF DELHI**  
Department of Training & Technical Education  
Muni Maya Ram Marg, Pitampura, Delhi-110034

<http://tte.delhigovt.nic.in>

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## INTRODUCTION

Department of Training & Technical Education, Govt. of NCT of Delhi, in its endeavor to provide technical and skilled manpower suited to various needs of industry, is implementing various schemes. Craftsmen Training Scheme to impart training in technical and industrial skills through Industrial Training Institutes spread all over Delhi.

There are **19** Government ITIs (including Hastsal Extension Centre and Multi Sectorial Development Plan for minority women only at ITI, Nand Nagri ) having **10960** seats for the session 2020-21 in **49** different trades affiliated with National Council for Vocational Training (NCVT) and State Council for Vocational Training (SCVT).

The Department of Training & Technical Education plans to admit students in one year/two years trade for the academic session 2020-21 for various Full-time Certificate courses (Engineering and non-Engineering) being offered at Institutes affiliated to the National Council for Vocational Training (NCVT) & State Council for Vocational Training (SCVT), Delhi, on merit basis through online admission in the institutes mentioned below.

### CONTACT DETAILS OF GOVERNMENT I.T./BTC

(HELPDESK COUNTERS ARE OPERATIONAL IN ALL DELHI GOVT. ITIs. CANDIDATES MAY ALSO CONTACT THE BELOW MENTIONED TELEPHONE NUMBERS AND EMAIL IDs FOR SEEKING INFORMATION)

S. No	Name & Address	Nearest Landmark	Principal / Vice Principal	Telephone No.	ITI Abb.	Email & ITI Website
1	ITI, Pusa, New Delhi – 110012 (Co-educational)	(Nearest Metro station : Rajindra Place / Patel Nagar)	Sh. Lok Pal	25841477 25842833	PUSA	Email: <a href="mailto:itipusa@hotmail.com">itipusa@hotmail.com</a> ; <a href="mailto:itipusa.delhi@gov.in">itipusa.delhi@gov.in</a> Website: <a href="http://www.itipusa.delhi.gov.in">www.itipusa.delhi.gov.in</a>
2.	ITI, Arab-Ki-Sarai, Nizamuddin, Adjacent to Humayun Tomb, Opp Police Station Nizamuddin, New Delhi-110013 (Co-educational)	(Nearest Metro station : Jawaharlal Nehru Stadium)	Sh. S. Augusty  Sh. P.R. Digwal (Vice Principal)	24359531 24351667	AKS	Email: <a href="mailto:itiaks2011@gmail.com">itiaks2011@gmail.com</a> ; <a href="mailto:itiaks.delhi@gov.in">itiaks.delhi@gov.in</a> Website: <a href="http://www.itiaks.delhi.gov.in">www.itiaks.delhi.gov.in</a>
3.	ITI Shahdara, Delhi-110095 (Co-educational)	(Nearest Metro station: Jhilmil Colony)	Sh. Ajay Vashisht	22150343 22168727	SH	Email: <a href="mailto:itishahdara.delhi@nic.in">itishahdara.delhi@nic.in</a> Website: <a href="http://www.itishahdara.delhi.gov.in">www.itishahdara.delhi.gov.in</a>
4.	Sir C.V. Raman ITI, Dheerpur, Delhi – 110009 (Co-educational)	(Landmark: Nirankari Satsang Sarover /Burari Crossing)	Sh.R.S. Solanki  Sh.Jagdish Kumar (Vice Principal)	20871201 20871202	CVR	Email: <a href="mailto:iticvraman.delhi@gmail.com">iticvraman.delhi@gmail.com</a> Website: <a href="http://www.scvriti.delhi.gov.in">www.scvriti.delhi.gov.in</a>
5.	ITI, Malviya Nagar, New Delhi-110017 (Co-educational)	(Nearest Metro station : Malviya Nagar/ Hauz Khaz)	Sh. Ram Gopal	26687375 26682049	MN	Email: <a href="mailto:itimvnagar@yahoo.co.in">itimvnagar@yahoo.co.in</a> ; <a href="mailto:itimn.delhi@gov.in">itimn.delhi@gov.in</a> Website: <a href="http://www.mniti.delhi.gov.in">www.mniti.delhi.gov.in</a>

S. No	Name & Address	Nearest Landmark	Principal / Vice Principal	Telephone No.	ITI Abb.	Email & ITI Website
6.	ITI, Jail Road, (Opposite Tihar Jail), New Delhi-110064 (Co-educational)	(Nearest Metro station : Tilak Nagar )	Sh. B.S. Negi	28121086 28122402	JLR	Email: <a href="mailto:itijritjr@yahoo.co.in">itijritjr@yahoo.co.in</a> ; <a href="mailto:Itijr.delhi@gov.in">Itijr.delhi@gov.in</a> Website: <a href="http://www.itijr.delhi.gov.in">www.itijr.delhi.gov.in</a>
7.	ITI, Jahangir Puri, K-Block, Jahangir Puri, Delhi-110033 (Co-educational)	(Nearest Metro station : Jahangir Puri)	Smt. Ratna Das  Ms. Mini Sharma (Vice Principal)	27637928 27634888	JHP	Email: <a href="mailto:pplritjipuri@gmail.com">pplritjipuri@gmail.com</a> Website: <a href="http://www.itijp.delhi.gov.in">www.itijp.delhi.gov.in</a>
8.	ITI, Nand Nagri, Delhi-110093, (Co-educational)	(Near Nand Nagri DTC Bus Depot),	Smt. Ratna Das	22581299 22134850	NN	Email: <a href="mailto:itinandnagri@yahoo.co.in">itinandnagri@yahoo.co.in</a> Website: <a href="http://www.itinn.delhi.gov.in">www.itinn.delhi.gov.in</a>
9.	Dr. H.J. Bhabha ITI, Khichripur, Mayur Vihar Phase I, Delhi-110091 (Co-educational)	(Nearest Metro station : MayurVihar Phase I)	Sh. S. Augusty	22753998 22750621	HJB	Email: <a href="mailto:hjbhabhaiti.delhi@yahoo.co.in">hjbhabhaiti.delhi@yahoo.co.in</a> Website: <a href="http://www.hjbhabhaiti.delhi.gov.in">www.hjbhabhaiti.delhi.gov.in</a>
10.	Ch. Brahm Prakash ITI, Jaffarpur, New Delhi-110073 (Co-educational)	(About 8 Km from Najafgarh)	Sh.M.N. Sharma  Sh. Suresh Kumar (Vice Principal)	25318190 25318035	JFR	Email: <a href="mailto:itijaffarpur2010@gmail.com">itijaffarpur2010@gmail.com</a> ; <a href="mailto:Itijaff.delhi@nic.in">Itijaff.delhi@nic.in</a> Website: <a href="http://itijaffarpur.delhi.gov.in">http://itijaffarpur.delhi.gov.in</a>
11.	Lala Hans Raj Gupta ITI, DSIDC Industrial Complex, Narela, Delhi-110040 (Co-educational)	(About 5km from Alipur) Opp.DTC bus Depot Narela	Md. Hussain B.	27781679 27782076	NR	Email: <a href="mailto:itinarela.delhi@gmail.com">itinarela.delhi@gmail.com</a> Website: <a href="http://www.lhrgiti.delhi.gov.in">www.lhrgiti.delhi.gov.in</a>
12.	Veer Savarkar Basic Training Centre, Pusa, New Delhi- 110012 (Co-educational)	(Nearest Metro station : Rajinder Place / Patel Nagar )	Sh. Rajiva Malik  Sh.K. K Narwal (Vice Principal)	25842952 25842762	BTC	Email: <a href="mailto:btcpusa_2007@yahoo.com">btcpusa_2007@yahoo.com</a> <a href="mailto:tibtcpusa2017@gmail.com">tibtcpusa2017@gmail.com</a> Website: <a href="http://www.vsbtcpusa.delhi.gov.in">www.vsbtcpusa.delhi.gov.in</a>
13.	ITI Mangolpuri, S-Block, Industrial Area Mangolpuri, Delhi-110083 (Co-educational)	(Nearest Metro station :Udyog Nagar)	Sh. R. S. Solanki	27918121, 27918122	MGP	Email: <a href="mailto:itimgp admission2018@gmail.com">itimgp admission2018@gmail.com</a> Website: <a href="http://itimangolpuri.delhi.gov.in">itimangolpuri.delhi.gov.in</a>

<b>S. No</b>	<b>Name &amp; Address</b>	<b>Nearest Landmark</b>	<b>Principal / Vice Principal</b>	<b>Telephone No.</b>	<b>ITI Abb.</b>	<b>Email &amp; ITI Website</b>
14.	Jija Bai ITI for Wome, Siri Fort (Near Siri Fort Auditorium) August Kranti Marg, New Delhi-110049 (Only for Women)	(Nearest Metro station - Green Park)	Sh. Vijay Kumar	26491842 26494358	SFW	Email: <a href="mailto:itisirifort@yahoo.com">itisirifort@yahoo.com</a> ; <a href="mailto:itijjabaiw.delhi@gov.in">itijjabaiw.delhi@gov.in</a> Website: <a href="http://www.jbiti.delhi.gov.in">www.jbiti.delhi.gov.in</a>
15.	Savitri Bai Phule ITI for Women, Gokhale Road, Mori Gate, Delhi -110006 (Only for Women)	(Nearest Metro station :Kashmiri Gate)	Smt. Kalpna Goyal	23967449 23929889	MGW	Email: <a href="mailto:itimg.delhi@gmail.com">itimg.delhi@gmail.com</a> ; <a href="mailto:itimgw.delhi@gov.in">itimgw.delhi@gov.in</a> Website: <a href="http://www.sbpiti.delhi.gov.in">www.sbpiti.delhi.gov.in</a>
16.	ITI for Women, Tilak Nagar New Delhi- 110018 (Only for Women)	(Near Tilak Nagar, Metro Station),	Sh. A. K Dhama	25997035 25995158	TNW	Email: <a href="mailto:itiwtn@rediffmail.com">itiwtn@rediffmail.com</a> Website: <a href="http://www.itiwtn.delhi.gov.in">www.itiwtn.delhi.gov.in</a>
17.	ITI for Women, Vivek Vihar, Delhi - 110095. (Only for Women)	(Nearest Metro station :Jhilmil Colony)	Sh. Ajay Vashisht	22165188	VVW	Email: <a href="mailto:itivivekvihar@gmail.com">itivivekvihar@gmail.com</a> ; <a href="mailto:itivvw.delhi@gov.in">itivvw.delhi@gov.in</a> Website: <a href="http://www.vvwiti.delhi.gov.in">www.vvwiti.delhi.gov.in</a>
18.	Extension Centre of ITI Jail Road, Old Employment Exchange Building, Hastal, New Delhi.- 110059 (Only for Women)	(Nearest Metro station : Uttam Nagar East)	Sh. B.S.Negi	28121086 28122402	HSW	Email: <a href="mailto:itijritijr@yahoo.co.in">itijritijr@yahoo.co.in</a> <a href="mailto:itihastsal2019@gmail.com">itihastsal2019@gmail.com</a> Website: <a href="http://www.itijr.delhi.gov.in">www.itijr.delhi.gov.in</a>
19	ITI For Women (MSDP) ITI Nand Nagari Campus, Delhi-110093 (Only for Women)	(Near Nand Nagri DTC Bus Depot),	Smt. Ratna Das	22581299 22134850	NN	Email: <a href="mailto:itinandnagri@yahoo.co.in">itinandnagri@yahoo.co.in</a> Website: <a href="http://www.itinn.delhi.gov.in">www.itinn.delhi.gov.in</a>

## CONTACT DETAILS OF PVT. GOVERNMENT I.T.I./BTC

**Private ITIs registered with the Department having affiliation of NCVT/SCVT are given below. Admission to these private ITI's is not covered under Delhi Government ITI Online Admission 2020 process. However, prospective students into these institutes are advised to verify the affiliation status of trades before admission.**

S. No	Name & Address	Principal / Vice Principal Telephone No.	Email & ITI Website	Trade Running *
<b>A. Private ITI/ITC managed by other Govt. Departments</b>				
1	C.R.P.F. Pvt ITI, 103 Bn. RAF Campus, Wazirabad delhi-110 94, Delhi-94 , 011-22960150, 9911179993	Sh. A.K.Arora (Principal) 011-22960150, 9911179993	Email : crpfitcwazirabad@gmail.com	Mech. Motor Vehicle, Electronic Mech. ,Electrician, Refrigeration & Air Conditioning
2	N.D.M.C. Pvt. Women ITI Netaji Nagar, New Delhi-23 Ph. 26881084, 24105206	Ms. Rekha 011-26881084, 24105206	Email- wtindmc@yahoo.com Website: www.ndmc.gov.in	Sewing Technology Stenographer and Secretarial Assistant (English) Stenographer and Secretarial Assistant (Hindi) Computer Operator & Programming Assistant Surface Ornamentation Techniques (EMB)  Beautician & Hair Dressing Cooking Catering & Home Management Dress Designing
3	NSIC Tech. Services Centre Pvt. ITI, Okhla Ind. Estate, Ph-III Okhla, New Delhi-110020 (Ph. 26826801,26826796) (Land Mark: Adjacent to Govindpuri Metro Station)	Sh.Khalid Shakil, Principal 011-26826801, Ext. 230	email: - ntsccont@gmail.com website: anuragsociety.com	Computer Operator and Programming Assistant, Draughtsman Mechanical, Fitter, Machinist. Turner
<b>B. Privately Managed Pvt. ITI</b>				
4	Aakashline Pvt. ITI, 1449/21, Main 100 feet Road Durga Puri, Shahdra, Delhi-93 Ph. 22311603, 9999002520 , 9268213323	Sh. Vikas Bhardwaj Ph. 22311603 , 9999113381	email: - aakashlineinstitute@yahoo.co.in, vikasaips@gmail.com	1. COPA 2. Health Sanitary Inspector 3. Draughtsman Civil 4. Electrician
5	ANURAG Industrial Training Centre F - 156/2 LadoSarai, Mehrauli, South Delhi, New Delhi – 110030	Ms. Shakti Pal, Principal 9555104072	email: - anuragho@rediffmail.com website: anuragsociety.com	Sewing Technology

S. No	Name & Address	Principal / Vice Principal Telephone No.	Email & ITI Website	Trade Running *
6	Ashasadan P.V.T. ITI Najafgarh, New Delhi – 110 043. ( Holy Cross School Compound ) (Ph. 9968489936, 8285335020)	Ms. Anna Rita (Ph-9968489936, 8285335020)	email: - ashasadan07@gmail.com	1 Sewing Technology 2. Dress Designing
7	Baba Saheb Ambedker Pvt. ITI, BSAITM Bhawan, Plot No. 13b, Budhella, Near C Block Bus Stand, Vikaspuri, New Delhi-110018	Sh. Jai deep Das Gupta 011-28532959, 28532901, 7011291459, 7703917546, 9912500049	EMAIL ID : info@bsates.com WEBSITE : www.bsates.com	Electrician, Fitter ,Electronics, Draughtsman Mechanical , Refrigeration And AC Mechanic ,Dental Technician ,Computer Operator & Programming Assistant, Health & Sanitary Inspector
8	DAV Pvt. ITI, 5A/15, Tilak Nagar, New Delhi-110018 Ph. 47005568, 9871249149 (Opp Police & Metro Pillar No. 486)	Mr. Sunil Sharma 9810733451	Email:- dav.itc71@gmail.com	Computer Operator & Programming Assistant (COPA), IT &ESM , Health Sanitary Inspector
9	DELHI INSTITUTE OF FIRE ENGINEERING G-579, Raj Nagar-II (Near Dada Dev Mandir Mela Ground), Opp. Sector-7, Dwarka, New Delhi- 110077 Ph. 011-25366517	Col V Prakash Iyer (Retd) Ph. 9999055820	Email:- contactdife@gmail.com	1. Fire Fighting (6 Months) 2. Fire Technology & Industrial Safety Management (1 years)
10	Don Bosco Technical Institute ,Jamia Nagar, Okhla Road, New Delhi-110020. (Adjacent to Sukhdev Vihar Metro station) (Ph.9643868820, 8527787221	Sh. Thomas C J 9431106403	Email:- cjtomdb@gmail.com, principal@dbti.in	1. D/Man Mechanical 2. Machinist Grinder 3. Turner 4. COPA 5. Machinist
11	Indian Institute of Computer Education Pvt. ITI, C-574, Saraswati Vihar, Pitam Pura, Delhi-34	Sh .Sudhanshu Malhotra 9250928432,011-2703240, (Ph. 27032404, 65378863)	Email:- <a href="mailto:itiiceiti@gmail.com">itiiceiti@gmail.com</a> , ceo@webcomtechnologies.in	Computer Operator & Programming Assistant (COPA)
12	MERIT Pvt. ITI A-9, Qutab Institutional Area, USO Road, Shaheed Jeet Singh Marg, New Delhi-110067 011-41325252, 26961182, 41610145, 26532492	Ms. Ritika Jasrotia, Principal (Mobile No: 9717688149)	Email: <a href="mailto:contact@merit.ac.in">contact@merit.ac.in</a> Website: <a href="http://www.merit.ac.in">www.merit.ac.in</a>	Computer Operator & Programming Assistant (COPA)
13	National Pvt ITI 30-34 Sewak Park, Dwarka Mor Metro Station, Opp. Metro Pillar No: 771 Ph. No: 9315153644 , 9315138815	Dr. Anamika Singh Principal Ph No. :- 9315153644, 9315138815	website: www.nitcindia.com email id: mail@nitcindia.com	Health Sanitary Inspector Dental Lab Technician Physiotherapy Technician Radiology technician



S. No	Name & Address	Principal / Vice Principal Telephone No.	Email & ITI Website	Trade Running *
14	Raj Singh Pvt. ITI, A-Block 13, Gali No. 11-12, Khajuri Colony, Delhi-110094	Sh. Rakesh Nain 9968880020, 9868364868, 22962364, 9968880020.	email: rajsinghitc@gmail.com website: itirajsingh.com	Electrician, Draughtsman civil , Draughtsman Mechanical, Electronics Mechanic
15	Sampurna Pvt. ITI, Maharana Pratap community centre, Rajapur village, sector- 9, Rohini, Delhi-110085 Ph. 011-27556498	Ms. Indu Sharma Ph. 011- 27556498	Email :- sampurna765@gmail.com	Basic Cosmetology
16	Saraswati Mahila Ship Kala Kendra,230/21 E-2 STREET NO. 6 RAILWAY COLONY MANDAWALI DELHI 110092 Ph. 22477685	Sh. Ramesh Chand SHARMA Ph. 9968332693, 9811321455,011- 22477685	Email:- sharmapushpa1958@gm ail.com, smskkitc03@gmail.com	Sewing Technology
17	Sarvodya Pvt. ITI, 1449/21A, Main 100 Ft. Road,Durgapuri, Delhi- 93. Ph. 22130322, 65940586, ,9911028611	Sh.C.K. Sharma, Principal 011- 22130322, 9911028611	Email:- sarvodayainstitute@gmail. com Website:- sarvodayainstitute.com	Electrician , Computer Operator and Programming Assistance , Health and Sanitary Inspector
18	SARVODAYA PVT. ITI, 1449/2, 100 Ft. Road, Durgapuri Ext. Delhi-110093 Ph- 011-22800322	Sh. Himanshu Sharma 011- 22800322 ,9354262170, 8750295007	Email ID- <a href="mailto:Sarvodayaiti40@gmail.com">Sarvodayaiti40@gmail.co m</a> Website:- sarvodayainstitute.com	Electrician , Draughtsman Civil, Draughtsman Mechanical , Radiology Technician
19	Satyam Institute Of Computer Technology(Itc) 1449/73, Durga Puri, Near Laxmi Dairy. Shahdara,Delhi-110093 7982899894	Sh. Pravesh Sharma 9310021022	Email ID- satyaminst1610@gmail.co m	COPA
20	SRI GURU HARKRISHAN (Pvt.) INDUSTRIAL TRAINING INSTITUTE Opposite 20 Block, Tilak Nagar, Tilak Vihar, New Delhi 110018. Phone: 25991249, 25990988 Fax: 25999906	Sh. Charanjeet Singh (Principal) 011-25990988 & 25991249	Email:-sghitc@gmail.com <a href="mailto:chawlaci@gmail.com">chawlaci@gmail.com</a>  website:- http://sghiti.weebly.com	Computer Operator and Programming Assistant , Electrician, Electronics Mechanic, Mechanic Motor Vehicle, Physiotherapy Technician, Mechanic Ref. & A/C
21	St. Johns Pvt. ITI, 119, Anand gram Tahir Pur,Near Dilshad Garden, Shahdra, Delhi Ph. 011-22573974	Sh. Jaikumar Ph. 9555576276, 011- 22573974	Email:- stihnsdbs@yahoo.com, delhibrotherhood@gmail.c om	Electronics Mech.

S. No	Name & Address	Principal / Vice Principal Telephone No.	Email & ITI Website	Trade Running *
22	Sulabh Private Industrial Training Institute Rz-83 E&F, Mahavir Enclave, Palam, Dabri-Road New Delhi-110045  Ph.9868427214, 7906544452 ,011-25038093	Dr. Indrani Mazumdar Ph. 25038093, 25032043	Email:- <a href="mailto:sicasmail@hotmail.com">sicasmail@hotmail.com</a> , <a href="mailto:indranimazumdar2006@gmail.com">indranimazumdar2006@gmail.com</a>  website:- <a href="http://www.sulabhcentre.org">www.sulabhcentre.org</a>	1. Cutting and Sewing 2. Stenographer & Secretarial Assistant (English)
23	Gauri Food Craft Institute, WZ-54, Near Metro Pillar No. 219, Shadi Khampur, west Patel Nagar, New Delhi-110008 Phone: 011-25703361,8826103456	Sh. R.S. Nirwal 011-25703361, 8826103456,8595122807	Email-ID- <a href="mailto:gaurifoodcraftinstitute@gmail.com">gaurifoodcraftinstitute@gmail.com</a> Website - <a href="http://www.gouritechnicalinstitute.org">www.gouritechnicalinstitute.org</a>	Food Production (General) Draughtsman Civil
24	Cradle Pvt. ITI, 988/2, Mansa Enclave, Near Oberoi Farm, Kapashera , Delhi-110037. Ph. 011-25066069	Sh.Raguvinder Singh 08130146606	Email:- <a href="mailto:cradledelhi@outlook.com">cradledelhi@outlook.com</a> , <a href="mailto:office@cmi-hm.com">office@cmi-hm.com</a>	Food Production (General)
25	D. N. Lal Sharda Private ITI Sharda Institute Building, Main Road, 189 Kakrola Village, Near Metro Pillar 860, Dwarka Sector-16B, New Delhi-110078 Ph. 011-65945835,9013217721 <del>9505000000</del>	Sh. Anil Kumar Lal 9013217721 ,8505998880	Email:- <a href="mailto:dnlalshardaiti@gmail.com">dnlalshardaiti@gmail.com</a>   <a href="mailto:anillal_1968@yahoo.com">anillal_1968@yahoo.com</a> . Website:- <a href="http://shardainstitute.com">shardainstitute.com</a>	Draughtsman Civil , Draughtsman Mechanical, Electrician, Fitter
26	Vision Pvt Iti, khasra no.32/12/1,2nd,3rd floor, punjabibasti village, Nangloi, Delhi-41 Ph 64643617	Sh .Praveen Gupta 9717976862,	Email:- <a href="mailto:currentheight@gmail.com">currentheight@gmail.com</a> <a href="mailto:admissions.visioniti@gmail.com">admissions.visioniti@gmail.com</a> <a href="http://www.visioniti.org">www.visioniti.org</a> Website:- <a href="https://visioniti.business.site">https://visioniti.business.site</a>	Health & Sanitary Inspector
27	Shikshaitan Private Iti, Plot No- 683, Gali No - 3, Near Saini Vihar, Mundka D-41 Ph. 9015621006, 8587912904	Sh. Rajeev Kumar Singh 8587912904, 7838935434, 9871415795	Email:- <a href="mailto:delhipti@gmail.com">delhipti@gmail.com</a> website:- <a href="http://www.delhiti.com">www.delhiti.com</a>	Fitter , Electrician

S. No	Name & Address	Principal / Vice Principal Telephone No.	Email & ITI Website	Trade Running *
28	Saraswati Private Iti, B-12, M.B.R. Enclave, Pochanpur, Delhi -75 Ph. 9910570606 , 64643617	Sh. Vikas 9717976861, 9899669606	Email:- <a href="mailto:vips.vics@gmail.com">vips.vics@gmail.com</a> admissions.saraswatiiti@gmail.com Website:- saraswatiinstitute.org	Electrician , Health Sanitary Inspector
29	Nivs Private Industrial Training Institute, Janta Vihar, Mukand Pur , Delhi-42 Ph. 9910846010, 7701999580	Sh.Gulam Sharver Khan 9910846010, 7701999580	Email:- nivspvtiti@gmail.com	Electrician
30	BRILLIANT PRIVATE I.T.I. 353 , Block-A, opp. Gali No.13 Shiv Mandir Road, Om Nagar Badarpur, New Delhi-110044 # 011-26660021, 8375057195	Sh. Sushil Kumar 8375057195	Email:- brilliantiti99@gmail.com	Electrician, Fitter, Health Sanitary Inspector, Fashion Design and Technology.
31	Sri Guru Harkrishan Private ITI,lot No.01, N-Block, Panchyatti Gurudwara, Mangolpuri, Delhi-110083 (Code-	Sh.Jatinder Pal Singh 9911725119,991032 6066	E- Mail :- sghitimangolpuri@gmail.com ,jpskhural@gmail.com	Computer Operator & Programming Assistant , Human Resources Executive
32	SHARDA PRIVATE ITI Kakrola Village, Sec-16, Dwarka New Delhi-110078 Ph: 011-65060170	Sh. Subodh Karan 8505998883	E mail :- shardaiti@gmail.com website:- www.shardainstitute.com	Draughtsman Civil , Draughtsman Mechanical, Electrician
33	Delhi College of Fire & Safety Engg. Plot no. 975,khasra no. 298,NH-10,Mundka,ND-41	Mr. Zile Singh Lakra 28344240/41	E mail :- admin@dcfse.com	Fire Fighting (6 Months),Fire Tech. & Industrial Safety management(12 months) , Health Safety Environment (18 Months)

**Note:-**The correct status regarding no. of seats & affiliation may be verified from respective Principal of the Institute/Centre.

## TRADES/COURSES OFFERED & INTAKE CAPACITY IN ALL ITIs

The institutes and trade wise intake capacity for admission 2020 is given below.

S.N.	ITI →	NSQF Level	ITI PUSA		ITI ARAB-KI-SARAI		ITI SHAHDA RA	SIR CV RAMAN ITI		ITI MALVIYA NAGAR		ITI JAIL ROAD		ITI JEHAN GIR PURI		ITI NAND NAGARI		Dr. H J BHABHA ITI, MAYUR VIHAR		CH. BRAHMPRAKASH ITI, JAFFARPUR		LALAHANS RAJ GUPTA ITI, NARELA		VEER SAVARKAR BTC		ITI Mangol puri		JIJABAI ITI FOR WOMEN, SIRIFORT		SAVITRI BAI PHULE ITI FOR WOMEN, MORIGATE		ITITILAK NAGAR FOR WOMEN		ITIVIVEK VIHAR FOR WOMEN		EXTENSION CENTRE OF ITI JAIL ROAD, HASTSAL		MSD P,ITI Nand Nagri		Total		Grand Total
			NCVT	SCVT	NCVT	SCVT	NCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT					
1	Cosmetology	L 4													48										48			48	24	48						48	48	288	72	360		
2	Carpenter	L4										24				24	24																				48	24	72			
3	Commercial Art(SCVT)	NA		20						20																											0	40	40			
4	Computer Hardware & Network Maintenance	L 4	48		48				48									48		48		48											48				432	0	432			
5	Computer Operator and Programming Assistant	L 4	48		96				96		48	144		48		48		48	48	48	48	48	24	48		48		48	24	48	144	48	48			1152	96	1248				
6	Desk Top Publishing Operator	L 4																				48											48			144	0	144				
7	Digital Photographer	L 4						48																											48	0	48					
8	Draughtsman (Civil)	L 5	48		48				24		24		24		24		24	24	24	24	24	24	24	24	48		24				48	24				456	48	504				
9	Draughtsman (Mechanical)	L 5	40		40		20						20						20		20		40		20											220	0	220				
10	Dress Making	L4																					40		40											80	0	80				
11	Electrician	L5	80		60		40	80	40		20		20	20	20	40	20	40	20	40	20	20	20	20											480	120	600					
12	Electronic Mechanic	L5	48		48		24		24		24		24		48		24		24		24		24		24		24									408	24	432				

S. N.	ITI →	NSQF Level	ITI PUSA		ITI ARAB-KI-SARAI		ITI SHAH DAR		SIR CV RAM AN ITI		ITI MALV IYA NAG AR		ITI JAIL ROAD		ITI JEHA NGIR PURI		ITI NAND NAG ARI		Dr. H J BHAB HA ITI, MAYU R VIHAR		CH. BRAH M PRAK ASH ITI, JAFF ARPU R		LALA HANS RAJ GUPT A ITI, NARE LA		VEER SAVA RKAR BTC		ITI Mangolpuri		JIJA BAI ITI FOR WOM EN, SIRIF ORT		SAVIT RI BAI PHUL E ITI FOR WOM EN, MORI GATE		ITI TIL AK NA GA R FOR WO ME N		ITI VIV EK VIH AR FOR WO ME N		EXTE NSIO N CENT RE OF ITI JAIL ROA D, HAST SAL		MSD P,ITI Nan d Nagr i		Total		Grand Total
	Trades		NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT					
13	Fashion Design & Technology	L 4			40				80				40					40		40				40	20	40			40								40		400	20	420		
14	Fitter	L 5	60		60		40		60		20		40		40		40	20				40	20	20	20													460	60	520			
15	Food & Beverages Service Assistant	L 4											20	20										40		40													100	20	120		
16	Food Production (General)	L4											24	24										48		48		48											168	24	192		
17	Health Sanitary Inspector	L 4			48								48																									96	0	96			
18	Information & Communication Technology System Maintenance	L5			24												24																					48	0	48			
19	Instrument Mechanic	L5	24		24				48																													96	0	96			
20	Interior Design & Decoration	L 4	48						48								24	24									48												168	24	192		
21	Machinist	L 5	40		40		40			40			20		40		20							20														260	0	260			
22	Machinist (Grinder)	L5			20		20																															40	0	40			
23	Mechanic Auto Body Painting	L 4	40		40				40																	40													160	0	160		

S. N.	ITI →	NSQF Level	ITI PUSA		ITI ARAB-KI-SARAI		ITI SHAH DAR	SIR CV RAMAN ITI		ITI MALVIYA NAGAR		ITI JAIL ROAD		ITI JEHANGIR PURI		ITI NAND NAGARI		Dr. H J BHABHA ITI, MAYUR VIHAR		CH. BRAHM PRAKASH ITI, JAFFARPUR		LALAHANS RAJ GUPTA ITI, NARELA		VEER SARKAR BTC		ITI Mangolpuri		JIJABAI ITI FOR WOMEN, SIRIFORT		SAVITRI BAI PHULE ITI FOR WOMEN, MORIGATE		ITITILAK NAGAR FOR WOMEN		ITIVIVEKVIHAR FOR WOMEN		EXTENSION CENTRE OF ITI JAIL ROAD, HASTSAL		MSD P, ITI Nand Nagri		Total		Grand Total
			NCVT	SCVT	NCVT	SCVT	NCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT			
24	Mechanic Auto Body Repair	L 4	40		40			40																		40												160	0	160		
25	Mechanic Auto Electrical & Electronics	NA			40			40				20		40		40																						180	0	180		
26	Mechanic Consumer Electronic Appliances	L5						24																														24	0	24		
27	Mechanic Diesel	L 4	48									24	24																									72	24	96		
28	Technician Medical Electronics	L 5																								24												24	0	24		
29	Mechanic Two And Three Wheeler	L 4				40		40	40		40				40			40																				160	80	240		
30	Mechanic (Motor Vehicle)	L5	72		48		72	72				48		48		24	24	24	24		24	24	24	24	24	48												504	120	624		
31	Refrigeration and Air-Conditioning Technician	L 5	72		48	24	24	48		24		24		24		24		24	24	24	24	24	24	48														408	48	456		
32	Plumber	L 4			48							24	24	48				48		48			48															264	24	288		
33	Painter (G)	L 5			20																																	20	0	20		
34	Secretarial Practice (English)	L4						48																														48	0	48		

S. N.	ITI →	NSQF Level	ITI PUSA		ITI ARAB-KI-SARAI		ITI SHAH DAR	SIR CV RAM AN ITI		ITI MALVIYA NAGAR		ITI JAIL ROAD		ITI JEHANGIR PURI		ITI NAND NAGARI		Dr. H J BHABHA ITI, MAYUR VIHAR		CH. BRAHM PRAKASH ITI, JAFFARPUR		LALAHANS RAJ GUPTA ITI, NARELA		VEER SARKAR BTC		ITI Mangol puri		JIJABAI ITI FOR WOMEN, SIRIFORT		SAVITRI BAI PHULE ITI FOR WOMEN, MORIGATE		ITITILAKNAGAR FOR WOMEN		ITIVIVEKVIHAR FOR WOMEN		EXTENSION CENTRE OF ITI JAIL ROAD, HASTSAL		MSD P, ITI Nand Nagri		Total		Grand Total
			NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT	NCVT	SCVT				
35	Sewing Technology	L 4	40				20	40				40		40		40						40		40				40		40	20	40			40	40	500	20	520			
36	Stenographer & Secretarial Assistant (English)	L 4	48		96							48		48		48											48		48	24	48					48	528	24	552			
37	Stenographer & Secretarial Assistant (Hindi)	L 4	48															48									48									144	0	144				
38	Surface Ornamentation Techniques (Embroidery)	L4																									40								20	60	0	60				
39	Surveyor	L5	24																																	24	0	24				
40	Technician Power Electronic Systems	L 5						24																													24	0	24			
41	Textile Designing (SCVT)	NA																									20		20								0	40	40			
42	Tool & Die Maker (Die & moulds)	L5													24																					24	0	24				
43	Tool & Die Maker (Press Tools, Jigs & Fixtures)	L5	24					48																													72	0	72			





## ADMISSION ELIGIBILITY QUALIFICATIONS

Admission eligibility qualification, Trade name, NSQF level, Duration of course, unit strength for full time certificate courses (1Year/2 years) in Industrial Training Institutes (ITIs) under National Council for Vocational Training (NCVT) & State Council for Vocational Training (SCVT) are given in the following table alphabetically.

S.No.	Name of the Trades (Alphabetically)	NSQF Level <sup>s</sup>	Duration	Current Entry Qualification	Strength / unit	Engg / Non Engg
<b>TRADES UNDER CRAFTSMAN TRAINING SCHEME</b>						
1	Architectural Draughtsman*	L 5	2Yrs	Passed 10th Class examination under 10+2 system of Education with science and mathematics.	24	Engg.
2	Cosmetology	L 4	1 Yr	Passed 10th class examination.	24	Non Engg
3	Carpenter	L 4	1 Yr.	Passed 8th class examination	24	Engg.
4	Commercial Art	NA	1 Yr	Passed 10th class Under 10+2 System of examination or its equivalent	20	Non Engg
5	Computer Hardware & Network Maintenance	L 4	1 Yr.	Passed 10th class examination under 10+2 system of education with Science and Mathematics.	24	Non Engg
6	Computer Operator and Programming Assistant	L 4	1 Yr.	Passed 10th class examination.	24	Non Engg
7	Desktop Publishing Operator	L4	1 Yr.	Passed 10th class examination under 10+2 System of education.	24	Non Engg
8	Digital Photographer	L4	1 Yr.	Passed 10th class examination under 10+2 System of education.	24	Non Engg
9	Draughtsman (Civil)	L5	2 Yrs	Passed 10th Class examination with Science and Mathematics or its equivalent	24	Engg.
10	Draughtsman (Mechanical)	L5	2 Yrs.	Passed 10th class examination with Science and Mathematics or its equivalent.	20	Engg.
11	Dress Making	L 4	1 Yr.	Passed 8th class examination	20	Non Engg
12	Electrician	L 5	2 Yrs	Passed 10th class examination with Science and Mathematics or its equivalent	20	Engg.
13	Electronic Mechanic	L 5	2 Yrs	Passed 10th class examination with Science and Mathematics or its equivalent.	24	Engg.

S.No.	Name of the Trades (Alphabetically)	NSQF Level \$	Duration	Current Entry Qualification	Strengt h / unit	Engg / Non Engg
14	Fashion Design & Technology	L 4	1 Yr	Passed 10th class Under 10+2 System of examination or its equivalent	20	Non Engg
15	Fitter	L 5	2 Yrs	Passed 10th class examination with Science and Mathematics or its equivalent.	20	Engg.
16	Food and Beverages Service Assistant	L 4	1 Yr.	Passed 10th examination.	20	Non Engg
17	Food Production (General)	L 4	1 Yr.	Passed 10th class examination under 10+2 System of education.	24	Non Engg
18	Health Sanitary Inspector	L 4	1 Yr	Passed 10th class examination under 10+2 System of education.	24	Non Engg
19	Information & Communication Technology System Maintenance	L 5	2 Yrs	Passed 10th Class examination with Science and Mathematics or its equivalent.	24	Engg.
20	Information Technology*	L 5	2 Yrs	Passed 10th class examination with Science and Mathematics or its equivalent.	24	Engg.
21	Instrument Mechanic	L 5	2 Yrs.	Passed 10th class examination with Science and Mathematics or its equivalent.	24	Engg.
22	Interior Design & Decoration	L 4	1 Yr	Passed 10th class examination with Science & Mathematics or its equivalent.	24	Engg.
23	IOT Technician (Smart Healthcare) #	L 4	1 Yr	Passed 10th class examination with Science and Mathematics	24	NON Engg
24	Machinist	L 5	2 Yrs.	Passed 10th class examination with Science & Mathematics or its equivalent.	20	Engg.
25	Machinist Grinder	L 5	2 Yrs.	Passed 10th class examination with Science and Mathematics or its equivalent	20	Engg.
26	Mechanic Auto Body Painting	L 4	1 Yr.	Passed 10th class examination or its equivalent.	20	Engg.
27	Mechanic Auto Body Repair	L 4	1 Yr.	Passed 10th class examination with Science and Mathematics or its equivalent	20	Engg.

S.No.	Name of the Trades (Alphabetically)	NSQF Level §	Duration	Current Entry Qualification	Strength /unit	Engg / Non Engg
28	Mechanic Auto Electrical & Electronics	L 4	1 Yr.	Passed 10th class examination with Science and Mathematics or its equivalent.	20	Engg.
29	Mechanic Consumer Electronic Appliances	L 5	2 Yrs.	Passed 10th class examination with Science and Mathematics or its equivalent.	24	Engg.
30	Mechanic Diesel	L 4	1 Yr.	Passed 10th class examination with Science and Mathematics or its equivalent	24	Engg.
31	Mechanic Two and Three Wheeler	L 4	1 Yr.	Passed 10th class examination with Science and Mathematics or its equivalent.	20	Engg.
32	Mechanic Motor Vehicle	L 5	2 Yrs.	Passed 10th class examination with Science and Mathematics or its equivalent.	24	Engg.
33	Refrigeration and air conditioning technician	L 5	2 Yrs.	Passed 10th class examination with Science and Mathematics or its equivalent.	24	Engg.
34	Painter	L 5	2 Yrs.	Passed 8th class examination	20	Engg.
35	Plumber	L 4	1 Yr.	Passed 8th class examination	24	Engg.
36	Secretarial Practice (English)	L 4	1 Yr.	Passed 10th class examination under 10+2 System of education.	24	Non Engg
37	Sewing Technology	L 4	1 Yr.	Passed 8th class examination	20	Non Engg
38	Stenographer Secretarial Assistant (English)	L 4	1 Yr.	Passed 10th class examination under 10+2 System of education.	24	Non Engg
39	Stenographer Secretarial Assistant (Hindi)	L 4	1 Yr.	Passed 10th class examination under 10+2 System of education.	24	Non Engg
40	Surface Ornamentation Techniques (Embroidery)	L 4	1 Yr.	Passed 8th class examination.	20	Non Engg
41	Surveyor	L 5	2 Yr.	Passed 10th class examination with Science and Mathematics or its equivalent.	24	Engg.

S.no	Name of the Trades (Alphabetically)	NSQF Level §	Duration	Current Entry Qualification	Strength / unit	Engg / Non Engg
42	Technician Medical Electronics	L 5	2 Yrs.	Passed 10th class examination with Science and Mathematics or its equivalent	24	Engg.
43	Technician Power Electronics Systems	L 5	2 Yrs.	Passed 10th class examination with Science and Mathematics or its equivalent.	24	Engg.
44	Technician Mechatronics #	L 5	2 Yrs.	Passed 10th class examination with Science and Mathematics or its equivalent	24	Engg.
45	Textile Designing	NA	1 Yr.	Passed 10th class Under 10+2 System of examination or its equivalent	20	Non Engg
46	Tool & Die Maker (Dies & Moulds)	L 5	2 Yrs.	Passed 10th Class examination with Science and Mathematics or its equivalent.	24	Engg.
47	Tool & Die Maker (Press Tools, Jigs & Fixtures)	L 5	2 Yrs.	Passed 10th Class with Science and Mathematics under 10+2 system of education or its equivalent	24	Engg.
48	Turner	L 5	2 Yrs.	Passed 10th class examination with Science and Mathematics or its equivalent	20	Engg.
49	Welder	L 4	1 Yr.	Passed 8th class examination	20	Engg.
50	Wireman	L 4	2 Yrs.	Passed 8th class examination	20	Engg.
<b>TRADES UNDER DUAL SYSTEM OF TRAINING (DST) **</b>						
51	Fitter*	L 5	2 Yrs	Passed 10th class examination with Science and Mathematics or its equivalent.	20	Engg.
52	Machinist*	L 5	2 Yrs.	Passed 10th class examination with Science & Mathematics or its equivalent.	20	Engg.
53	Tool & Die Maker(Press Tools, Jigs & Fixtures)	L 5	2 Yrs.	Passed 10th Class with Science and Mathematics under 10+2 system of education or its equivalent	24	Engg.

§ NSQF level application for NCVT Trades

\*Admission in the trade is not available in current session 2020.

\*\* Admission to DST scheme is subject matter of concerned ITI policy.

# New Introduce Trade.

## DST DETAILS AT ITI AKS

S. No.	HEAD	DETAILS
1	<b>TRADE NAME</b>	Tool & Die Maker(Press Tools, Jigs & Fixtures), NSQF Level 5, 2 Years Duration
2	<b>INDUSTRIAL TRAINING AT M/S MINDA, GREATER NOIDA</b>	1 <sup>st</sup> Year - 5 Months Duration. 2 <sup>nd</sup> Year - 4 Months Duration.
3	<b>STIPEND</b>	Equal to 70 % of minimum wages for semiskilled worker notified by state government or the U.T. as payable to apprentices (as per section 13 rule 7a and rule 11 Of apprenticeship rule 1992)
4	<b>CERTIFICATION</b>	NTC mentioning Dual Mode with Industry Name.



# **REGISTRATION GUIDE FOR CANDIDATES**

## **PORTAL FOR REGISTRATION**

- ❖ The candidates can register for online admission from any of the internet access points through the portal **<http://www.itidelhiadmissions.nic.in>**.
- ❖ The Registration form should be filled-up carefully in ENGLISH language only as per the instructions.
- ❖ Only one Registration form is to be filled to apply in different trades/ITIs.
- ❖ Mobile number and E-mail ID are compulsory for registration.

## **Documents required at the time of registration**

The following original documents in PDF format (as applicable) must be uploaded at the time of verification. Size of the PDF documents must be greater than 20 kb and less than 300 kb. The documents have to be uploaded as color scan of **original document** only and have to be legible. Scan of copy/photo copy of the document will not be accepted.

- a. **Category Certificate (If Applicable):** SC/ST/OBC/EWS certificate in PDF format needs to be uploaded.
- b. **Sub Category Certificate (If Applicable):** J&K, NCC, Defense Personnel, Divyang (PWD), Minority, Staff Ward, Delhi Government Employee.
- c. **Inmate of Orphanage certificate registered with Delhi Government.** (If applicable).
- d. **Certificate from BDO regarding school and residence of candidate located in rural area of Delhi.** (If Applicable).
- e. **Qualifying Certificate:**
  - 10<sup>th</sup> Mark Sheet & Certificate showing complete details of All subjects (Including fail and absent subjects), maximum marks/grades, Marks/grades obtained, conversion factor for grades, fail/pass and other applicable details.
  - 8<sup>th</sup> Certificate & Mark Sheet showing complete details of All subjects (Including fail and absent subjects), maximum marks/grades, Marks/grades obtained, conversion factor for grades, fail/pass and other applicable details.
  - Certificate from Headmaster/ Principal of school in Annexure VIII.

**f. Undertaking by Candidate(Compulsory)**

- Undertaking as per (Annexure XVI) of prospectus is to be submitted in candidates own hand writing and uploaded in the in PDF Format.

**Photograph**

Scanned image of color photograph in jpg/jpeg format needs to be uploaded. Size of the photo image must be greater than 4 kb and less than 100 kb and Dimension of the photograph image should be 5.5 cm (width) x 7.5 cm (Height) only. The photograph should clearly show face of the candidate in Center and Both Ears should be clearly seen. NO Mask, Cap etc should be worn in the photograph.

**Instrument for payment of Registration Fee**

**Credit Card/Debit Card/Internet Banking** may be used for making payment of Registration fee of Rs 200/- at the time of registration.



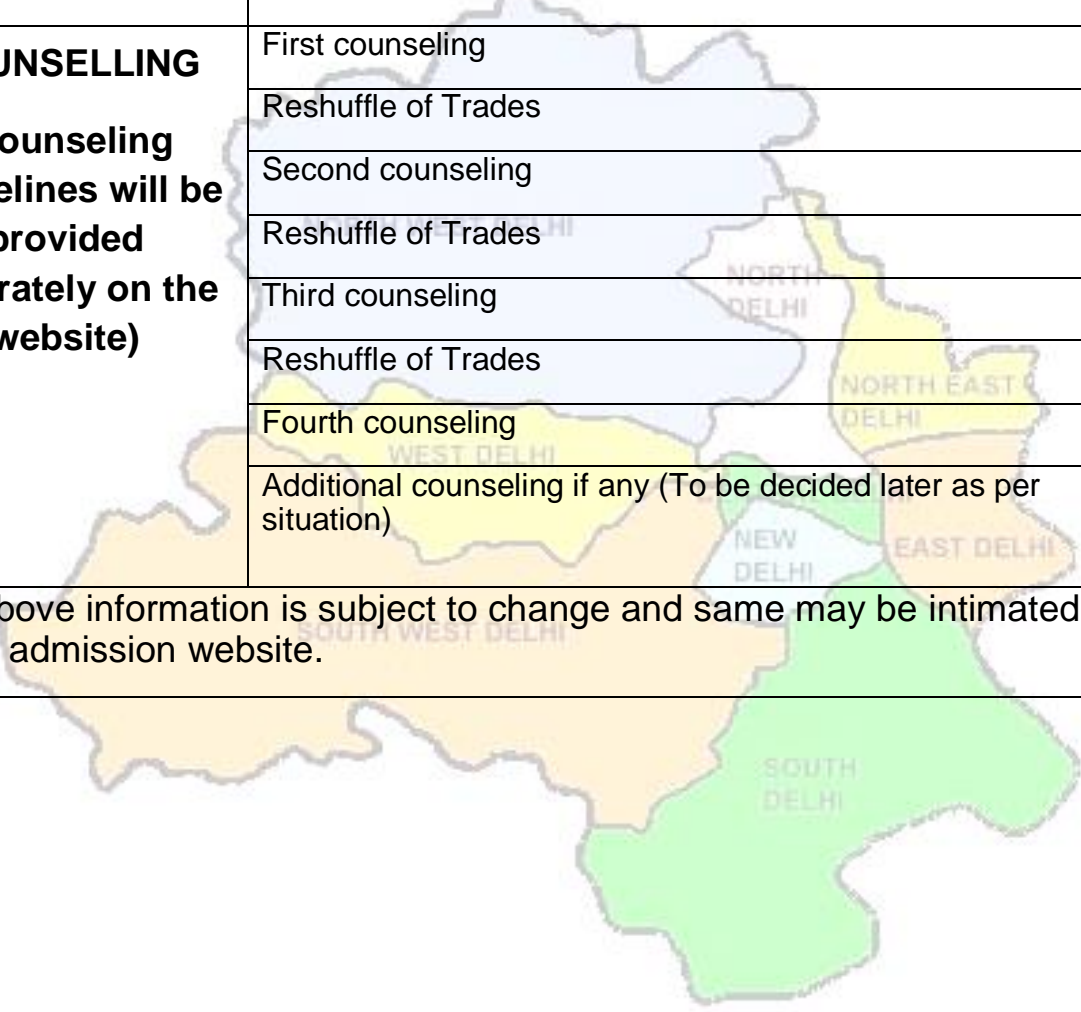
## STAGES FOR ADMISSION

Tentative dates for various stages of admission are given in the “Tentative Schedule” section of prospectus.

<b>REGISTRATION</b>	1. Generation of application number and password.
	2. Filling of information as asked.
	3. Documents Uploading
	4. Candidate needs to upload all the documents as asked to upload in the portal. If portal asks for uploading some document which is not relevant to the candidate then the candidate should write <b>“Name of Document” is NOT APPLICABLE</b> on a white sheet, SIGN and upload its PDF.
	5. If candidate does not have a certificate then candidate should give an undertaking stating “his her correct information, reason for not uploading the certificate and certificate that” Candidate would submit his/her certificate at the time of admission and non submission of certificate at the time of admission would lead to cancellation of admission and removal of candidate from further counseling.” And upload signed copy of this information in PDF form.
	6. It is at the discretion of ITI/DTTE whether to accept the undertaking or file objection which the candidate needs to remove within in stipulated time.
	7. Registration Fee Payment
<b>ONLINE VERIFICATION</b>	1. ITI officials will preliminary check the information provided by candidate and may compare it with uploaded documents. If official is satisfied by the information provided/ or candidate is given some relaxation in providing information till later date/or till admission then the candidates details will be verified
	2. If discrepancy is found, it will be communicated to candidate through SMS/e-mail. Any discrepancy/ incorrectness/ non submission of information/ hiding of information may lead to objection during verification and non removal of objection by the candidate within stipulated time /end of verification would lead to cancellation of candidature of candidate. It is the responsibility of candidate to get the discrepancy removed
	3. After completion of verification, SMS/email will be sent to the candidate .Candidate may also check his/her status by logging into the portal.
<b>Choice Filling</b>	<ol style="list-style-type: none"> <li>1. After verification candidates needs to fill his/her ITI/Trade choices within stipulated time for choice filling.</li> <li>2. It is advised that the candidate should make a list of trades/ITI choices before hand in preference order as per Performa attached (Annexure XI)</li> <li>3. After filling the choices, the candidate must save the filled choices and thereafter “Lock” Filled choices.</li> </ol>



<b>Rank Generation and Objection filing</b>	1. <b>Tentative rank List Generation:</b> The candidate must thoroughly check his/her details in the online list displayed on the website.
	2. <b>Objection Filing by candidate:</b> if he/she finds any discrepancy then he/she must send a mail regarding same on email <b>"itidelhi.admissionobjections@gmail.com</b> with subject" Objection filing /Admission Number/Name of Candidate).
	<b>Final Rank List Generation:</b> Final rank list will be displayed after incorporating the valid correction. Candidate must note his rank for future reference
<b>COUNSELLING</b>  <b>(Counseling Guidelines will be provided separately on the website)</b>	First counseling
	Reshuffle of Trades
	Second counseling
	Reshuffle of Trades
	Third counseling
	Reshuffle of Trades
	Fourth counseling
	Additional counseling if any (To be decided later as per situation)
The above information is subject to change and same may be intimated on online admission website.	



# Online admission 2020 new candidate registration Form/Choice filling/Verification Instructions

For new registration candidate needs to visit Online Admission Portal “ [itidelhidmissions.nic.in](http://itidelhidmissions.nic.in)” and click on “ **New Candidate Registration**” as below

The screenshot displays the 'Registered Candidates Sign-In' page of the Delhi ITI Counselling 2020 portal. The page header includes the Industrial Training Institute logo, the Department of Training and Technical Education, Delhi, and the NIC e-Counselling Services logo. The main content area features a sign-in form with fields for 'Counselling' (set to 'Delhi ITI Counselling 2020 (Demo Counselling)'), 'Application Number', 'Password', and 'Security Pin as shown below (case sensitive)'. A security pin 'H7311' is displayed. Below the form are 'Sign In' and 'Forgot Password?' buttons, and a prominent orange 'New Candidate Registration' button. To the right, a blue box titled 'Important Instructions' lists security guidelines: password confidentiality, logging out, changing passwords, and not sharing passwords. A caution note mentions IP address monitoring. A footer contains a disclaimer and the NIC logo.

Candidates who have already generated “**Application Number**” can log into the portal by entering “Application number, password and Security Pin”

Candidate must read the important instructions given on the page.

After clicking on “New Candidate Registration” button the following “Candidate Consent” will appear on the screen. Candidate must click on “I agree” to proceed forward.

The screenshot shows the 'Candidate Consent' form overlaid on the registration page. The form contains the following text:

**Candidate's Consent**

I hereby agree to the following terms and conditions governing the admission process of Counselling Board:

1. I have gone through and understood the contents of Information Brochure and eligibility criteria prescribed therein. I shall abide by rules and admission process of Seat Allotment as specified by the Department of Training and Technical Education.
2. I know that during verification of documents at the time of reporting, if any discrepancy is found in original documents, including category, sub-category, date of birth etc. then my candidature will be cancelled.
3. I know that the personal information provided by me is genuine and authentic.
4. I declare that I will not disclose or share the password with anybody. I understand that I am solely responsible for safe guarding my password and neither Department of Training and Technical Education nor NIC is responsible for misuse of my password.
5. I am aware of the fee, bond etc conditions of the Institution that I am interested in and know that Department of Training and Technical Education has no role to play in that.

You must accept or decline the agreement to process further.

I Agree  I Don't Agree

The background shows the registration form with fields for Name of Candidate, Father's Name, Mother's Name, Date of Birth, Gender, ISD Code, Mobile No, Email Id, Choose your Password, and Security Pin. A 'Submit' button is visible at the bottom.

After accepting the “Candidate Consent” the following page will appear.

The screenshot shows the registration form after the candidate has accepted the consent. The form is titled 'Registration Form' and contains the following sections:

**Personal Details**

Name of Candidate:   
Father's Name:   
Mother's Name:   
Date of Birth: --Day-- --Month-- --Year--  
Gender: --Select--

**Contact Details**

ISD Code: India (91) | Mobile No: Mobile Number | Email Id: Email Id

**Choose Your Password**

Choose your Password:   
Confirm Password:   
Security Pin (case sensitive): Security Pin | 18835N

Candidate needs to fill all the details and create the password.

Minimum age limit is **14 years for all the candidates as on 01-08-2020**. No Upper age limit is prescribed for the candidates seeking admission in Government ITIs/BTC.

**TO CREATE A PASSWORD:** Password should be at least minimum 8 characters long and should contain at least one Uppercase character(s) (A-Z), at least one Lowercase character(s) (a-z) and at least one special character(s) (i.e.! \$ % ^ \* @ # & etc.). The candidate is advised to keep his/her Online Registration Password secure and not to share as it can be misused by others. Maintaining the secrecy of the password will be the sole responsibility of the candidate himself/herself.

Candidate should note down “Application Number” and “Password” for future reference and press “Submit” Button.

The following page will appear on Submitting.

The screenshot displays the 'Review Page - Registration Form' for Delhi ITI Counselling 2020. The page is titled 'Review Page - Registration Form' and includes a warning: 'Review the following particulars carefully. If you would like to change any particulars entered, you may do so by pressing 'EDIT' button or press 'SUBMIT' button for final submission.' The form is divided into three sections: Personal Details, Contact Details, and Account Details. The Personal Details section shows Candidate Name: Priya, Father Name: Priyadarshan, Mother Name: Priyadarshini, Date of Birth: 01-01-1998, and Gender: Female. The Contact Details section shows Mobile Number: 9013524354 and EMail ID: bhbjbh@cb.com. The Account Details section shows 'Your Password' as '(Not shown due to security reasons)'. At the bottom of the form, there are two buttons: 'Edit' and 'Final Submit'. An arrow points to the 'Final Submit' button. The page footer includes a disclaimer and the NIC logo.

Review Page - Registration Form			
Review the following particulars carefully. If you would like to change any particulars entered, you may do so by pressing 'EDIT' button or press 'SUBMIT' button for final submission.			
<b>Personal Details</b>			
Candidate Name	Priya	Father Name	Priyadarshan
Mother Name	Priyadarshini	Date of Birth	01-01-1998
Gender	Female		
<b>Contact Details</b>			
Mobile Number	9013524354	EMail ID	bhbjbh@cb.com
<b>Account Details</b>			
Your Password	(Not shown due to security reasons)		
<a href="#">Edit</a>		<a href="#">Final Submit</a>	

A candidate needs to check his /her details and if all details are correct then click “**Final Submit**”. On “Submitting” the following page will appear.

Home | Notifications | Change Password | Logout

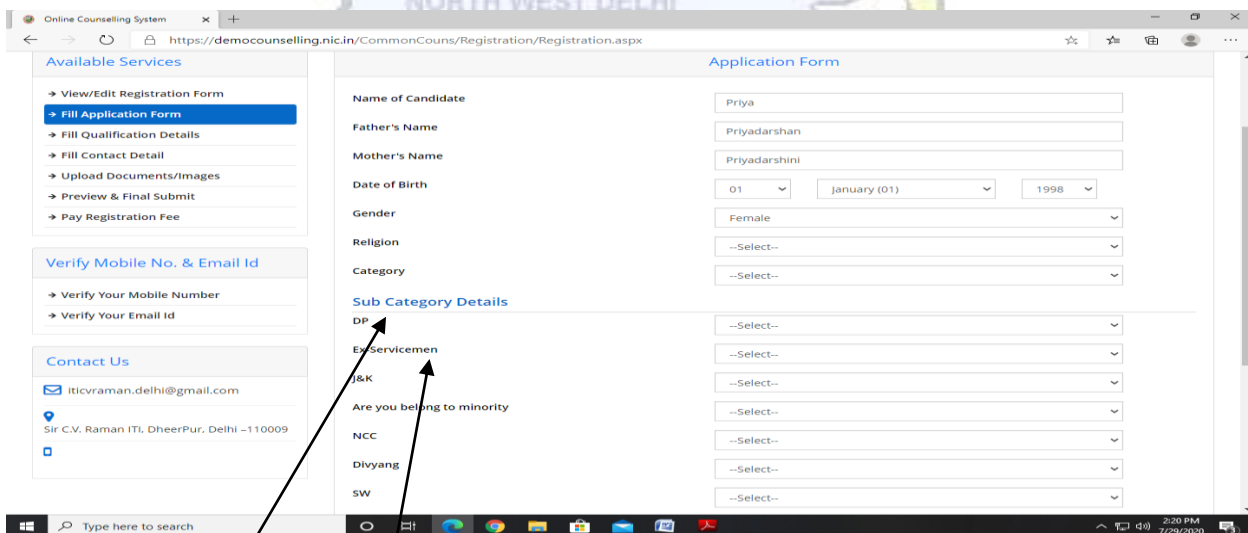
Name: Priya Application Number: 20118000009

Application Forms	Status
Registration Form	Completed
Application Form	Incomplete
Qualification Details	Incomplete
Contact Detail	Incomplete
Upload Documents/Images	Incomplete
Final Submit	Incomplete
Pay Registration Fee	Incomplete

You have successfully Registered.  
Please note down the Application Number for future references.  
**Application Number: 20118000009**  
Kindly fill the detailed Application Form to complete the Registration Process.

[Fill Application Form](#)

Now the candidate needs to fill all the details by Clicking on “Fill Application Form” button. After clicking the following form will appear on the screen.



Candidates need to fill all the details as asked in the form.

**CATEGORY DETAILS:** A candidate have to select one of the following categories:-

1. General
2. Scheduled Caste
3. Scheduled Tribe
4. Economically Weaker Section

**Economically Weaker Section**

A general candidate whose family has gross annual income is **below 8 Lakh rupees and fulfills other terms and conditions of Economically Weaker Section (EWSs)** are eligible for **10 percent reservation in ITI Admission. For availing reservation candidates needs to produce a certificate as per Annexure XIV of prospectus from competent authority as given in the prospectus.**

**SUB CATEGORY DETAILS**

Multiple subcategories are allowed. If candidate belongs to a subcategory then select “Yes” else select “no”. For more details please see “**Additional Details of Reservation**” section of Prospectus.

## Other Information

If the Candidate is "Inmate of an orphanage, registered with Delhi Government" then select "YES" otherwise select "NO"

If both the candidate's **qualifying school and residence** both are located in rural area of Delhi then click "YES" other-wise select "NO".

Online Counselling System

https://democounselling.nic.in/CommonCouns/Registration/Registration.aspx

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Sir C.V. Raman ITI, DheerPur, Delhi -110009

Ex-Servicemen --Select--

J&K --Select--

Are you belong to minority --Select--

NCC --Select--

Divyang --Select--

SW --Select--

**Other Information**

Family Income --Select--

Are you an Inmate of Orphanage (registered with Delhi government)  YES  NO

Is your School & Residence both located in Rural Area of Delhi  YES  NO

SAVE & NEXT

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National  
Informatics  
Centre

Type here to search

2:21 PM  
7/29/2020

SOUTH DELHI

Then "PRESS" **SAVE AND NEXT** Button.

The following page will appear.  
The candidate needs to fill his/her **qualifying Details**.

The candidate select the Qualification option on basis of which he/she want to seek admission and fill his /her marks as per instructions given in prospectus. If candidate has not filled his/her 8<sup>th</sup> marks then his/her 8<sup>th</sup> rank would be created using 10<sup>th</sup> marks..

If candidates result is in Grades /grade points then they should be converted to marks and then filled in the above table.

Marks of all subjects including subjects in which candidate has failed or is absent in needs to be filled for calculation of merit for online admission.

For further details please see section “CRITERIA FOR CALCULATION OF MARKS PERCENTAGE” in the prospectus.



Online Counselling System

https://democounselling.nic.in/CommonCouns/Registration/QualificationDetails.aspx

→ Verify Your Mobile Number  
→ Verify Your Email Id

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**Class 10th or Equivalent Marks Details**  
Available choices will be vary based on your subject selection, please refer brochure for details and fill subject details carefully. You have to fill at least five and maximum eight subject details. In case you do not have enough subjects you can choose "Not Applicable" option.

Exam Status: Passed | Passing Year: 2018 | Qualifying State: Delhi  
Paasing Board: CBSE Delhi | Result Mode: Percentage | Maximum Marks: 400

Obtained Marks: 200 | Percentage Marks: 50.00

Subject	Passing Status	Max Marks	Obtained Marks
Computer Scie	Passed	100	22
Mathematics	Passed	70	30
English	Passed	70	45
Hindi	Passed	65	34
Punjabi	Passed	100	22
Home Science	Passed	67	23
Sanskrit	Passed	70	45
Dance	Passed	70	30
Computer Science	Passed	70	30
Physical Education	Passed	70	30
Science/Science & Technology	Passed	70	30
Social Studies	Passed	70	30
Social Science	Passed	70	30
Agriculture	Passed	70	30
Animal Husbandry	Passed	70	30
Drawing	Passed	70	30
Any Other	Passed	70	30
Not Applicable	Passed	70	30

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Exam Status: Passed | Passing Year: 2018 | Qualifying State: Delhi  
Paasing Board: CBSE Delhi | Result Mode: Percentage | Maximum Marks: 400

Obtained Marks: 200 | Percentage Marks: 50.00

**Subject Wise Marks Details**

Subject	Passing Status	Max Marks	Obtained Marks
Computer Scie	Passed	100	22
Mathematics	Passed	70	30
English	Passed	70	45
Hindi	Passed	65	34
Punjabi	Passed	100	22
Home Science	Passed	67	23
Sanskrit	Passed	70	45
Dance	Passed	70	30
Computer Science	Passed	70	30
Physical Education	Passed	70	30
Science/Science & Technology	Passed	70	30
Social Studies	Passed	70	30
Social Science	Passed	70	30
Agriculture	Passed	70	30
Animal Husbandry	Passed	70	30
Drawing	Passed	70	30
Any Other	Passed	70	30
Not Applicable	Passed	70	30

When candidate has filled details of all the subjects and **extra rows** for input of marks are left then candidate needs to select "Not **Applicable**" option in the extra rows.

If subject of candidate is not available in the drop down menu then select "**Any other**" and fill marks as applicable.



There after candidate needs to fill his **“Correspondence Address”** correctly and press **“Save and Next”**

Online Counselling System  
https://democounselling.nic.in/CommonCouns/Registration/contactDetail.aspx

Department of Training and Technical Education, Delhi  
Delhi ITI Counselling 2020 (Demo Counselling)

Counselling Services  
Simplifying The Admission Process

Home Notifications Change Password Logout

Name: Priya Application Number: 201180000009

Available Services

- View/Edit Registration Form
- View/Edit Application Form
- View/Edit Qualification Details
- Fill Contact Detail**
- Upload Documents/Images
- Preview & Final Submit
- Pay Registration Fee

Verify Mobile No. & Email Id

- Verify Your Mobile Number
- Verify Your Email Id

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Contact Details

Correspondence Address

Premise No./Name Sub Locality/Colony (Optional)

Locality/City/Town/Village Country

India

State District

--Select-- --Select--

Pin Code

PREVIOUS SAVE & NEXT



The following Page will appear.

The candidate needs to upload the documents as required in support of his claim made in the application form.

The candidate needs to upload the document in format and size as given in Document specifications as shown on table in the online admission portal.

The screenshot shows the 'Upload Documents/Images' page in the Online Counselling System. The page header includes the Department of Training and Technical Education, Delhi, and the Industrial Training Institute logo. The user's name is Priya and the application number is 20118000009. The page contains a table with the following data:

S.No.	Required Document	Document Specifications	Document Number/Id	Upload
1	Photograph	Document Format: JPG Min Size (KB): 20 Max Size (KB): 200	NA	<input type="button" value="Choose File"/> No file chosen
2	10th Marksheet/Certificate	Document Format: JPG Min Size (KB): 20 Max Size (KB): 200	<input type="text" value="Document Number/Id"/>	<input type="button" value="Choose File"/> No file chosen

Below the table is a 'Submit and Preview' button. Arrows in the image point to the 'Choose File' buttons and the 'Submit and Preview' button.

The candidate needs to click on **Choose file** and select the document to be uploaded and upload the document. Document number needs to be filled in the column provided and when all documents are uploaded press **“Submit and Preview”** button.

Candidate needs to upload all the documents as asked to upload in the portal. If portal asks for uploading some document which is not relevant to the candidate then the candidate should write **“NOT APPLICABLE”** on a white sheet, sign and upload its PDF.

If candidate does not have a certificate then candidate should give an undertaking stating **“his/her correct information, reason for not uploading the certificate that “Candidate would submit his/her certificate at the time of admission and non submission of certificate at the time of admission would lead to cancellation of admission and removal of candidate from further counseling”** and upload his/her (signed copy) of this information in PDF format.

The following screen will appear.

Online Counselling System x +  
 https://democounselling.nic.in/CommonCouns/Registration/UploadDocument.aspx



- View/Edit Registration Form
- View/Edit Application Form
- View/Edit Qualification Details
- View/Edit Contact Detail
- Upload Documents/Images**
- Preview & Final Submit
- Pay Registration Fee

Verify Mobile No. & Email Id

- Verify Your Mobile Number
- Verify Your Email Id

Contact Us

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 📍 Sir C.V. Raman ITI, DheerPur, Delhi -110009


S.No.	Required Document	Preview	Check & Verify
1	Photograph	File Name: <b>OBC.jpg</b> Document Number/Id: <b>NA</b>  <a href="#">Click Here For Large View</a>	<input type="checkbox"/> Self Verified
2	10th Marksheet/Certificate	File Name: <b>OBC.jpg</b> Document Number/Id: <b>12121212</b>  <a href="#">Click Here For Large View</a>	<input type="checkbox"/> Self Verified

**SAVE FINALLY & NEXT**

Online Counselling System x +  
 https://democounselling.nic.in/CommonCouns/Registration/CandidateProfile.aspx

State	Delhi (NCT)
District	NEW DELHI
Pin Code	110087
Mobile Number	901****354
Email Id	bhb*****com

**Uploaded Documents**

S.No.	Document Type	Document Number	View
1	10th Marksheet/Certificate	12121212	 <a href="#">Click Here For Large View</a>

**Declaration**

I hereby declare that all the particulars given by me in this form are true to the best of my knowledge and belief. Any mistake / misinformation, detected at the time of admission or at any stage in future, will result in the cancellation of admission. I have read the information bulletin and understood all the procedures.

**PREVIOUS** **SAVE & FINAL SUBMIT**

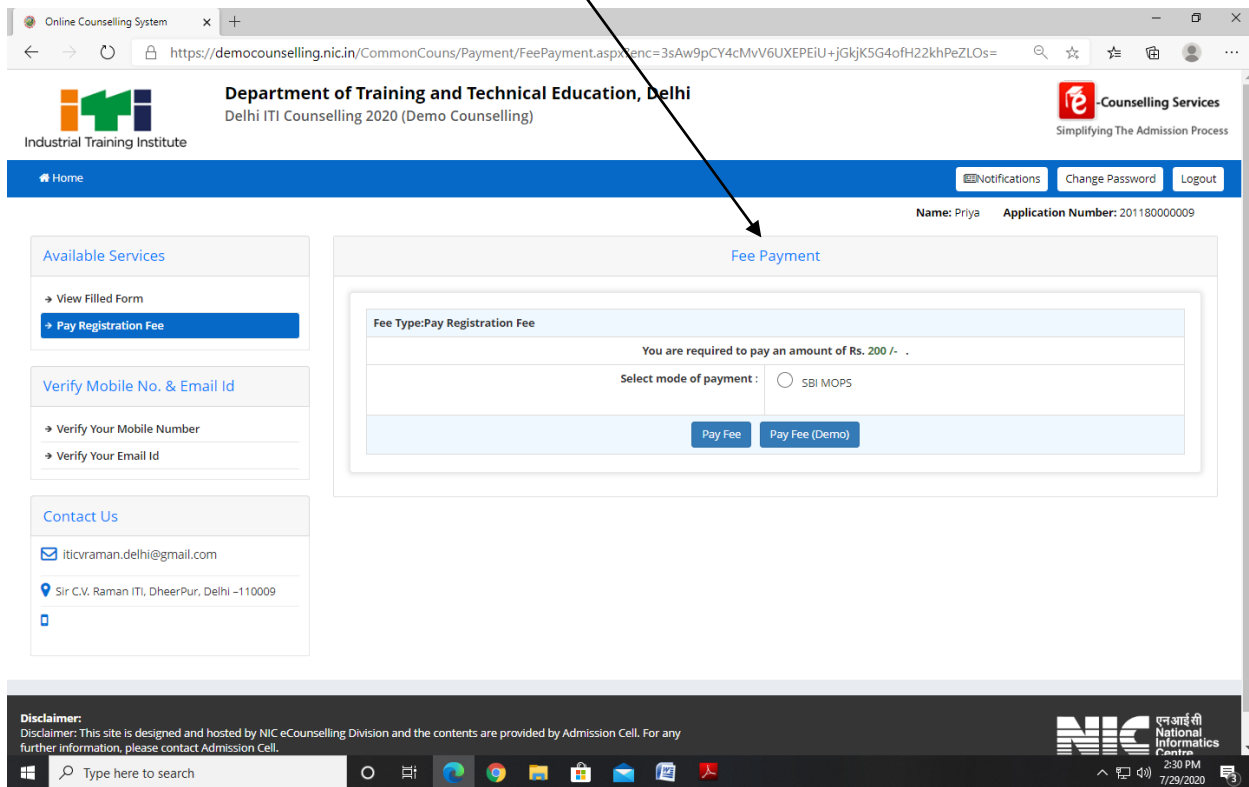
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Click on check & verify column (self verified check box)

There after the candidate needs to press **“Save and Final Submit”** button

Then the candidate needs to **“Pay the online Registration Fee”** of Rs 200 through internet banking, debit card, credit card etc.



After payment of registration fee, there would be preliminary Verification of candidate's uploaded documents. During this process the documents uploaded by the candidate would be compared with the details filled by the candidate by ITI officials. This process would normally take around 2 working days after filing of application by the candidate.

If some discrepancy is detected in the candidate's details then the same would be informed to the candidate through email/SMS on his registered email id. The candidates need to get the discrepancy removed within stipulated time i.e. Last date of verification and get his application verified for being eligible to participate in admission. For removal of discrepancy candidate needs to upload the requisite document in support of his/her claim on the online admission portal. Candidate can contact helpline numbers given in the contact details of Government ITI for help.

Verification is one time process and would be carried out within the stipulated time as given in the prospectus. No verification would be done after the stipulated time of verification so it is in the interest of candidate to get the objection/ discrepancy removed (if any) as soon as possible so that his application gets verified and he/she would be able to participate in admission process.

Non verified candidates would not be able to participate in admission process.

In some deserving objection/discrepancy cases the candidate may verified subject to submission of undertaking by the candidate that he/she would get the discrepancy removed at the time of admission otherwise his/her allotted seat may be withdrawn and he/she would be out of further counseling's.

After verification the candidate needs to log into the online admission portal and fill Trade/ITI choices for participation in online admission process. The following screen will appear.

S. No.	The screen is showing the following data.		
1.	<b>Total Available Choices</b>	Maximum number of Trade/ITI for which Candidate is eligible to apply as per his qualification, gender etc.	In above snap the candidate is eligible for 120 ITI/Trade choices
2.	<b>Filled Choices</b>	They are total number of ITI/Trade choices which the candidate has applied for participation in counseling.	In above snap the candidate has applied for 0 out of 120 choices ITI/Trade choices available to him/her
3.	<b>Unfilled Choices</b>	It signifies total ITI/Trade choices which the candidate has not applied for but the candidate is eligible to apply.  S. No 3 = S. No 1 – S. No. 2	Total unfilled choices in above Snap is 120.
4.	<b>Choice Locking Status</b>	Candidate needs to compulsorily lock his filled choices. Unlocked/not locked choices would not be considered for counseling.	Above candidates choices are not locked.

The candidate should click on “**Choice filling and locking**” for filling choices.

The following screen will appear.

The **available ITI/Trade choices** will appear on the Left side. The candidate needs to click on “ADD CHOICE” to select choice. After clicking on “**Add**” button the selected choice will appear on right side. Candidate should fill as many choices as possible to increase his/her chances of getting a seat allotted.

Divyang candidates must fill choices in the trades in which they are certified as fit for undergoing the trade by NCS(Formerly VRC, 9-11 Vikas Marg, Karkardooma, Delhi /IBHAS as the case may be. If due to wrong filling of choices a seat is allotted to the divyang candidate in which he/she is not fit for trade, then the same would get cancelled and candidate would be responsible for the same.

The location of various ITI's is available in prospectus. Candidates may use this information to find out the distance of ITI from his/her place of residence. The higher choice seat would be first considered for allotment to the candidate and if that seat is not available then the next lower choice seat would be considered and so on. Choice number “1” would be the highest choice in order of preference.

The Trades/ITI's for which a candidate is **not eligible** would **not** be shown in the “**Total Available choice column**“. Eg. If a candidate is **male** then he would not be shown “**all women courses in coed ITI's**” and “**all trades of women ITI's**”. Similarly if a candidate does not have mathematics and science in qualifying exam then trades which had entry qualification of mathematics and science would not be displayed to him/her.



Only the choices which the candidate has filled and locked would be considered for admission in order of preference i.e. most preferred trade/ITI choice to be given as **1st preference** and the preference of the choice would become less preferred as the choice number increases.

Department of Training and Technical Education, Delhi  
Delhi ITI Counselling 2020 (Demo Counselling)

Name: AJAY  
Application Number: 20118000007

Home Choice Filling Manage Filled Choices Choice Interchange Choice Rearrange Multiple Deletion Lock Choice Logout

All Institute Types All Institutes All Programs

Enter Institute Name/Address/Pin Code or Program Name to Filter Filter Clear All Filter

Available Choice(S) View With:  Institute Address  Type of Institute

Total available choice(s) : 209

Institute	Program	Choice No.	Remove	Up	Down
ITI PUSA Institute Address: 110092	Turner - NCVT	1	Remove	Up	Down
ITI PUSA Institute Address: 110092	Machinist - NCVT	2	Remove	Up	Down
ITI PUSA Institute Address: 110092	Instrument Mechanic - NCVT	3	Remove	Up	Down
ITI ARAB-KI-SARAI Institute Address:	Instrument Mechanic - NCVT	4	Remove	Up	Down

Save and Continue Save and Go to Home

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Candidate can change the Priority of his/her filled choice by clicking on **up** or **down** buttons given on the right side of filled choice.

Candidate can use various drop down filters as given above to sort available choices in convenient formats.

Candidate can also change the priority of his/her choices by using choices in Top menu bar.

Thereafter candidate can select **Save and Continue** or **Save and go to home** as applicable to save choices.

The following screen will appear

Department of Training and Technical Education, Delhi  
Delhi ITI Counselling 2020 (Demo Counselling)

Industrial Training Institute

Counselling Services  
Simplifying The Admission Process

Home Change Password Logout

Name: AJAY Application Number: 20118000007

Available Services

- Candidate Profile
- Available Choices
- Choice Filling & Locking **NEW**
- Fee Payment Details
- Print Document Verification Letter
- Seat Allotment Result **NEW**

Verify Mobile No. & Email Id

- Verify Your Mobile Number
- Verify Your Email Id

Contact Us

iticvraman.delhi@gmail.com

Sir C.V. Raman ITI, DheerPur, Delhi -110009

Current Choice Filling & Locking Status

- Total Available Choices: 213
- Filled Choices: 4
- Unfilled Choices: 209
- Choice Locking Status: Unlocked

After saving the candidate needs to lock choices. For locking click on **“Choice filling and Locking”** option and then click on **“lock choice”** button.

Department of Training and Technical Education, Delhi  
Delhi ITI Counselling 2020 (Demo Counselling)

Industrial Training Institute

Counselling Services  
Simplifying The Admission Process

Home Choice Filling Manage Filled Choices Choice Interchange Choice Rearrange Multiple Deletion Lock Choice Logout

Name: AJAY Application Number: 20118000007

Locking Agreement

After locking, Candidate is not allowed to make any modifications in Filled Choice(s). Please check all the Filled Choice(s) carefully before Locking.

I agree to lock my choice(s)  I will lock my choice(s) later

Total Filled Choice(s) - 4  View with Institute Address  View with Type of Institute

Choice No.	Institute Name	Program Name
1	ITI PUSA	Turner - NCVT
2	ITI PUSA	Machinist - NCVT
3	ITI PUSA	Instrument Mechanic - NCVT
4	ITI ARAB-KI-SARAI	Instrument Mechanic - NCVT

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Now select the round button **“I agree to lock my choices”**.



Department of Training and Technical Education, Delhi  
Delhi ITI Counselling 2020 (Demo Counselling)

Industrial Training Institute

Home Choice Filling Manage Filled Choices Choice Interchange Choice Rearrange Multiple Deletion Lock Choice Logout

Name: AJAY Application Number: 20118000007

Locking Agreement

After locking, Candidate is not allowed to make any modifications in Filled Choice(s). Please check all the Filled Choice(s) carefully before Locking.

**Lock your Choices !!** Close

Early locking does not mean early allotment or first claim on the seat. The seat allotment is strictly based on Rank Lists. Choices once locked can not be changed.

Are you sure, you want to LOCK your CHOICES?

Enter Your Password:

Yes Lock Cancel

Choice No.	Institute Name
1	ITI PUSA
2	ITI PUSA
3	ITI PUSA
4	ITI ARAB-KI-SARAI

View with Institute Address View with Type of Institute

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The above dialogue box will appear on the screen. Candidate needs to fill the **Password** in the dialogue box and click on submit. The following screen will appear and confirm that candidate's choices are **"Locked"**.

Department of Training and Technical Education, Delhi  
Delhi ITI Counselling 2020 (Demo Counselling)

Industrial Training Institute

Home Change Password Logout

Name: AJAY Application Number: 20118000007

Available Services

- Candidate Profile
- Available Choices
- Choice Filling & Locking
- Fee Payment Details
- Print Locked Choice(s)
- Print Document Verification Letter
- Seat Allotment Result **NEW**

Verify Mobile No. & Email Id

- Verify Your Mobile Number
- Verify Your Email Id

Contact Us

iticvraman.delhi@gmail.com

Sir C.V. Raman ITI, DheerPur, Delhi -110009

Current Choice Filling & Locking Status

Total Available Choices 213	Filled Choices 4	Unfilled Choices 209	Choice Locking Status <b>Locked</b>
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Type here to search 4:40 PM 7/29/2020

Choices once locked cannot be changed and would be treated as final.

Candidate can Print locked choices by clicking on **“Print Locked Choice”** Button.

The screenshot shows the democounselling.nic.in website interface. The user is logged in as 'AJAY' with application number '20118000007'. The 'Available Services' menu on the left has 'Print Locked Choice(s)' highlighted with a red arrow. The main content area shows 'Choice Locking Details' with a 'LOCKED' status and a table of 'Total Filled Choice(S)'. A 'Download Locked Choices Letter' button is visible at the bottom of the choice list.

Choice No.	Institute Name	Academic Program Name
1	ITI PUSA	Turner - NCVT
2	ITI PUSA	Machinist - NCVT
3	ITI PUSA	Instrument Mechanic - NCVT
4	ITI ARAB-KI-SARAI	Instrument Mechanic - NCVT

Candidate can print verification Letter by clicking on **“Print Verification Letter”**.

### Instructions for Admission

1. Name of candidate, **Father's Name, Mother's Name and Date of Birth** must be written as given in School's/Board's Certificate.
2. **“Region”** in the Registration form must be filled-up. Select **“Delhi”** if you have **passed your qualifying examination from a school located in Delhi**. Select **“Outside Delhi”** if you have passed your qualifying examination from a school located outside Delhi.
3. For National Institute of Open Schooling, the state of location of the **study centre** (school) will be considered as the state of the candidate.
4. The candidates who have passed qualifying examination through distance education /open education system of any recognized board/ university will have produce a proof issued by the respective board/ university regarding his /her study center being located in Delhi for claiming seats under Delhi region seats. If candidate fails to produce the proof regarding his/her study center then the candidate would be considered for seats under outside Delhi quota.
5. The candidates who have passed their qualifying exam through Patrachar / Correspondence shall have to produce proof of residence for verifying the State of Eligibility.
6. Candidate should mention his/her religion carefully as it would be used for allotment of seats under minority quota in ITI for women MSDP, NandNagri.

7. Thereafter, **tentative rank list** will be prepared on the basis of Marks / Grades obtained by the Candidate in the qualifying exam & using tie breaker criteria as given in prospectus. **The candidate must thoroughly check his/her details in the Online list displayed on the website and if he/she finds any discrepancy then he/she must send a mail regarding same on email “[itidelhi.admissionobjections@gmail.com](mailto:itidelhi.admissionobjections@gmail.com) with subject “ having Objection filing /Admission Number/Name of Candidate).** Corrections / Objection if any are to be submitting within stipulated time as per schedule provided on the website.
8. **Final rank list** will be displayed after incorporating the valid correction. Candidate must note his/her rank for future reference.
9. No separate intimation will be sent to candidates regarding declaration of result. Intimation regarding declaration of result would be intimated on the online admissions website.
10. Thereafter, in the **First Round of Counseling, seats will be allotted** to the candidates by considering their rank, category, sub-category and gender as per choice filled by the candidate in preferred order.
11. Counseling Result will be published on the online admission website. (Admission Schedule is given in the prospectus.)
12. The allotted candidates should take a printout of his/her Allotment Letter
13. The procedure for counseling would be displayed on the “Online admission Portal”.
14. If there is mistake in filling details by the candidate then it will be his/her own responsibility and DTTE/ITI cannot be held responsible for the same. However he/she is advised to report the same at our email id [caohelpline@gmail.com](mailto:caohelpline@gmail.com) within stipulated time of admission.
15. If due to some unforeseen reason wrong allotments are made then DTTE/ITI reserve the right to take suitable corrective measures including cancelling and reallocation of wrongly allotted seats in the same or subsequent counseling rounds. In this case, the decision of DTTE/ITI will be final and binding to all parties.
16. All disputes will be subject to Delhi jurisdiction only.

## SEATS RESERVATION

### SEATS RESERVATIONS

1. Candidates passing qualifying examination from Delhi Schools. 90%
2. Candidates passing qualifying examination from other states Schools. 09%
3. Wards of J&K migrants, (has to be registered with D.C. Office Delhi). 01%

### RESERVATION CATEGORY WISE:

**Applicable for all ITI's and Non-Minority Seats of MSDP Centre for Women at ITI Nand Nagri for Delhi and Other State category separately (except wherever mentioned otherwise.)**

1. Female Candidates (all Co-ed ITI's only) **30%**  
Horizontally reserved across all categories except J&K & minority
2. Scheduled Castes (Vertically Reserved) **15%**
3. Scheduled Tribes (Vertically Reserved) **7.5%**
4. Other Backward Class Non Creamy Layer (Vertically Reserved) **27%**

**For availing reservation under OBC category candidate is required to bring OBC Certificate from competent authority and valid non-creamy layer certificate.**

If validity is not mentioned on NCL certificate then it would be deemed to be valid for period of 1 year from date of issue of certificate i.e for admission in Delhi Govt. ITI'S such OBC (Non Creamy Layer) certificate is to be issued on or after 1st August, 2019. If it is issued prior to 01-August-2019, then it should be accompanied by **income certificate for securing seats in the quota reserved for socially economical backward classes** issued on or after 01-08-2019 from the competent authority mentioned in the list of approved authorities.

5. **Economically Weaker Sections (EWS)** **10%**

Will have to submit valid Income and asset certificate from competent authority as per Annexure XIV

6. **Divyang/ Person with Disabilities (Horizontally Reserved)** **4%##**  
(As per Rights of Persons with Disabilities Act, 2016)

(Will have to get their candidature fitness certificate by National Career Service, 9-11 Vikas Marg, Karkardooma, Delhi-110092) in the Prescribed Pro-forma, given at Annexure VI. <https://www.ncs.gov.in>)

7. **Defense Personnel (Horizontally Reserved)**: reserved for widows / wards of Military/Para Military personnel (CRPF, ITBP, BSF, CISF, NSG & Assam Rifles) in the following order of preference: **5%**

- a) Widows/wards of defense personnel killed in action.
- b) Wards of serving personnel & ex-servicemen disabled in action and boarded out from service.
- c) Widows/wards of defense personnel who died in peacetime with death attributable to military service.
- d) Wards of disabled in services and boarded out with disability attributable to military service.
- e) Wards of ex-servicemen and serving personnel who are in receipt of Gallantry Awards:
  - i. Param Vir Chakra
  - ii. Ashok Chakra
  - iii. Maha Vir Chakra
  - iv. Kirti Chakra
  - v. Vir Chakra
  - vi. Shaurya Chakra
  - vii. Sena, Nau Sena, Vayu Sena Medal
  - viii. Mention-in-Despatches



- f) Wards of ex-servicemen.
- g) Wives of:
  - i. Defense personnel disabled in action and boarded out from services.
  - ii. Defense personnel disabled in services and boarded out with disability attributable to military services.
  - iii. Ex-servicemen and serving personnel who are in receipt of gallantry awards.
- h) Wards of serving personnel.
- i) Wives of serving personnel.

**Note: -Candidates seeking admission under Defense Personnel quota will have to get their candidature certified by any of the following authorities in the prescribed Pro-forma given at Annexure VII:**

- (i) Secretary, Kendriya Sainik Board, Delhi.
- (ii) Secretary, Rajya/Zila Sainik Board.
- (iii) Officer-in-Charge, Record Office of concerned service for serving personnel.

8. **NCC Cadets: (Horizontally Reserved)**: These seats are reserved on the basis of inter-se merit among the National Cadet Corps certificate holders of a given certificate Level. Candidates with 'C' Certificate will be given higher priority over those candidates having 'B' certificate, which in-turn, will be given a higher priority over those with 'A' Certificate  
**01%\*\***
9. **Staff Wards: (Horizontally Reserved)**: These seats are reserved for non-transferrable staff of all institutions functioning under Department of Training and Technical Education.  
**01%\*#**
10. **Wards of Delhi Police and Govt. of NCT(Horizontal Reserved )**  
**Only for candidates who have passed their qualifying exams from Delhi only):**  
**2.5%\$**  
**Certificate as per Annexure XIII required for admission under this quota.**
11. **Minority Candidates** as per Section 2(c) of National Commission for Minorities Act, 1992 (only applicable in ITI for Women, Nand Nagri)  
**Self -declaration as per Annexure no XII of prospectus**  
**50%**
12. Direct admission to inmates of Social Welfare licensed institutes including Bal Sahyog.

## WEIGHTAGE

1. Rural Area candidate subject to condition that Both the school and residence of the candidate should be Located in Rural Area of Delhi (as per Annexure IX) **5% of marks obtained**
2. Defense Personnel Quota. **5% of marks obtained**

\* Subject to maximum one seat per unit per I.T.I.

\*\* Subject to maximum one seat in each trade and each I.T.I.

# Under staff ward quota all the non-transferable staff working under this Directorate whether serving/retired or died during the service (irrespective of State)

\$ Reservation of wards of Delhi Police and Delhi Govt. employees will be considered subject to completion of essential qualification from Delhi Only.

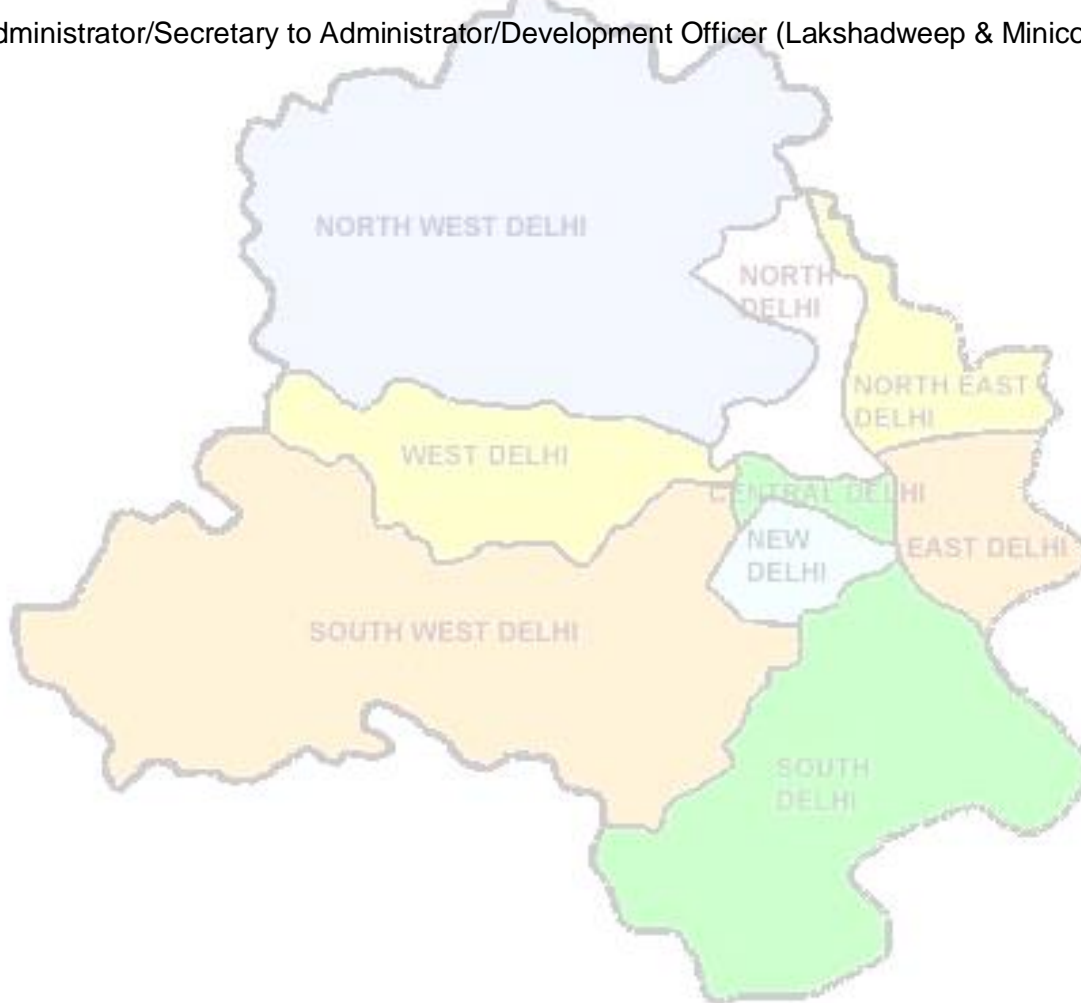
## Admission will be given only in Trades for which the person certified to be able by the National Career Service (NCS) of the Govt. of NCT of Delhi.

**NOTE:** The above reservations are subject to change without notice but duly communicated prior to counseling as per the decision of the Government of N.C.T. of Delhi.

## **APPROVED, CERTIFICATE ISSUING AUTHORITIES FOR CATEGORY, EWS AND INCOME**

For admission to a seat reserved for Scheduled Castes/Scheduled Tribes/OBCs, the candidate should submit a certificate in original at the time of admission from the approved district authority, indicating the Scheduled Caste/Tribe/OBC to which the candidate belongs. A list of approved authorities is given below:-

- (a) District Magistrate / Additional District Magistrate / Deputy Commissioner / Collector /Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / City Magistrate (not below the rank of First Class Stipendiary Magistrate), Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate /Extra Assistant Commissioner.
- (b) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- (c) Revenue Officer not below the rank of Tehsildar.
- (d) Administrator/Secretary to Administrator/Development Officer (Lakshadweep & Minicoy Island)



## ADDITIONAL INFORMATION REGARDING RESERVATION:

1. The vacant seats (not taken by any candidate) will be converted as per Conversion Rules. However, the seats are allotted against a category/sub category and got cancelled due to non-reporting of candidate at reporting center or vacated due to withdrawal in respective category will be available in the respective category for the next allotment round.
2. All subcategory seats will be first converted to their respective main categories. Example
  - *EX serviceman seat will be converted to General*
3. Unfulfilled Divyang seats for which there is no demand from PWD candidates would be converted into general seats after the 3rd round of counseling.
4. After allotment and exhaustion of candidates application of OBC Category Seats will be converted to General Category Seats.
5. Any unfilled seat reserved for Scheduled Castes will be treated as reserved for Scheduled Tribes and vice-versa. The seats will be de-reserved for General Category only after exhausting applications of all SC/ST candidates.
6. Persons belonging to SC, ST OBC & EWS who are selected on the basis of merit and not on account of reservation will not be counted towards quota meant for reservation.
7. Any seat (reserved or general) remaining unfilled in Outside Delhi category will be transferred to Delhi seat of the same category. The order of conversion shall be Outside Delhi (Reserved Category) to Delhi (Reserved Category) & Delhi Reserved category to Delhi (General).
8. Benefit of reservation shall be available only if the category to which a candidate belongs is mentioned in On Line registration form. If nothing is indicated by the candidate in On Line registration form, he/she may not be considered in reserved category.
9. All Reservation shall be as per the Delhi Government policy at the time of counseling and would be subject to any change/amendment made by the Delhi Government.
10. Seats of boys/girls are inter-transferable within ITI, if sufficient numbers of girls are not available in Co-Ed Sections.
11. No request for change of category would be attended after verification of documents as per verification schedule for whatsoever reason.
12. Certificate of category candidate claiming reservation under Delhi category seats will be from the competent authority of Delhi jurisdiction only. Certificate of category candidates claiming reservation against seats allocated for outside Delhi candidates, will have to furnish the certificate from the competent authority, to establish their eligibility for reservation under the concerned reservation category.
13. Divyang candidates must produce a certificate of medical fitness from National Carrier Service (Formally Vocational Rehabilitation Center) **(Annexure VI)**, Plot No. 9, 10 & 11, Karkardooma, Vikas Marg, Delhi-110 092 /IHABS, Dilshad Garden in case of Dyslexia. **(Annexure XV)**.
14. Candidates seeking admission under Defence Personnel Quota should produce a certificate from Distt. Sainik Board in the standard format i.e. (i) Secretary, Kendriya Sainik Board, Delhi. (ii) Secretary, Rajya / Zila Sainik Board., (iii) Officer-in-Charge, Record Office of concerned service for serving personnel. **(Annexure VII)**.
15. Candidates seeking admission under Staff Ward Quota must produce a certificate from Head of Office for proof of being staff ward. **(Annexure-X)**
16. Candidates seeking admission on the basis of 8<sup>th</sup> class pass should get a certificate attested by the principal from the school from where he/she passed class 8<sup>th</sup> **(Annexure VIII.)**
17. Candidates seeking weight-age under Rural Area will have to get their Rural Area certified by BDO in the prescribed Pro-forma given at **(Annexure IX)**.
18. In case there is any clarification sought by the verifying Government ITIs regarding equivalency of the eligibility qualification certificate furnished by the candidate, the same must be produced by the candidates from the appropriate authority in the matter. In absence of the equivalency certificate, no admission shall be given to the candidate and the responsibility of the same shall solely be of the candidate.

19. Candidate who have been earlier expelled or rusticated from any of the institutes/ITIs due to any reason/s is not eligible for fresh admission.
20. Candidates to specifically note that if any incident of ragging comes to the notice of the authorities, the concerned trainee shall be given liberty to explain and if the explanation is not found satisfactory, the authority would expel them from the institution as directed by the Hon'ble Supreme Court of India SLP (c) nos. 24295 and 24296-99 of 2004 dated 10.12.2007.

## REGISTRATION FEE, CAUTION MONEY & TUTION FEE

Registration fee Rs. 200/- to be deposited by **all candidates irrespective of cat/gender** at the time of registration through online means (credit card/debit cards/online banking.)

### FEE STRUCTURE OF GOVERNMENT ITI's/BTC.

Category	Government Component		Non-Govt. Component (Per Annum)	Caution Money	Total Fee to be Deposited	
	Tuition Fee	Non-Tuition Fee	Pupil's Fund		At the time of Admission	Half Yearly Payment
<b>A. For all ITIs/BTC Engineering Trades</b>						
<b>SC/ST (Boys)*</b>	<b>NIL</b>	Rs.100/- per month	Rs. 200/-	Rs. 500/-**	Rs. 1300/-	Rs. 600/-
<b>Girls, Divyang and inmates of Orphanages***</b>	<b>NIL</b>	<b>NIL</b>	Rs. 200/-	Rs. 500/-**	Rs. 700/-	<b>NIL</b>
<b>All other Category (Boys)</b>	Rs.100/- per month	Rs.100/- per month	Rs. 200/-	Rs. 500/-**	Rs. 1900/-	Rs. 1200/-
<b>B. For all ITIs/BTC Non-Engineering Trades</b>						
<b>SC/ST(Boys)*</b>	<b>NIL</b>	Rs.75/- per month	Rs. 200/-	Rs. 500/-**	Rs.1150/-	Rs.450/-
<b>Girls, Divyang and inmates of Orphanages***</b>	<b>NIL</b>	<b>NIL</b>	Rs. 200/-	Rs. 500/-**	Rs. 700/-	<b>NIL</b>
<b>All other Categories (Boys)</b>	Rs.75/- per month	Rs.75/- per month	Rs. 200/-	Rs. 500/-**	Rs. 1600/-	Rs. 900/-

\* The exemption from payment of **Tuition Fee component** under Government Account in ITIs/BTC for the SC/ST trainees.

\*\* Caution Money is refundable only after **successful completion of the Training WITHIN 3 YEARS OF COMPLETION OF COURSE** otherwise same will be forfeited.

\*\*\* The exemption from payment of **Government component of fee** in ITIs for the Girls and Physically Handicapped & inmates of Orphanages (Inmates from the Institutes licensed by Social Welfare Deptt. including Bal Sahyog of Govt. of Delhi)".

Note: Candidate shall not be entitled for the refund of fee under any circumstances except caution money as stated above.



## CRAFTSMEN TRAINING SCHEME (CTS)

The Craftsmen Training Scheme was introduced by the Government of India in 1950 to ensure a steady flow of skilled workers in different trades for the domestic industry, to raise quantitatively and qualitatively the industrial production through systematic training, to reduce unemployment among the educated youth by providing them employable training.

### Salient Features of the **Craftsmen Training Scheme**:-

- ITIs are functioning under the administrative control of the respective State Govt./UTs.
- The period of training for various trades varies from one year to two years and the entry qualification varies from 8<sup>th</sup> & 10<sup>th</sup> class pass, depending on the requirements of admission in different trades.
- These institutes are required to conduct training courses as per the curriculum prescribed by National Council for Vocational Training (NCVT). The admission to the new courses is made in the month of July/August every year.
- The trainees are required to appear in the Final Trade Tests conducted under the aegis of National Council for Vocational Training/State Council of Vocational Training. The successful trainees are awarded National Trade Certificate/State Trade Certificate which has been recognized by Govt. of India/State Govt. for the purpose of recruitment to subordinate posts and services under the Central Govt./State Govt./PSUs/Private Sectors.
- Syllabi of various trades are periodically revised to keep pace in tune with changes in technology.

### **CERTIFICATION ON SUCCESSFUL COMPLETION OF TRAINING**

- A trainee admitted in NCVT designated trade/course with affiliation from NCVT will have to undergo a regular training of the trade concerned as per the syllabus laid down by the Directorate General Training (DGT), Government of India and shall be eligible to get the N.C.V.T. certificate on passing all examinations.
- A trainee admitted in SCVT designated trade/course will have to undergo a training of the trade concerned as per the syllabus lay down by the Board of Technical Education, Delhi and shall be eligible to get the S.C.V.T. Certificate on passing all examinations.
- All the SCVT designated trades and NCVT designated trades running under SCVT affiliation. A trainee on successful completion of these trades would receive a SCVT certificate.

## DUAL SYSTEM OF TRAINING (DST)

Ministry of Skill Development & Entrepreneurship has implemented the scheme named “Dual System of Training” (DST) w.e.f. August 2016. DST has been approved during 40th meeting of National Council of Vocational Training (NCVT).

The courses will be conducted to meet the workforce requirement of the industry so that after the completion of training in dual system, the trainee having NTC with dual mode will get better employment opportunities in industry.

The ITI and Industry will have the freedom to choose the training pattern either in **Block mode (few months in ITI and few months in industry)** or **mixed mode( i.e. few days in a week shared between ITI and Industry)**.

**TRADE THEORY AND SOME PORTION OF PRACTICAL:** The theory portion and basics about safety and tools, equipment along with foundation practical will be conducted by ITI.

**INDUSTRY TRAINING PORTION:** The remaining portion of training shall be conducted in the industry/organization. For a **two year course it is expected that nine months (i.e. ~1560 hrs.) training would be in the industry** and remaining portion would be in the ITI. **For one year course it is expected that five months training would be in the industry.**

**Assessment and Certification:** Assessment and certification of all the trainees will be carried out **as per DGT/NCVT norms for Trade theory including practical portion conducted in ITI workshop. Industrial training of the trainees shall be accessed by the industry partner.** After successfully completion of training, **National Trade Certificate (NTC) (mentioning dual model) shall be awarded to the trainee.**

For stipend, industry, and additional information the candidate may **contact ITI offering the said trade in Dual System of Training and/or refer orders issued by MSDE (DGT) in this regard (<http://dget.nic.in/content/innerpage/dual-system-of-training.php>).**

## National Skills Qualifications Framework (NSQF)

The **National Skills Qualifications Framework (NSQF)** is a competency-based framework that organizes all qualifications according to a series of Level of knowledge, skills and aptitude. These levels, graded from one to ten, are defined in terms of learning outcomes which the learner must possess regardless of whether they are obtained through formal, non-formal or informal learning. NSQF in India was notified on 27th December 2013. All other frame works, including the NVEQF (National Vocational Educational Qualification Framework) released by the Ministry of HRD, stand super ceded by the NSQF.

Under NSQF, the learner can acquire the certification for competency needed at any Level through formal, non-formal or informal learning. In that sense, the NSQF is a quality assurance framework. Presently, more than 100 countries have, or are in the process of developing national qualification frameworks.

The NSQF is anchored at the National Skill Development Agency (NSDA) and is being implemented through the National Skills Qualifications Committee (NSQC) which comprises of all key stakeholders. The NSQC's functions amongst others include approving NOSs/QPs, approving accreditation norms, prescribing guidelines to address the needs of disadvantages sections, reviewing inter-agency disputes and alignment of NSQF with international qualification frameworks.

Specific outcomes expected from implementation of NSQF are:

- i. Mobility between vocational and general education by alignment of degrees with NSQF
- ii. Recognition of Prior Learning (RPL), allowing transition from non-formal to organized job market
- iii. Standardized, consistent, nationally acceptable outcomes of training across the country through a national quality assurance framework
- iv. Global mobility of skilled workforce from India, through international equivalence of NSQF
- v. Mapping of progression pathways within sectors and cross-sectional
- vi. Approval of NOS/QPs as national standards for skill training

## Multi-Sectoral Development Programme

The Multi-Sectoral Development Programme (MSDP) was conceived as a special initiative of the follow up action on the Sachar Committee recommendations. It is a Centrally Sponsored Scheme (CSS) approved by the Government in the beginning of the 11th five Year Plan and launched in the year 2008-09 in 90 Minority Concentration Districts (MCDs). It is an area development initiative to address the development deficits of minority concentration areas by creating socio-economic infrastructure and providing basic amenities. The scheme aims at focused development programs for backward minority concentration areas to help reduce imbalances and speed up development. Muslims, Sikhs, Christians, Buddhists and Zoroastrians (Parsis) have been notified as minority communities under Section 2 (c) of the National Commission for Minorities Act, 1992.

## ASIA PACIFIC ACCREDITATION AND CERTIFICATION COMMISSION, MANILA, PHILIPPINES ACCREDITATION

**Jija Bai ITI for Women, Siri Fort is internationally accredited with APACC, Manila, Philippines** for scope of activities under governance and management, Teaching and learning, Human Resources, Research and development, Image and sustainability, other resources and support to students.

### **Accredited institutions and stakeholders enjoy the following benefits:**

1. Greater workforce mobility and mutual recognition of qualifications in Asia and the Pacific region;
2. Quality and employable workforce in member countries through APACC coordination among its network of institutions, agencies and other stakeholders;
3. Employer confidence on the selection of employees coming from accredited institutions. Accreditation status is important to employers when evaluating credentials of job applicants and when deciding to provide support for current employees seeking further education;
4. **International recognition of the institutions' quality, accountability, and public trust;**
5. Eligibility and reliability of TVET institutions for funding support from donors and other lending agencies;
6. Part of a regional network of quality institutions that expand schooling and learning opportunities for students; and
7. Transferability of credits earned by a student among educational institutions. Receiving institutions take note of whether or not the credits a student needs to transfer have been earned from an accredited institution.



## IMPORTANT DETAILS FOR RANK GENERATION AND SEAT ALLOTMENT

The candidate should be careful while filling the following details as these details would be used for calculating his/her rank and for allotment of seat. If any erroneous/incorrect information is later found, it could lead to cancellation of seat allotted to the candidate and other necessary actions may be taken against him/her as deemed fit by the ITI/CAO/DTTE.

1. **Qualifying Board of the candidate:** List of recognized boards for secondary exams is provided in the prospectus. Candidate must check the validity of his qualifying board before registering. In case, there is any clarification sought by the verifying Government ITI /DTTE /CAO regarding **equivalency of the eligibility qualification certificate furnished by the candidate**, the same must be produced by the candidates from the **appropriate authority in the matter**. In absence of the equivalency certificate, candidate credentials may not get verified/seat allotted to the candidate may get cancelled/candidate may not participate in counseling (depending on the case) and the responsibility of the same shall solely be of the candidate. If board is found fake then suitable action may be initiated against the candidate and Fee once paid would not be refunded under any circumstances.
2. **Candidates qualifying Marks/Grade:** Grades are to be converted into marks as per criteria for calculation of marks percentage by the board of the candidate. Under no circumstances, the candidate should fill marks in grades column or vice a versa. For more information, go through **the Criteria for marks calculation** in the prospectus.

For ascertaining the eligibility conditions, combination of mark sheet shall be allowed only and only if mark sheet are from same board. If a candidate changes board e.g. From CBSE to NIOS then appropriate proof of accepting the marks of earlier board is required i.e. such candidate should produce one complete mark sheet making him/her eligible.

3. **State of Candidate:** As per I.T.I admission policy, the **state of candidate will be considered on the basis of his/her state of Qualifying Examination**. For e.g.: if a candidate **stays in Delhi** but has passed his qualifying **exam from Other State** then he/she would be considered **outside Delhi candidate** and vice versa.
4. **DUAL category candidates:-**A candidate could have dual category on the basis of his/her qualifying state of 8<sup>th</sup> and 10<sup>th</sup> class.
5. **Date of Birth** of Candidate should be entered correctly and exactly as mentioned in his **qualifying certificate/ age proof**.
6. **Gender** information of the candidate has a very high significance in allotment of seat. Wrongly filled gender, if found at the time of counseling can lead to the cancellation of allotted seat and further action as deemed fit by CAO/DTTE.
7. **Religion:** Minority seats are offered to minority female candidates in ITI for Women, MSDP, Nand Nagri. (As per the Government policy Muslims/Sikhs/Buddhists/Jains and Zoroastrians (Parsis) are notified as Minority community under section 2(c) of Minority Act, 1992).
8. **Category of the candidate:** Specific reservations exist for SC, ST& OBC candidates. Copy of certificate of candidate needs to be uploaded at the time of counseling failing which candidate would be considered a general candidate and his/her admission will stand cancelled.
9. The category of the candidate would be determined based on jurisdiction of his caste certificate and qualifying state:-
  - a. A candidate would be considered a **Delhi category candidate (SC/ST/OBC) only if both jurisdiction of his caste certificate (Delhi SC certificate/Delhi OBC certificate/ST CERTIFICATE issued by Delhi Government) and his/her qualifying state is also in Delhi.**

- b. Candidates with qualifying state **other than Delhi** and **possessing Delhi jurisdiction Caste certificate (Delhi SC certificate/Delhi OBC certificate/ST CERTIFICATE issued by Delhi Government)** would be considered **other state category candidate**.
- c. Candidates having **Delhi qualifying state** and possessing **Category certificate of other state jurisdiction (Other state ST/Other state SC/Other state OBC certificate)** would be considered as **Delhi General Candidate**.
- d. **SC/ST candidates** with **qualification from other state** and **jurisdiction of caste certificate from any state would be considered other state SC/ST candidate**.
- e. OBC candidates qualifying from other state and jurisdiction of caste certificate from same state as qualifying state would be considered other state OBC candidate.
- f. The creamy layer amongst OBCs would be considered under general category.
- g. For availing reservation under OBC category candidate is required to bring OBC Certificate from competent authority along with valid non-creamy layer certificate.
10. **SUB CATEGORY OF THE CANDIDATE:** Reservations exist for sub categories as given below. The candidate fills his/her sub category correctly and produces the necessary documents at the time of verification/counseling.
- a. **Person with Disabilities /Divyang** (As per Rights of Persons with Disabilities Act, 2016): Divyang /PWD candidates need to get a suitability certificate from National Carrier Service, 9-11 Vikas Marg, Karkardooma, Delhi-110092. in the Prescribed Pro-forma, given at Annexure VI).
- For dyslexia Candidate** a certificate of suitability as to whether the applicant is fit for undergoing the course applied for has to be furnished from the competent authority/IHBAS(Institute of Human Behavior and Allied Sciences, Dilshad Garden, Delhi).(Annexure XIV)
- b. **Defense Personnel (reserved for widows / wards of Military / Para Military personnel (CRPF, ITBP, BSF, CISF, NSG & Assam Rifles):**  
Candidates seeking admission under Defense Personnel quota and weight-age will have to get their candidature certified by any of the following authorities in the prescribed Pro-forma given at Annexure VII:
- Secretary, Kendriya Sainik Board, Delhi.
  - Secretary, Rajya / Zila Sainik Board.
  - Officer-in-Charge, Record Office of concerned service for serving personnel.
- The seats would be offered to the candidates on the basis of inter se merit** in the following order of preference:-
- i. Widows/wards of defense personnel killed in action.
  - ii. Wards of serving personnel & ex-servicemen disabled in action.
  - iii. Widows/wards of defense personnel who died in peacetime with death attributable to military service.
  - iv. Wards of defense personnel disabled in peacetime with disability attributable to military service.
  - v. Wards of ex-servicemen and serving personnel who are in receipt of Gallantry Awards.
  - vi. Wards of ex-servicemen
  - vii. Wards of serving personnel.
- c. **NCC Cadets:** Candidates with **‘C’ Certificate will be given higher priority over those candidates having ‘B’ certificate, which in-turn, will be given a higher priority over those with ‘A’ Certificate**. The seats are reserved on the basis of inter-se merit among the National Cadet Corps certificate holders of a given certificate level.
- d. **Staff Wards (All non-transferrable staff of all institutions functioning under Department of Training and Technical Education):** Wards of all non-transferable staff from all institutions functioning under Department of Training and Technical Education. Candidate needs to submit a certificate in the appropriate Annexure X as given in the prospectus certified by head of Office of the department.

- e. **Wards of Delhi Police and Govt. of NCT of Delhi employees:** This reservation is only valid for wards of Delhi Police and Govt. of NCT Employees who have passed **their qualifying exams from Delhi**. Candidate needs to submit a certificate in the appropriate Annexure XIII as given in the prospectus certified by head of Department of the department.
- f. **Inmates of Orphanages:** Direct admission to inmates of Social Welfare valid licensed institutes including Bal Sahyog.
- g. **Rural Area Weight age:** Weight age of 5 % of marks obtained is given **to candidates who have both the qualifying school and residence located in rural area of Delhi**. Candidates seeking admission under Rural Area will have to get their candidature certified by BDO in the prescribed Pro-forma given at Annexure IX.
- h. **Economically Weaker Sections (EWS):** Will have to submit Income and asset certificate from competent authority as per Annexure XIV

## CRITERIA FOR CALCULATION OF MARKS PERCENTAGE

The following criterion is to be followed while entering marks /grades for registration of various boards:-

1. If both marks and grades are given on the marks sheet for same subject then only marks are to be considered.
2. For marks sheets containing grades/grade points, the grades/grade points are to be converted to corresponding marks by using the conversion factors given in the mark sheet and filled in marks column in consideration to the single conversion factor for a given mark sheet
3. If a candidate is absent in a subject then that subject is also to be considered for admission. In marks obtained column the candidate should enter 0 for subjects in which he/she is absent.
4. If a candidate is fail in a subject then its marks are also to be entered.

**The following points must be considered while converting grade/grade points into marks and vice a versa and verifying the marks /grades of the candidate:-**

Marks sheet the grades/grade points are to be converted to corresponding marks and filled in marks column.

- i) ***FOR MARKS SHEETS CONTAINING GRADE POINTS:*** The aggregate percentage of marks of all subjects including optional subjects after conversion from grade points according to respective conversion calculator shall be taken into account if possible, in consideration to the single conversion factor for a given mark sheet and vice versa. For conversion candidate should consider the conversion calculator of that respective board and if range of marks are given then take the average of marks as to consider as marks obtained.
- ii) ***FOR MARKS SHEETS CONTAINING GRADES:*** The aggregate percentage of marks of all subjects including optional subjects after conversion from grade according to respective conversion calculator shall be taken into account ,if possible in consideration to the single conversion factor. For conversion candidate should consider the conversion calculator of that respective board and if range of marks are given then take the average of marks as to consider as marks obtained.
- iii) ***FOR MARKS SHEETS CONTAINING MARKS:*** The aggregate percentage of marks of all subjects including optional subjects for which marks are given If possible, in consideration to the single conversion factor for a given marks sheet and vice a versa.

In case no calculators are available or any confusion, help desk of any Govt. ITI may be contacted for guidance.

**For CBSE marks sheets the following factors should be considered:-**

- a) All the marks or grades of the candidate should be entered.
- b) In case of CBSE, if grades E1 OR E2 are given then their corresponding grade points will be deemed as 3 for E1 grade and 2 for E2. If a candidate is absent in a subject then his grade points would be 0.



## GENERATION OF UNIQUE RANK /TIE BREAKER CRITERIA

The rank of the candidate would be generated by calculating percentage of marks/grades secured by the candidate in qualifying examination and arranged in decreasing order. If two or more candidates are having same percentage/grade then, the **following tie** breaker criteria would be used in sequence to allot them distinctive ranks:-

1. **Date of Birth:** The candidate higher in age would be allotted the higher rank.
2. **Registration Number:** If tie is still not broken then the candidate's registration number in ascending order would be allotted the higher rank.

However, if still the tie does not break then CAO reserves the right to develop and implement further suitable criteria for distinguishing the rank of tied candidates.



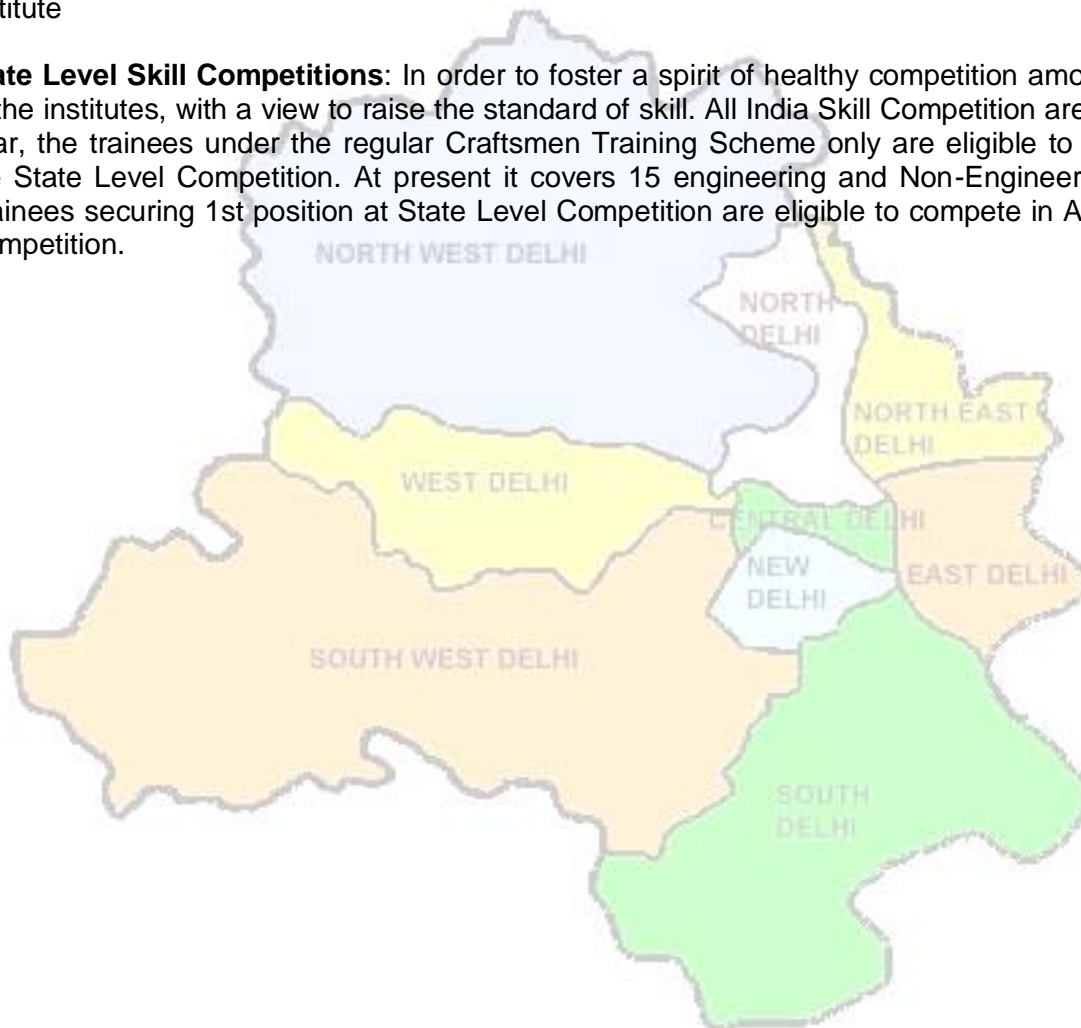
## GENERAL RULES & INFORMATION FOR STUDENTS

- I. **Working Days and hours:** – Monday to Friday or as decided by DTTE. ITI trainees are required to observe 42 Hrs. per week of training as per DGET/BTE/ITI norms. The training of candidate may be conducted in morning, afternoon or evening shift as per the convenience of ITI/DTTE. Online classes may also be conducted in addition/in place of above.
- II. **Uniform :** - Trainee shall get two sets of prescribed uniform as approved by D.T.T.E. (HQ) stitched within 7 days from the date of admission and shall wear the same daily right from his residence till reaching back to the residence.
- III. **Holidays / Leave admissible to trainees:-** Trainees are allowed the same Gazette holidays as decided by Delhi Government for its employees. There will be no summer/winter holidays.
- IV. **Casual Leave:-** In addition to usual holidays, trainees are admissible to avail casual leave @ 8 days per year, 6 days at any one time subject to the sanctioning of leave by competent authority. Casual leave can't be combined with another kind of leave.
- V. **Medical Leave:-** Medical Leave up to 15 days per year subject to production of Medical Certificate from a Medical Officer may be granted. Leave for a further period of not exceeding 3 weeks for One Year course and 6 weeks for Two Year trades course can be granted in case of serious illness. This leave can be granted only once in the training period on recommendations of medical officer acceptable to competent authority.
- VI. **Special Leave: -** Special leave up to 10 days on private affairs may be allowed only in extraordinary cases where Head of Institute is satisfied that the requirement is genuine. No scholarship/stipend will be admissible during the period of special leave.
- VII. **Unauthorized Absence: -** For unauthorized absence up to 10 consecutive days at a time, trainee will be issued a written warning for first occasion. If the offence is repeated, trainee will be discharged from rolls. Proportionate deduction of scholarship is made from such trainees who are scholarship holders.
- VIII. **SUSPENSIONS, DISCHARGE:**
  - i. Trainees are liable for discharge on account of unsatisfactory progress in training.
  - ii. For acts of indiscipline and misconduct.
  - iii. If attendance percentage falls below 50%.
  - iv. The pending investigation of allegations against him/her.
  - v. If the Trainee is absent for 10 consecutive days without information.
- ix. **MINIMUM COMPULSORY ATTENDANCE FOR TRAINEE: -** Only those candidates who have completed minimum essential attendance would be permitted to appear in examination. The candidate who has insufficient attendance may not be allowed to appear in the ensuing examination and will be treated as per DGT norms.
- x. **SCHOLARSHIP TO TRAINEES: -** Diverse scholarships are available to eligible ITI trainees. Trainees need to register themselves with the following website and directly apply for various government scholarships within stipulated time to avail benefits of various educational scholarships.
  1. National Scholarship Portal Version 2.0 (NSP-2.0) (<https://scholarships.gov.in>),
  2. E-district portal(<https://edistrict.delhigovt.nic.in/in/en/Home/Index.html>)
- xi. **Meritorious & Merit-Cum-Means Scholarship:-** Department has introduced Meritorious & Merit-cum-Means Scholarship to the weaker Sections of the Society on the basis of the marks obtained by a trainee in the qualifying examination required for admissions.



## STUDENTS AMINITIES

- 1. Industrial Training and Field Visits:** Trainees are exposed to the Industry by arranging industrial Training and field visits. Presence of trainees during the visits is obligatory, Common room, steel lockers, water coolers and canteen facilities are provided for the convenience of trainees, wherever possible.
- 2. Library Facilities:** All the institutes have been provided with good libraries and the trainees are advised to make full use of them.
- 3. Placement:** Facilities of training during their course of study and placement of trainees after completion of the course are arranged by the Placement officer deputed by the Principal of the institute
- 4. State Level Skill Competitions:** In order to foster a spirit of healthy competition among trainees of the institutes, with a view to raise the standard of skill. All India Skill Competition are held every year, the trainees under the regular Craftsmen Training Scheme only are eligible to compete in the State Level Competition. At present it covers 15 engineering and Non-Engineering Trades. Trainees securing 1st position at State Level Competition are eligible to compete in All India Skill Competition.



## AGE LIMIT

Minimum age limit for admission in ITI is 14 years for all the candidates as on 01-08-2020. No Upper age limit is prescribed for the candidates seeking admission in Government ITIs/BTC.

Candidates seeking admission in Dual System of Training Trades may consult the concerned institute regarding the age limit criteria for Industrial Training.

## PHYSICAL FITNESS

All the candidates shall be required to submit a Medical Fitness Certificate from a Registered Medical Practitioner as per Annexure- I at the time of admission.

**NOTE:** Admission of the candidate shall stand cancelled ab-initio, if any information supplied or document submitted is proved to be false/ fake at any stage even after admission.

## DISCIPLINE

All the trainees admitted to an institution will be under the complete disciplinary control of the Principal of the institute or any other officer(s) appointed by the competent authority for the purpose and must conduct themselves in accordance with the disciplinary rules of institution as framed and notified by the Principal.

### **UNDER THE RULES, FOLLOWING ARE THE FORBIDDEN PRACTICES:**

- a) RAGGING IN ANY FORM IS STRICTLY PROHIBITED. If any incident of ragging comes to the notice of the authorities, the concerned trainee may be given the opportunity to explain and if his/her explanation is not found satisfactory, the authority would expel him from the institution.
- b) Disfiguring or otherwise damaging institutional property;
- c) Smoking in the class room, workshop and laboratory or during field training;
- d) Use of drugs or intoxicants except for those prescribed by a registered medical practitioner and under the knowledge of Principal of the institution;
- e) Any form of gambling;
- f) Rowdies and rude behavior;
- g) Use of violence in any form;
- h) Offences of cognizable nature;
- i) Castism, communalism or practice of un-touch ability; or
- j) Any other conduct unbecoming of a trainee of the Institution. Any trainee indulging in any of the forbidden practice may attract any or more of the following disciplinary Measures: -
  - i) Cancellation of the scholarship/stipend (in part or in whole, temporarily or permanently) in accordance with the rules prescribed in this regard.
  - ii) Fine;
  - iii) Suspension;
  - iv) Expulsion; or
  - v) Rustication.

The candidates for admission have to give an undertaking that they will abide by the rules and regulations prescribed by the DTTE/ Principal and any action taken in this regard on the trainee by the Principal shall be final.

## CONDUCT OF EXAMINATION

Annual exams may be conducted in May/June and supplementary exams may be conducted in November/December each year.

Only those candidates who have completed minimum essential attendance of 80% would be permitted to appear in examination. The candidate who has insufficient attendance may not be allowed to appear in the ensuing examination and would be treated as per DGE&T/DTTE norms.

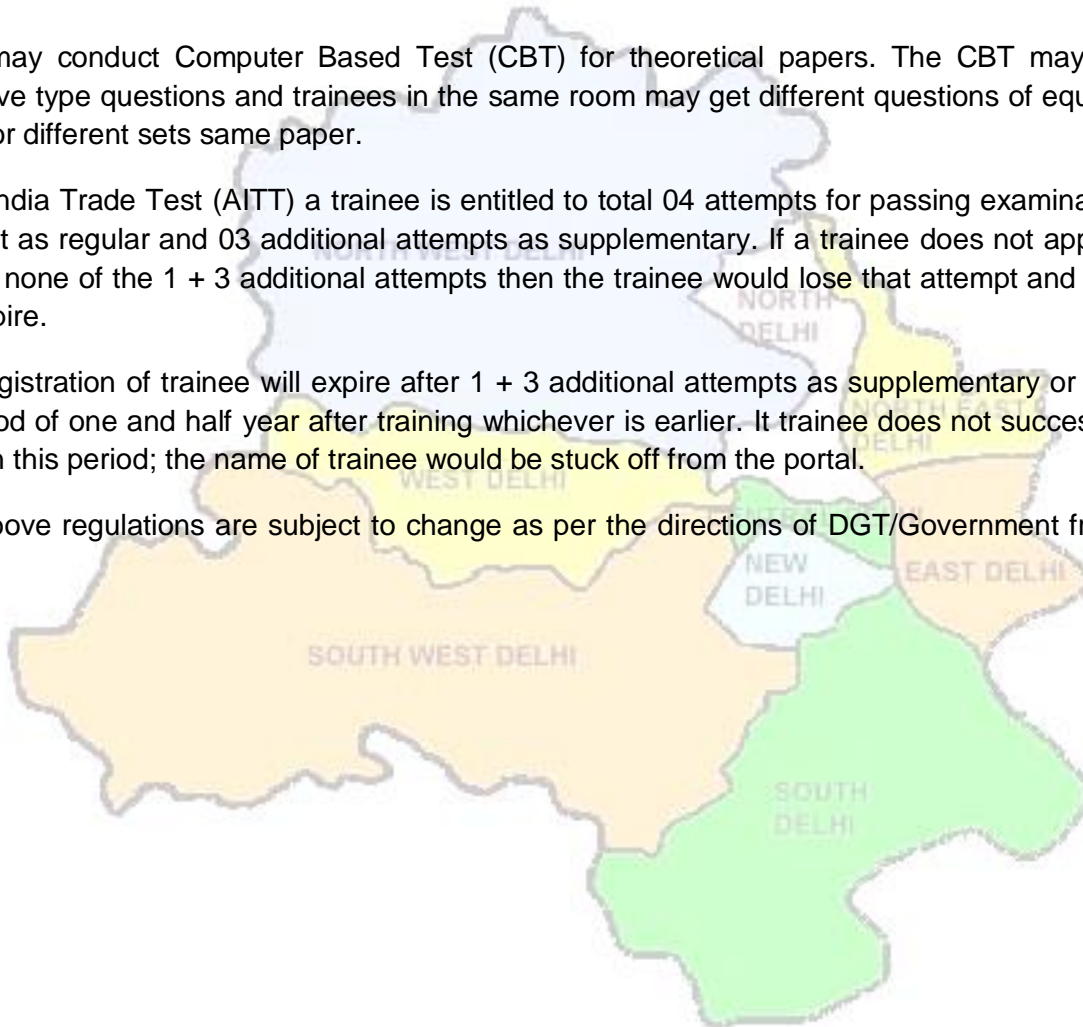
For Trainees passing marks percentage would be 33 % in each paper for Annual Theory examinations. The passing percentage for practical examination and formative assessment would be 60%.

DGT may conduct Computer Based Test (CBT) for theoretical papers. The CBT may use MCQ objective type questions and trainees in the same room may get different questions of equal difficulty Level or different sets same paper.

In All India Trade Test (AITT) a trainee is entitled to total 04 attempts for passing examination i.e. 01 attempt as regular and 03 additional attempts as supplementary. If a trainee does not appear in only one or none of the 1 + 3 additional attempts then the trainee would lose that attempt and registration will expire.

The registration of trainee will expire after 1 + 3 additional attempts as supplementary or completion of period of one and half year after training whichever is earlier. If trainee does not successfully pass AITT in this period; the name of trainee would be stuck off from the portal.

The above regulations are subject to change as per the directions of DGT/Government from time to time.



# HOW TO DOWNLOAD NTC FROM MIS PORTAL

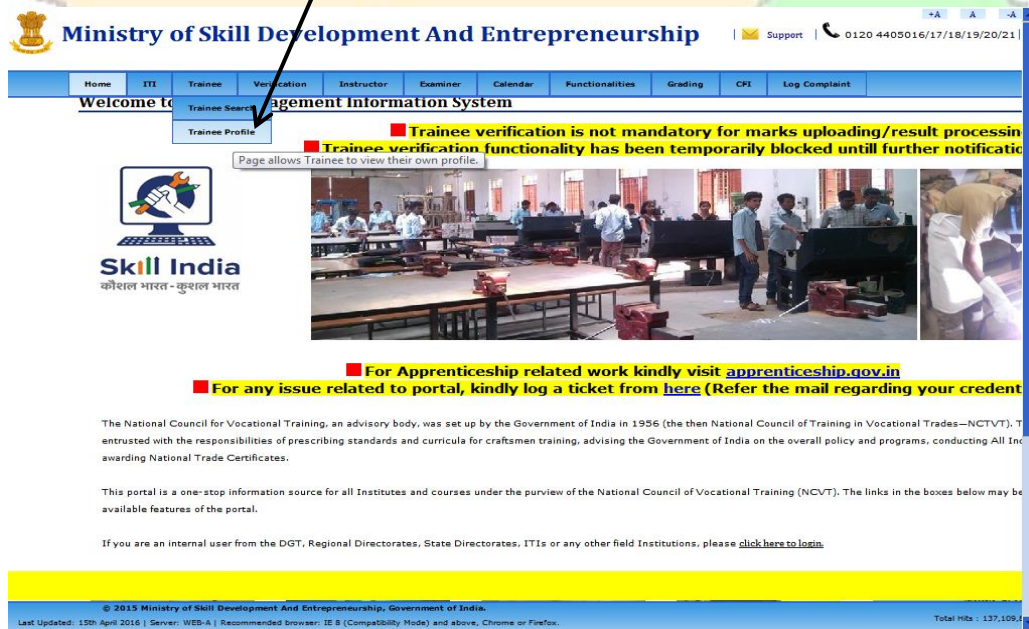
1. Go to NCVT Portal through following link

<http://www.ncvtmis.gov.in/pages/home.aspx>



The screenshot shows the home page of the NCVT MIS Portal. At the top, there is a header for the Ministry of Skill Development and Entrepreneurship with a support contact number. Below the header is a navigation menu with tabs for Home, ITI, Trainee, Verification, Instructor, Examiner, Calendar, Functionalities, Grading, CFI, and Log Complaint. The main content area features a 'Welcome to NCV1-Management Information System' message and a prominent yellow banner stating: 'Trainee verification is not mandatory for marks uploading/result processing. Trainee verification functionality has been temporarily blocked until further notification.' Below this, there is a 'Skill India' logo and a photograph of a training center. Further down, there are links for 'Apprenticeship related work' and a 'Log a ticket' option. The footer contains copyright information for 2015 and technical details like 'Last Updated: 15th April 2016'.

2. Now click on Trainee tab and then click on Trainee Profile



This screenshot shows the 'Trainee Profile' page on the NCVT MIS Portal. An arrow from the instruction above points to the 'Trainee Profile' link in the navigation menu. The page layout is similar to the home page, with the same header and navigation menu. The main content area features the same yellow banner about verification functionality. Below the banner, there is a 'Skill India' logo and a photograph of a training center. The footer contains copyright information for 2015 and technical details like 'Last Updated: 15th April 2016'.



3. Now enter the following Details

a. **Registration No:-** It is a trainee roll no. only starting with R (Kindly use you're roll number only by replacing starting 00 with R)

For example: If trainee Roll No. is: - 00160807001111

Then Registration No. is: - R160807001111

b. **Father/Guardian Name:** - Enter the father name as mentioned in Exam hall ticket.

c. **Date of Birth:** - Enter the DOB in dd-mmm-yyyy format.

d. **Enter image text:** -Enter the image text as it is as displaying on the portal.

The screenshot shows the top navigation bar of the Ministry of Skill Development And Entrepreneurship portal. Below the navigation bar is the title 'Enter Details to view Trainee Profile'. The form contains the following fields:

- Registration No.\*: A text input field with the letter 'R' entered.
- Father/Guardian Name\*: A text input field.
- Date of Birth\*: A date picker showing 'dd-mmm-yyyy'.
- Enter image text\*: A CAPTCHA image showing the numbers '08862' and a 'Refresh' button.
- Remember Me: A checkbox.

At the bottom of the form are 'Submit' and 'Clear' buttons. The footer of the page contains copyright information and statistics.

4. Now click on Submit

This screenshot is similar to the previous one, but the 'Submit' button is highlighted with a black arrow. The form fields are now populated with the following data:

- Registration No.\*: R170807002403
- Father/Guardian Name\*: surender Prasad
- Date of Birth\*: 07-Jan-1998
- Enter image text\*: A CAPTCHA image showing the numbers '00295' and a 'Refresh' button.
- Remember Me: A checkbox.

Below the 'Submit' button, a message reads 'Authenticate to view Trainee Profile'. The footer of the page contains copyright information and statistics.

5. Now trainee profile will open as below:-

**My Profile** Close Session

**Trainee Profile**

Session	August-2017	Admission Date	01-Aug-2017
UID No		Trainee Name	
Date Of Birth		Gender	
Category		Horizontal Category	
Minority		State Registration No.	
Father/Guardian Name		Mother Name	
Mobile No.		Email ID	
Highest Qualification		Is Trainee Dual Mode	No

**Trainee Institute Detail**

ITI Name		Application Form No	104012
Trade Allocated	Computer Operator and Programming Assistant	Trainee Type	Regular
Shift	Shift 1	Unit	Unit 1
Admission Given In Category	General	Remarks/Additional Information	

**Hall Ticket Eligibility**

Semester	Attendance Q1%	Attendance Q2%	Exam Fee	Q1 Sessional Marks Available	Q2 Sessional Marks Available	Eligibility Status	Hall Ticket	Mark Sheet

© 2015 Ministry of Skill Development And Entrepreneurship, Government of India. [Link to NCVT Certificate.](#)  
 Last Updated: 15th April 2016 | Server: WEB-A | Recommended browser: IE 8 (Compatibility Mode) and above, Chrome or Firefox. Total Hits : 137,116,985 | Yearly Hits : 36,639,846 | Monthly

6. Now Click on Print Certificate

**My Profile** Close Session

**Trainee Profile**

Date Of Birth		Gender	
Category		Horizontal Category	
Minority		State Registration No.	
Father/Guardian Name		Mother Name	
Mobile No.		Email ID	
Highest Qualification		Is Trainee Dual Mode	

**Trainee Institute Detail**

ITI Name		Application Form No	
Trade Allocated		Trainee Type	
Shift		Unit	
Admission Given In Category		Remarks/Additional Information	

**Hall Ticket Eligibility**



Semester	Attendance Q1%	Attendance Q2%	Exam Fee	Q1 Sessional Marks Available	Q2 Sessional Marks Available	Eligibility Status	Hall Ticket	Mark Sheet

[Print Certificate](#)

7. Check the download section of your browser as a NTC in pdf file is being downloaded over there.
8. Now open the file and print the certificate as displayed below:

रोल नं. Roll No. _____	प्रमाण-पत्र सं. Certificate No. _____
 <b>भारत सरकार</b> <b>GOVERNMENT OF INDIA</b> <b>कौशल विकास एवं उद्यमिता मंत्रालय</b> <b>MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP</b> <b>राष्ट्रीय व्यावसायिक प्रशिक्षण परिषद्</b> <b>NATIONAL COUNCIL FOR VOCATIONAL TRAINING</b> <b>राष्ट्रीय व्यवसाय प्रमाण-पत्र NATIONAL TRADE CERTIFICATE</b>	
	
श्री/श्रीमती कुमारी Shri/Smt/Kumari _____ पुत्र/पत्नी/पुत्री श्री Son/Wife/Daughter of Shri _____ माता का नाम श्रीमती Mother's name Smt. _____ जन्म तिथि Date of Birth _____ संस्था का नाम Name of the Institute _____ व्यवसाय का नाम Name of the Trade _____ प्रशिक्षण अवधि Training Duration _____ प्रवेश सत्र Admission Session _____ को अखिल भारतीय व्यवसाय परीक्षा having passed All India Trade Test, माह Month _____ वर्ष Year _____ उतीर्ण होने पर यह व्यवसाय प्रमाण-पत्र प्रदान किया जाता है। is hereby awarded this Trade Certificate.	
दिनांक Date _____	सदस्य सचिव Member Secretary राष्ट्रीय व्यावसायिक प्रशिक्षण परिषद् National Council For Vocational Training
<small>This is a computer generated certificate and it does not require any physical signature or attestation. All contents of this certificate can be verified for authenticity by the process of online verification through scanning the QR code printed above. The verification can also be done by visiting NCVT MIS portal (<a href="http://ncvtmis.gov.in/Pages/Certification/Validate.aspx">http://ncvtmis.gov.in/Pages/Certification/Validate.aspx</a>) and entering the e-Certificate number.</small>	

-----FRONT-----Cut from this line and use as pocket NTC-----BACK-----

  <b>भारत सरकार GOVT. OF INDIA</b> <b>कौशल विकास एवं उद्यमिता मंत्रालय</b> <b>MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP</b> <b>राष्ट्रीय व्यावसायिक प्रशिक्षण परिषद्</b> <b>NATIONAL COUNCIL FOR VOCATIONAL TRAINING</b> <b>राष्ट्रीय व्यवसाय प्रमाण-पत्र NATIONAL TRADE CERTIFICATE</b>	आधार कार्ड संख्या Adhar card no. _____ जन्म तिथि Date of Birth _____ संस्था Institute _____ प्रशिक्षण की अवधि Training Duration _____ प्रवेश सत्र Admission Session _____ अखिल भारतीय व्यवसाय परीक्षा All India Trade Test passed in माह Month _____ वर्ष Year _____
श्री/श्रीमती कुमारी Shri/Smt/Kumari _____ पुत्र/पत्नी/पुत्री श्री Son/Wife/Daughter of Shri _____ व्यवसाय Trade _____ Roll No. _____ Cert No. _____	सदस्य सचिव Member Secretary राष्ट्रीय व्यावसायिक प्रशिक्षण परिषद् National Council For Vocational Training



## Two Year Engineering Trades

- 1. TOOL & DIE MAKER (DIES & MOULDS)-** Tool and Die Makers build, repair and modify custom made prototypes or special tools, Dies, Moulds, Die casting Moulds and various types of mechanical devices. Dies and moulds are metal forms used for moulding plastics or other moulding material. Tool and Die Makers fabricate various parts, like pieces of a puzzle, which require perfect fitting. While this occupation is closely allied with the machinist trade and encompasses many of the same skills, Tool and Die Makers usually specialize in jobs spending more time in fitting and assembling precision components which are required for plastic injection moulds and die cast moulds. A Tool and Die maker's work depends up on precise measurements and accuracy, as such math skills are important. Also, they must be able to read and interpret information from design drawings and specifications to fabricate all types of Dies and Moulds. Being mechanical minded is an additional skill. Plan and organize assigned work and detect & resolve issues during execution. Demonstrate possible solutions and agree tasks within the team. Communicate with required clarity and understand technical English, Sensitive to environment, self-learning and productivity
- 2. TOOL & DIE MAKER (PRESS TOOLS, JIGS & FIXTURES)-** & Die Maker (Press Tools, Jigs & Fixtures): Tool and Die Makers build, repair and modify custom made prototypes or special tools, Press Tools, Jigs, Fixtures and various types of mechanical devices. Press Tools are metal forms used for Sheet metal cutting and forming. Tool and Die Makers fabricate various parts, like pieces of a puzzle, which require perfect fitting. While this occupation is closely allied with the machinist trade and encompasses many of the same skills, Tool and Die Makers usually specialize in jobs spending more time in fitting and assembling precision components which are required for sheet metal cutting forms. A Tool and Die maker's work depends on precise measurements and accuracy, as such math skills are important. Also, they must be able to read and interpret information from design drawings and specifications to fabricate all types of Press Tools Jigs and Fixtures. Being mechanical minded is an additional skill. Plan and organize assigned work; and detect and resolve issues during execution. Demonstrate possible solutions and agree tasks within the team. Communicate with required clarity and understand technical English, sensitive to environment, self-learning and productivity.
- 3. DRAUGHTSMAN (CIVIL) -** The course gives a wide knowledge on construction related manual and CAD drawings, Surveying, Materials, Concrete Technology, and Building Specialization in Construction. One can take gainful employment with construction Industry, Architectural firms / Designers / PWD etc.
- 4. DRAUGHTSMAN (MECHANICAL) -** Professional Knowledge subject is simultaneously taught in the same fashion to apply cognitive knowledge while executing task. In addition components like physical properties of engineering materials, interchangeability, method of expressing tolerance as per BIS Fits, different types of iron, properties and uses, special files, honing, metallurgical and metal working processes such as heat treatment, the various coatings used to protect metals, different bearing, working material with finished surface as aluminum, duralumin and stainless steel, topics related to non-ferrous metals, method of lubrication are also covered under theory part. At the end part of each semester, the trainees should express their skills by presenting project works. Total three projects need to be completed by the candidates in a group. In addition to above components the core skills components viz., workshop calculation & science, engineering drawing, employability skills are also covered. These core skills are essential skills which are necessary to perform the job in any given situation.
- 5. ELECTRICIAN-** Electrician General; installs, maintains and repairs electrical machinery equipment and fittings in factories, workshops power house, business and residential premises etc. Studies drawings and other specifications to determine electrical circuit, installation details etc. Positions and installs electrical motors, transformers, switchgears. Switchboards and other electrical equipment, fittings and lighting fixtures. Makes connections and solders terminals. Tests electrical installations and equipment and locates faults using mugger, test lamps etc. Repairs or replaces defective wiring, burnt out fuses and defective parts and keeps fittings and fixtures in

working order. May do armature winding, draw wires and cables and do simple cable jointing. May operate, attend and maintain electrical motors, pumps etc. Electrical Fitter; fits and assembles electrical machinery and equipment such as motors, transformers, generators, switchgears, fans etc., Studies drawings and wiring diagrams of fittings, wiring and assemblies to be made.

- 6. ELECTRONICS MECHANIC** - Electronic Equipment Mechanic repairs electronic equipment, such as computers, industrial controls, transmitters, and tele-metering control systems following blueprints and manufacturers specifications and using hand tools and test instruments. Tests faulty equipment and applies knowledge of functional operation of electronic units and systems to diagnose cause of malfunction. Tests electronic components and circuits to locate defects, using instruments, such as oscilloscopes, signal generators, ammeters and voltmeters. Replaces defective components and wiring and adjusts mechanical parts, using hand tools and soldering iron. Aligns, adjusts and calibrates testing instruments. Maintains records of repairs, calibrations and test.
- 7. INFORMATION & COMMUNICATION TECHNOLOGY SYSTEM MAINTENANCE** -The role of a Information & Communication Technology System Maintenance personnel is to support and maintain computer systems, desktops, and peripherals. This includes installing, diagnosing, repairing, maintaining, and upgrading all hardware and equipment while ensuring optimal workstation performance. The person will also troubleshoot problem areas in a timely and accurate fashion, and provide end user training and assistance where required. Install, maintain and setup network with computers, printers and other peripheral equipment as well as configure broadband equipment.
- 8. INSTRUMENT MECHANIC** - This course has been started with a view to train students in the vastly Emerging industries of India using new technologies like Petro-Chemical Engineering, Manufacturing Engineering, Aviation etc. To cope up with the modernization of Indian industry and quality control, the syllabus and objectives of teaching have been formulated to encompass the areas of computers, manufacturing engineering, robotics and industrial automation, which are now important areas of study. One takes employment with Govt. / Private Industries.
- 9. MACHINIST GRINDER** - Grinding experience will be in the field of "Tool" Grinding, Machinist (Grinder) setup and operates variety of machine tools, and fits and assembles parts to fabricate or repair machine tools and maintain industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures. The trainees, admitted after successful completion of their training, acquire the skills on various operations in different grinding machines Viz. Centre less grinder, Crankshaft Grinders, Internal & External Grinders, Tool & Cutter grinder apart from basic knowledge on machines. One can take Govt. / Private Employments.
- 10. MECHANIC MOTOR VEHICLE** - The course broadly covers the complete functioning, overhauling of Petrol & Diesel Engines of vehicles of all categories being fuelled by Petrol, Diesel & Gases The course has a good demand in the Automobile industry thereby giving advantage for either employment or self-employment.
- 11. REFRIGERATION AND AIR CONDITIONING TECHNICIAN** -The course gives an in-depth knowledge on Repair & Maintenance of Refrigerators, Centrally Air-conditioning system & Air-conditioners available in the market. On Successful completion, trainees can be absorbed in Railways, Govt. / Public Sector under takings apart from self-employment.
- 12. FITTER** - Fitter is a person who uses machine tools to make or modify parts, primarily metal parts, and a process known as machining. This is accomplished by using machine tools to cut away excess material such as a woodcarver cuts away excess wood to produce his work. The demand of fittings of various nature, Plumbing, Welding, Black smithy, Knowledge on various Lathes, drilling Machines, Sheet Metal Works etc. The fitter Workshops are equipped with modern

and sophisticated Machineries, Equipment & Tools. The precision works are mainly handled by fitters in the Industries.

- 13. MACHINIST** - Machinists use machine tools, such as lathes, milling machines and grinders to produce precision metal parts. Although they may produce large quantities of one part, precision machinists often produce small batches or one-of-a-kind items. They use their knowledge of the working properties of metals and their skill with machine tools to plan and carry out the operations needed to make machined products that meet precise specifications. The parts that machinists make range from bolts to automobile pistons. Some machinists, often called production machinists, may produce large quantities of one part, especially parts requiring the use of complex operations and great precision. Many modern machine tools are computer numerically controlled (CNC) or CNC machines.
- 14. PAINTER** - This trade broadly covers oil painting using spray gun and brushes, stenciling, Painting of walls-Layout process, Pigment, Process of pre-treatment of metal, surfaces, silk screen painting, Spray painting, color codes & identification of pipe lines as per international & Indian standard, Airless & electrostatic spraying, Rustburg electrostatic, blade coater, Method and application processes of car body finishing various types of systems of spray painting and Staving , methods of heat transfer, time temperature relation in a staving oven. The trainees in Painter (General) may work as painter, Automobile, Railways, Aircrafts and Medium, small industry or in government organizations.
- 15. TURNER** - The trainees admitted, after successful completion of their training acquire the skills on various operation in different Lathe machines and acquire the skills of Facing, Planning, Turning, Threading (Internal & External), Taper Turning etc. Apart from the conventional machines, they have exposure to acquire skills on CNC Machines, CAD & CAM.
- 16. WIREMAN** - Wireman, Light and Power installs various kinds of electrical wiring such as cleat, conduit, casing, concealed etc. in houses, factories, workshops and other establishments for light and power supply. Studies diagram and plan of wiring and marks light, power and other points accordingly. Fixes wooden pegs, sizes tubes, saws casings, etc. by common carpentry fitting and other processes, according to type of wiring needed. Erects switch boards and fixes switch box casings cleats, conduits ceiling roses, switches, meters etc. according to type and plan of wiring. Draws wire in two way or three-way wiring system as prescribed and makes electrical connections through plugs and switches to different points exercising great care for safety and avoiding short circuit and earthing at any stage of wiring. Fixes fuses and covers as per diagram and insulates all naked wires at diversions and junctions to eliminate chances of short circuit and earthing. Fits light brackets, holders, shades, tube and mercury lights, fans etc, and makes electrical connection as necessary. Tests checks installed wiring for leakage and continuity using megger, removes faults if any and certifies wiring as correct for connecting mains. Checks existing wiring for defects and restores current supply by replacing defective switches, plug sockets, blown fuse etc. or removing short circuits and faulty wiring as necessary. May repair simple electrical domestic appliances.
- 17. TECHNICIAN MEDICAL ELECTRONICS** - This course has been designated to provide an in depth knowledge of Digital Electronics, Communication equipment and various precisions medical & dental equipment's viz. surgical diathermy, baby incubator, ventilator, pacemaker, ECG recorder. They also learn the operation of these electronics equipment and trouble shooting. After completion of training, one can take up job with the manufacturing and service industries of electronics equipment with advantages of being absorbed as biomedical technician by the medical equipment manufacturer.
- 18. TECHNICIAN POWER ELECTRONICS SYSTEMS**-The trade broadly covers the topics on different variety of This course is meant for the candidates who aspire to become a Technician to Maintain and Repair Power Electronic Equipment, trainee shall be able to handle different types of Electronic measuring Instruments, faults, computer hardware & networking, maintenance of SMPS, UPS, Inverter, solar power system and various analogue and digital circuits. Repair



maintenance & installation of Electrical control of AC/DC machines. On successful completion of this course, the candidates shall be gain fully employed in leading industries or getting self-employed.

**19. MECHANIC CONSUMER ELECTRONIC APPLIANCES-** This course is meant for the candidates who aspire to become a Technician to repair different Domestic and Consumer Appliances. The trainee shall be able to handle different types of Electronic measuring Instruments, faults, computer hardware & networking, maintenance of SMPS, UPS, Inverter, solar power system and various analogue and digital circuits. Installation & Repair maintenance of microcontroller based system, LED/ LCD TV, Cell phone (Mobile), Consumer electronics equipment's like Washing Machine, Dish Washer, Mixer Grinder, water purifiers, Vacuum cleaner, Microwave oven, Immersion heater, Induction cook top, printers, home theatre system & CCTV etc. The candidates shall be gain fully employed in leading various industries like consumer/domestic electronics appliance & manufacturing industry or getting self-employed.

**20. INFORMATION TECHNOLOGY-** Junior Software Developer; is one of the many entry L roles in the software industry including support and help desk, testing, user interaction design, maintenance, enhancement, development and documentation. Programming Assistant/Junior Software Engineer; installs, maintains and updates computer programs by making minor changes and adjustments to them under the guidance of computing professionals. Maintains and updates documents of computer programs and installations. Web Developer; is responsible for designing and maintaining web-based applications that include static and dynamic content. This includes the design, layout and coding of a website. They may work standalone or along with application/functional developers as part of the overall solution that includes a web based component. Media Developer-Application Development; is responsible for designing and improving the look and feel, functionality and graphics appeal of the developed application. They may work standalone or along with application/functional developers to improve the aesthetics of the application being developed. Data Communication Analyst/Network Administrator; researches, tests, evaluate, and recommends data communications hardware and software: Identifies areas of operation which need upgraded equipment, such as modems, fiber optic cables and telephone wires.

**21. SURVEYOR-** Topographical Surveyor, surveys land to determine out line, contours and relative position of control points (land marks) on tract of land, coast, harbor, etc. for preparing topographical and other maps and records. Establishes control points and pillars to do instrumentation work on ground to prepare maps. Provides identification marks on ground for photographs taken in aerial survey. Fixes position of control points on ground in relation to some permanent position and with reference to celestial bodies using the odolites and precise Ls, tachometer, digital plan meter etc. Adjusts and sets the odolites, compasses, plane tables, Ling instruments, Total station, GPS, DGPS and other modern instruments for survey, observes and records measurements and angles from three determined points (triangulation), locations to scale on proper sketch. Corrects margin of error due to worn-out tapes which become incorrect, and readings on instruments which are affected by environmental factors. Plan and organize assigned work and detect & resolve issues during execution in his own work area within defined limit. Demonstrate possible solutions and agree tasks within the team. Communicate with required clarity and understand technical English. Sensitive to environment, self-learning and productivity.

**22. ARCHITECTURAL DRAUGHTSMAN-**Prepares drawings of buildings, parks, gardens, monuments etc. from sketches, designs or data for construction. Studies notes, sketches and other engineering data of buildings, parks, gardens, monuments etc. to be constructed. Draws sketches of required construction according to directions of architect to suit the purpose and environment; alters them if directed and gets them approved by him. Draws to scale drawings according to approved sketches showing plan, elevations, settings, arrangements etc. as necessary. May trace drawings and make blue prints. May prepare architectural designs, may prepare estimate of schedules for material and labour. May prepare model of construction work. May work as Draughtsman civil.

**23. TECHNICIAN MECHATRONICS-** Technician Mechatronics are generalized trade-technician workers. Mechatronics technicians will usually assist design, development and engineering staff, as well as working closely with other trades persons to install, maintain, modify and repair Mechatronics systems, equipment and component parts. Mechatronics technicians build automated systems for industry. Mechatronics involves mechanics, electronics, and pneumatics and computer technology. The computer technology element covers information technology applications, programmable machine control systems, and technology which enable communication between machines, equipment and people. In addition Technician Mechatronics have the ability to visualize the job, good coordination, mechanical attitude, manual dexterity and perform work related mathematical calculations.

## ONE YEAR ENGINEERING TRADES

**24. MECHANIC AUTO BODY REPAIR** -Dent Remover/Auto Body Repair Technician/Denter Dent Remover; Panel Beater removes dents from sheet metal parts such as mudguards, body panels, tanks, containers, trunks by beating with mallets, smoothens surface for painting and other operations. Gets parts dismantled, examines dents caused by stress or accidents and starts beating from highest point on inner side with mallet to bring it back to original shape. Supports outer surface with soft metal-piece, wood or broader mallet to avoid distortion in reverse direction. Manipulates support and uniformly beats inner portion till damaged portion is reformed to original shape. May engage an assistant to hold support and guide him in manipulating it. May also scrape or lightly file outer surface to remove further defects, if any, for obtaining finer finish. Welder, Gas Welder, Gas fuses metal parts together using welding rod and oxygen acetylene flame. Examines parts to be welded, cleans portion to be joined, holds them together by some suitable device and if necessary makes narrow groove to direct flow of molten metal to strengthen joint. Gas Cutter Gas Cutter; Flame Cutter cuts metal to required shape and size by gas flame either manually or by machine.

**25. MECHANIC AUTO BODY PAINTING-** Painter, Spray/Painting Technician (Spray Painting) Painter Spray; Duco Painter applies decorative or protective materials such as paint, enamel or lacquer including synthetic paint on articles of wood, metal etc., using spray painting equipment. Selects and mixes paints to produce desired color consistency, strains and puts coating liquid into spray-gun tank, couples gun to air-hose and adjusts air pressure valves and nozzle. Presses trigger and directs spray of prime and finish coats of paint over surfaces and ensures smooth and even finish. Covers with tape areas not to be painted or where painting is to be done in second coloring. Cleans gun and hose with solvent before changing color and on completion of work. May prepare surfaces for painting, using scrapers, abrasives, chemical removers or other means. May be designated according to article coated or material used. Plan and organize assigned work and detect & resolve issues during execution in his own work area within defined limit. Demonstrate possible solutions and agree tasks within the team. Communicate with required clarity and understand technical English. Sensitive to environment, self-learning and productivity.

**26. CARPENTER-** Carpenter, General makes, assembles, alters and repairs wooden structures and articles according to sample or drawing using hand or power tools or both. Studies drawing on sample to understand type of structure or article to be made and calculates quantity of timber required. Selects timber to suit requirements. Marks them to size using square, scribe etc. Saws, chisels and planes wooden pieces to required sizes and makes necessary joints such as half lap, Tenon mort ice, dove-tail etc. using saws, planes, mortising, chisels, drills and other carpentry hand or power tools as required. Checks parts frequently with square, foot rule, measuring tape etc. to ensure correctness. Assembles parts and secures them in position by screwing, nailing or

doweling. Checks assembled structure with drawing or sample; rectifies defects, if any, and finishes it to required specifications. Alters, repairs or replaces components in case of old structures or articles in similar manner. May glue parts together. May smoothen and finish surface with sand paper and polish. May fix metal fittings to structure and polish. May fix metal fittings to structure or article made. May calculate cost of furniture. May sharpen his own tools.

**27. MECHANIC DIESEL**-Diesel engine fundamentals and power generation. The trainees have to participate in hands-on work and begin repairing diesel engine vehicles. Mechanic, Diesel Engine; Oil Engine, Fitter repairs services and overhauls diesel or oil engines for efficient performance as prime mover to drive machinery and equipment. Examine engine to locate defects, using various tools and instruments. Dismantles or partly dismantles it to remove damaged or worn out parts and replaces or repairs them. Grinds valve and assembles parts, doing supplementary tooling and other functions as necessary to ensure accuracy of fit. Installs assembled or repaired engine in position and connects pulley or wheel to propulsion system. Starts engine, tunes it up and observes performance noting different meter readings such as temperature, fuel L, oil pressure, etc. and sets it to specified standard for optimum performance. Checks, adjusts and lubricates engine periodically and performs such other functions to keep engine in good working order. May solder or braze parts and service diesel fuel pumps and injectors. Additionally, since diesel engines are starting to incorporate electronic components, programs usually give students a chance to take courses in electrical systems and computer diagnostic software. Plan and organize assigned work and detect & resolve issues during execution in his own work area within defined limit. Demonstrate possible solutions and agree tasks within the team. Communicate with required clarity and understand technical English. Sensitive to environment, self-learning and productivity.

**28. INTERIOR DESIGN & DECORATION** - Interior Designer Interior Designer planning designs, and furnishes interiors of residential, commercial, or industrial buildings. Interior designer to understand civil requirement & serve offer to do clean & functional environment Interior designer can design and estimate various types of residential & commercial interiors with color scheme. Makes sketches and diagrams or design keeping into consideration purpose, cost and preferences of client. Estimates material requirements and costs, and presents design to client for approval. Plans and designs interior environments also for boats, planes, buses, trains, and other enclosed spaces. Designers can use different interior software's for making plan & designs. Decorator; Decorators coordinate the architect & civil engineer. Decorator is executing the concept of designing of interior designer. They have to know management, time line part, material part, consult the designer regarding the fabrication, design the aesthetic part. Furniture Designer Furniture Designer designs furniture line or individual pieces for manufacture according to knowledge of design trends. Studies market trends and customer needs and discusses design suggestions with production management and trade channels. Design & execute suitable furniture as per anthropometrics in different materials.

**29. PLUMBER** - The trade broadly covers Basic Galvanized pipes Fitting, Cast iron pipes Fitting, PVC Pipe Fitting, SW Pipes Fitting, Water test, Pressure test, Smoke test, Ball test, Taps & Valves Fitting, Cutting / Threading / Bending / GI Pipes, Alkathene flanging / Jointing, Making service connections, Connecting house sewer to main, Fixing Sanitary Fixtures, Installing Water Pump, connecting supply pipe. Thus the trainees are prepared for employment with sanitary organizations, construction Industry and self-employment in both India & abroad.

**30. MECHANIC TWO & THREE WHEELER** - Mechanic, Motor Cycle after successful completion of the above course, the trainee shall be able to perform the following skills with proper sequence. Repairs, services and overhauls motorcycles, auto rickshaws, scooters; etc., to keep them



roadworthy. Examine motor cycle or scooter to locate faults by running engine in stationary position or by driving it on road. Dismantle parts such as engine, ignition system, dynamo forks, shock absorbers, gear box etc., as necessary. Grinds valves, sets timings, relines brakes, re-bushes steering mechanism, replaces worn out parts, assembles gear box clutch etc. Performs other tasks to affect repair, cleans and sets carburetor, fits driving chain, wheels silencer, kick, gear, clutch and brake levers and other accessories. Adjusts control cables for brake, clutch and accelerator, sets tappets and wheel alignment, tightens loose parts and makes necessary fittings and connections.

**31. WELDER** - Welder while doing gas welding fuses metal parts together using welding rod and oxygen acetylene flame. Examines parts to be welded, cleans portion to be joined, holds them together by some suitable device and if necessary makes narrow groove to direct flow of molten metal to strengthen joint. Selects correct type and size of welding rod, nozzle etc. and tests welding, torch. Wears dark glasses and other protective devices while welding. Releases and regulates valves of oxygen and acetylene cylinders to control their flow into torch. Ignites torch and regulates flame gradually. Guides flame along joint and heat it to melting point, simultaneously melting welding rod and spreading molten metal along joint shape, size etc. and rectifies defects if any. Welder while doing Arc welding fuses metals using arc-welding power source and electrodes. Examines parts to be welded, cleans them and sets joints together with clamps or any other suitable device Welder, operates spot welding machine to joint metal sheet by resistance welding method. Feeds metal sheets to be welded according to type of machine and welds them by pressing paddle, or by automatic arrangements. Welder while doing gas cutting, cuts metal to require shape and size by gas flame either manually or by machine. Welder while doing gas brazing, joints metal parts by heating using flux and filler rods. Cleans and fastens parts to be joined face to face by wire brush. Welder while doing Gas Tungsten Arc welding also known as Tungsten Inert Gas (TIG) welding reads fabrication drawing, examines parts to be welded, cleans them and sets joints with clamps or any other suitable device

**32. MECHANIC AUTO ELECTRICAL & ELECTRONICS** - A course which covers all Electrical/Electronic related works in an automobile which broadly covers basic miscellaneous electrical equipment's& accessories of all type of vehicle Automobile, control system, power seats, power window system, heated windshield, electric door lock, lighting system, spark plug, ignition system cranking motor, alternator functioning system, sensor functioning, types of sensors, charging system, Alternator types, types of regulator, Alternator cooling, trouble diagnosis. The course has a good demand in the Automobile industry thereby giving advantage for either employment or self-employment.

## ONE YEAR NON-ENGINEERING TRADES

**33. COMPUTER HARDWARE & NETWORK MAINTANANCE** - Computer System Hardware Analyst/Hardware Engineer; analyses data processing requirements to plan data processing systems that provide system capabilities required for projected workloads and plans layout and installation of new system or modification of existing system. Confers with Data Processing and Project Managers to obtain information on limitations and capabilities of existing system and capabilities required for data processing projects and projected work load. Data Communication Analyst/Network Administrator; researches, tests, evaluates, and recommends data communications hardware and software: Identifies areas of operation which need upgraded equipment, such as modems, fiber optic cables and telephone wires. Conducts survey to



determine user needs. Reads technical manuals and brochures to determine equipment which meets establishment requirements.

**34.COMMERCIAL ART (SCVT DESIGNATED TRADE)** - The course aims at developing creative abilities, artistic skills and understanding of human psychology in respect of preparation of advertising designs and broadly covers basic design, letter inland typography, press layout, illustration, sketching, poster design and study of life, nature and objects. The trainees in Commercial Art can work as commercial artists/ visualizes in advertising agencies or in government organizations, as an Artist with a publishing/newspaper house and also as Art and Craft Teacher in teaching institutes. They can also work as Graphic Designer in TV and film industry and as an Artist in the computer field.

**35.COMPUTER OPERATOR & PROGRAMMING ASSISTANT (COPA)** - Computer Operator operates computer and peripheral equipment to process business, scientific, engineering, or other data, according to operating instructions. Enters commands, using keyboard of computer terminal, and presses buttons and flips switches on computer and peripheral equipment, such as tape drive, printer, data communications equipment, and plotter, to integrate and operate equipment, following operating instructions and schedule. Loads peripheral equipment with selected materials, such as tapes and printer paper for operating runs, or oversees loading of peripheral equipment by Peripheral Equipment Operators. Enters commands to clear computer system and start operation, using keyboard of computer terminal. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. Enters commands to correct error or stoppage and resume operations. Notifies supervisor of errors or equipment stoppage. Clears equipment at end of operating run and reviews schedule to determine next assignment. Records problems which occurred, such as down time, and actions taken. May answer telephone calls to assist computer users encountering problem. May assist workers in classifying, cataloguing, and maintaining tapes. Programming Assistant installs, maintains and updates computer programs by making minor changes and adjustments to them under the guidance of computing professionals. Maintains and updates documents of computer programs and installations. Applies knowledge of principles and practices in the area of programming and computing in order to identify and solve problems arising in the course of their work. They may receive guidance from managers or professionals. May supervise other workers also.

**36.FOOD PRODUCTION (GENERAL)** - Cook, Institutional; prepares, seasons and cooks soups, meats, vegetables, desserts and other foodstuff for consumption in hotels, restaurants and other establishments. Fries, boils, broils, roasts or steams vegetables, meats, fish and other food to prepare dishes listed on menu and prepare salads, sandwiches, cakes, fruit juices and other cold foods. Supervises dish washing and preparing of vegetables and other foodstuff for cooking. May specialize in preparing a particular cuisine such as Indian/Chinese/Continental or specialize in Grade manger/bakery and be designated accordingly. Cook, Domestic; prepares and cooks meals in private households. Plans menu according to own judgment or employer's instructions and prepares soup, salad, breads, lentil, vegetables and meats. Cook, Ship Cook, Ship on board ship. Plans menu taking account of foods in season and local availability. Cooks, Other; prepare special food or dishes in private households or public eating places and include cooks not elsewhere classified, such as SWEET MASTER plans and prepares general and special sweet dishes, in hotels, restaurants and other such establishments. DIET COOK prepares special diets for people under medical restriction. TEA AND COFFEE MAKER brews and prepares beverages like coffee and tea in hotels, clubs or similar establishments and ensures proper cleanliness of stall.

**37. SEWING TECHNOLOGY** - This course is meant for the candidates who aspire to become Sewing Machine operator, Assistant to Designer, Assistant worker in Boutique, Assistant to Sample Garment Designer and Assistant to Garment Sample Coordinator.

**38. DESKTOP PUBLISHING OPERATOR** - Desktop Publishing Operator lays out pages, selects size and style of type, and enters text and graphics into computer to produce printed materials, such as advertisements, brochures, newsletters, and forms, applying knowledge of graphic art techniques and typesetting and using computer: Reviews layout and customer order. Enters text into computer, using input device such as mouse, keyboard, scanner, or modem. Scans artwork, using optical scanner which changes image into computer-readable form. Enters commands to position text and illustrations on page grid of computer monitor. Creates spaces between letters, columns, and lines, applying knowledge of typesetting, and enters commands, using input device. Arranges page according to aesthetic standards, layout specifications of Graphic Designer, and applying knowledge of layout and computer software. Prints paper or film copies of completed material. May alter illustration to enlarge, reduce, or clarify image. May operate automatic film developer to process photographs. May assemble artwork into paste-up and perform key lining manually.

**39. DIGITAL PHOTOGRAPHER** - Digital Photographer takes photograph of persons, places, or other subjects, using various kinds of photographic equipment. Measures day light using exposing meter or arranges artificial lighting and holds or places camera at desired angle and distance from subject to be photographed. Focuses lens and adjusts lens opening and exposure time. Loads camera with film or plate. Presses lever to open lens shutter and exposes film or plate by pressing lever, allowing time, if for publication. Supplies series of pictures on selected topics, for writing feature articles in magazines. May develop films and print copies. Photographers and Image and Sound Recording Equipment Operators, Other take photographs of persons, places and objects and record sound for different purposes and include Photographers, Image and Sound Recording Equipment Operators not elsewhere classified. Photographer News; or Press Photographer photographs news events, persons or objects for use in news-papers, magazines and other publications. Photographer, Aerial; photographs objects, places and areas of vital importance from aero planes in flight, for use in surveys, planning, development and other scientific and military purposes. Digital photographic institutions; it will provide the familiarization with the institution, its importance of trade training & professional use of Digital camera into different types of uses into variety of interests of the Govt. and public sectors.

**40. FASHION DESIGN & TECHNOLOGY** - Designer; Pattern Maker (Garments) develops, designs and makes pattern for new styles of men's, women's and children's garments. Studies existing styles, develops new ideas and draws out full scale drawing of garments on paper. Marks and cuts out paper patterns of different parts of garments. Gets cloth cut according to paper patterns and gets sample garment stitched as required. Tries garment on model and makes changes in pattern, if necessary. May make specifications and supervise production.

**41. HEALTH SANITARY INSPECTOR** - Sanitary Inspector; Health Assistant takes measures to maintain and improve standard of public health in the specified area. Inspects houses, shops, factories, entertainment places, bazars, drains, night soil depots, rubbish depots, latrines, burial and cremation ground, etc., and undertakes public health activities such as disinfections, anti-malarial and anti-epidemic measures. Inspects hotels, restaurants, etc. to ensure that food and edibles sold are fit for public consumption. Attends to complaints regarding sanitation. Reports outbreak of infectious diseases to authorities and takes preventive measures. Attends courts for

prosecution of individuals violating sanitation and public health regulations and performs inoculation work. Controls and supervises work of Sanitary Darogas. May maintain accounts and correspondence compile figures of births and deaths in his jurisdiction and may investigate causes of death. May be designated as Disinfecting Inspector, Food Inspector, Slaughter House Inspector, Mosquito Inspector, etc. according to nature of work performed.

- 42. COSMETOLOGY-** A Cosmetologist job role provides various types of beauty services, aware of the Beauty therapy, Health and hygiene, Safety & needs to be knowledgeable about beauty products. They must able to perform Basic Epilation, Manicure, Pedicure, Facial Treatments, Haircuts, Hair Styles, Hair Coloring, Straightening, Rebinding & Hair treatments. They are also able to demonstrate different types of makeup & basic corrective makeup. A cosmetologist must be able to perform and demonstrate Yogasana & Meditation in order to remain fit & active for long working hours as they have to work under pressure, be polite & patient. & recommend the asana to clients having common ailments. Demonstrate the operation of Beauty & Hair Equipment.
- 43. DRESS MAKING** -This Trade broadly covers knowledge on stitching garments of male, Female & children both Indian & Western designs. Dress Maker stitches together parts of garments such as dresses, blouses, jumpers, brassieres, pant, coat, shirts etc., according to instructions of Master Cutter. Stitches together parts by hand and machine. Inserts inner material, makes embroidery work, button-holes, etc., and attaches lining, lace, button, etc. Carries out alteration as directed. May press garments and supervise work of Sewer, Hand.
- 44. STENOGRAPHY & SECRETARIAL ASSISTANT (ENGLISH/HINDI)** - Trade involves taking dictation in shorthand and reproduces it on paper using computer and performs various other clerical duties to assist superiors. Maintain a good mannerism and professional approach with the boss.
- 45. SECRETARIAL PRACTICE (ENGLISH)** - Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.
- 46. FOOD AND BEVERAGES SERVICE ASSISTANT** - Steward, Hotel; supervises work of Dining Room Waiters Pantry Man and Room Service Waiter and ensures that guests are served promptly and courteously in dining room. Receives customers in dining hall and escorts them to tables and obtains orders from customers and ensures that food is served promptly by Waiters. Visits rooms, halls and other areas to ensure that they are kept clean and tidy. Ensures that glass, china and silver wares are in good order. Prepares dining halls for banquets and special occasions by decorating them with flower vases and arranging tables and chairs in pleasing fashions. Keeps record of any breakage of crockery or loss of cutlery. May keep kitchen equipment, crockery, cutlery etc., under his charge and issue them as needed. May purchase food supplies and kitchen equipment and check them for quality and quantity. May supervise storage and issue of supplies Waiter, Institutional/Food and Beverage Service-Steward: Bearer (Institutional) serves food, snacks, beverages to customers, guests in hotels, bars, and restaurants. Prepares table with clean linen, condiments containers, glasses, menu-card and obtains orders from customers Collects food, beverages, snacks etc., from kitchen according to customers' orders from Pantry Man and serves them. Waits on customers periodically for additional requirements, of food etc Removes used plates, cups, saucers from table and presents bill to customers and collects cash and hands it to Cashier. Is designated as WAITER (dining room) if employed in serving food in dining rooms and LOUNGE WAITER if engaged for serving beverages and snacks in lounge.



**47. TEXTILE DESIGNING (SCVT DESIGNATED TRADE)** -The trade broadly covers the topics on different variety of fabrics and their structures, design, bleaching, dying, block printing, screen making & printing, traditional Indian designs and basic design of weaving etc. On successful completion, the trainees can be absorbed with leading garment manufactures, textile designers etc. in both India & abroad.

**48. SURFACE ORNAMENTATION TECHNIQUES (EMBROIDERY)** - This course is meant for the candidates who aspire to become Tracing experts, Hand Embroider, Zig-Zag Machine Operator, Aari Embroider, Motif Maker, Entrepreneur & Design Coordinate to Fashion Designer.

**49. IOT TECHNICIAN (SMART HEALTH CARE)-** IOT Technician(Smart Healthcare); tests electronic components and circuits to locate defects, using instruments such as oscilloscopes, signal generators, ammeters and voltmeters. Replaces defective components and performs basic/SMD soldering/de-soldering. Assembles, tests and troubleshoot various digital circuits. Constructs & tests electronic power supply circuit for proper functioning. Install, configure and interconnect different computer systems & networking for different applications. Develop various standard electronic circuits using electronic simulator software. Applies the principle of sensors & transducers for various IoT applications. Plans & interfaces input & output devices to evaluate performance with microcontrollers



## PROVISION OF LATERAL ENTRY SCHEME FOR ADMISSION IN DELHI POLYTECHNICS AND B.VOC

**LATERAL ENTRY SCHEME:-** According to the AICTE, provision of lateral entry in Institute of Technology (Formally known as Polytechnics) exists only for those Engineering Trades of ITI that have entry qualification of class 10th and are of two years (4 Sem.) duration. However, ITI pass outs of trades for which the entry level qualification for admission to ITI is 8th pass or the duration of ITI trade is less than Two Year shall not be considered for lateral entry.

As per guidelines of CET-2020 for admissions in Institute of Technology (Formally known as Polytechnics), the lateral entry of candidates passing out from Industrial Training Institutions located in Delhi & affiliated to NCVT / SCVT is available. These trainees will be eligible for admission in Second Year (Third Semester) of Full-Time Diploma Engineering courses in analogous disciplines against 10% supernumerary seats earmarked for them subject to regulations or guidelines issued by the AICTE or the Government of NCT of Delhi.

**ELIGIBILITY for Lateral Entry to 2nd Year Diploma:** 12th Science with Vocational / Technical **or 10th + (2 year ITI)** with appropriate specialization.

Candidates passing 12th Science or 12th Science with Vocational or 12th Science with Technical **or 10th + (2 year ITI)** with appropriate specialization in that order shall be eligible for admission to second year (Third Semester) Diploma courses of appropriate disciplines.

ITI Trades which are eligible for Lateral entry admission in Analogous Diploma Course's as per CET Delhi 2019.	
TRADE	ANALOGOUS DIPLOMA COURSES
Mechanic Motor Vehicle	Automobile Engineering
Electrician, Instrument Mechanic, Refrigeration & Air-conditioning Technician	Electrical Engineering
Surveyor, Draughtsman (Civil)	Civil Engineering, Civil Engineering (Construction Technology), Architectural Assistantship, Civil Engineering (PHEE)
Instrument Mechanic, Medical Electronics, Information Technology & Electronic Maintenance System, Electronics Mechanic.	Electronics & Communication Engineering, Electronics Engineering. (Digital Electronics), Electronics Engineering (Medical Electronics)
Instrument Mechanic, Ref. & Air-conditioning technician, Draughtsman (Mechanical), Tool and die maker (Press Tools Jigs and Fixtures), Tool & Die Maker (Die & Moulds), Turner, Fitter, Machinist and Machinist Grinder.	Mechanical Engineering, Mechanical Engineering (Maintenance Engineering), Production Engineering.
Tool & Die Maker (Press Tools Jigs & Fixtures) Tool & Die Maker (Die & Moulds)	Tool & Die Making

**BACHELOR OF VOCATION (B.VOC):-** ITI passed out trainees are also eligible for direct admission in **Bachelor of Vocation (B.Voc)** in their relevant discipline course conducted by Guru Govind Singh Indraprastha University (IPU). For eligibility candidates may refer to IPU website.



## Admission for Academic Courses under NIOS –ITI Scheme )

Trainees who are pursuing ITI (regular course of two years Craftsmen Training Scheme (CTS)) under NCVT, or has passed ITI two years Course earlier can undertake NIOS-ITI Education course for completing Secondary or Senior Secondary qualification.

The learners who have already completed or pursuing two years NSQF compliant courses from any ITI under CTS of NCVT would be eligible for admission with NIOS for secondary or senior secondary certification.

NIOS will accept credit transfer of up to three core subjects successfully completed by a trainee in any of the regular courses under 2 years of Craftsmen Training Scheme (CTS) of NCVT pursued in an ITI and will offer two or more courses in the following groups to complete the requirement for Secondary/Senior Secondary Certification.

- One language subject of NIOS
- Any one of the other academic subjects offered by NIOS\*

### Eligibility Criteria for 10<sup>th</sup> and 12<sup>th</sup> under ITI Scheme

a) **For Secondary (10<sup>th</sup> ) Admission:** The learners joining/completed the two year course in ITI under CTS of NCVT after class VIII would be eligible to enroll simultaneously with NIOS for secondary course with one language and one academic subject being offered by NIOS.

b) **For Senior Secondary (12<sup>th</sup> ):** Admission The learners joining/completed the two year course in ITI under CTS of NCVT after class X would be eligible to enroll simultaneously with NIOS for secondary course with one language and one academic subject being offered by NIOS.

\*The above information is derived from prospectus of NIOS is only for reference and the candidate is requested to confirm the same from NIOS for further information/ changes /modifications if any. (<https://nios.ac.in/media/documents/ProspectusforITILearners.pdf>)

## List of Recognized Boards of Secondary Education

Valid boards for admission in ITI Delhi are as follows. In case of any clarification or if candidates qualifying board is not featuring in below mentioned lists then he/she may contact help desk at any government ITI OR email CAO at [caohelpline@gmail.com](mailto:caohelpline@gmail.com).

As per available information, Boards are established by: (i) An Act of Central/State Government, (ii) A Gazette Notification of Central/State Government, (iii) Executive orders issued by Central/State Government.

### **STATE: ANDHRA PRADESH**

1. Andhra Pradesh Board of Intermediate Education, Hyderabad
2. Andhra Pradesh Board of Secondary Education, Hyderabad
3. Andhra Pradesh Open School Society, SCERT Campus, Hyderabad

### **STATE: ASSAM**

1. Assam Higher Secondary Education Council, Bamunimaidan, Guwahati
2. Assam Board of Secondary Education, Guwahati
3. Assam Higher Secondary Education Council, Assam State Open School Bamunimaidan, Guwahati

### **STATE: BIHAR**

1. Bihar Intermediate Education Council, Patna
2. Bihar School Examination Board, Patna
3. Bihar Sanskrit Shiksha Board, Patna
4. Bihar Board of Open Schooling & Examination, Patna

### **STATE: CHHATTISGARH**

1. Chhattisgarh Board of Secondary Education, Raipur
2. Chhattisgarh Board of Secondary Education & State Open School, Raipur
3. Chhattisgarh Madarsa Board, Chhattisgarh

### **STATE: DELHI/ ALL INDIA BOARDS**

1. National Institute of Open Schooling (formerly National Open School), New Delhi
2. Central Board of Secondary Education, Delhi
3. Council for Indian School Certificate Examinations, New Delhi
4. Rashtriya Sanskrit Sansthan, New Delhi.
5. Directorate of Army Education, New Delhi.
6. Jamia Millia Islamia, New Delhi.
7. Jamia Millia Hamdard University. New Delhi

### **STATE:GOA**

Goa Board of Secondary & Higher Secondary Education, Goa

### **STATE: GUJARAT**

1. Gujarat Secondary & Higher Secondary Education Board, Gandhi Nagar
2. Gujarat State Open School, Gandhi Nagar, Gujarat

**STATE: HARYANA**

1. Haryana Board of Education, Hansi Road, Bhiwani
2. Haryana Open School, Bhiwani

**STATE: HIMACHAL PRADESH**

1. Himachal Pradesh Board of School Education, Dharamshala
2. Himachal Pradesh State Open School, Dharamsala, Kangra

**STATE: JAMMU & KASHMIR**

1. J&K State Board of School Education, Jammu
2. J&K State Open School, Srinagar

**STATE: JHARKHAND**

1. Jharkhand Academic Council, Ranchi

**STATE: KARNATAKA**

1. Karnataka Board of the Pre-University Education, Bangalore
2. Karnataka Secondary Education Examination Board, Bangalore
3. Karnataka Open School, J.S.S. Maha Vidya Peeth, Mysore

**STATE: KERALA**

1. Kerala Board of Public Examinations, Pareeksha Bhawan, Thiruvananthapuram
2. Kerala Board of Higher Secondary Education, Thiruvananthapuram
3. Kerala State Open School, Thiruvananthapuram

**STATE: MAHARASHTRA**

1. Maharashtra State Board of Secondary and Higher Secondary Education, Pune

**STATE: MADHYA PRADESH**

1. Madhya Pradesh Board of Secondary Education, Bhopal
2. M.P. State Open School, Bhopal
3. Madhya Pradesh Madarsa Board, Madhya Pradesh

**STATE: MANIPUR**

1. Manipur Council of Higher Secondary Education, Imphal
2. Manipur Board of Secondary Education, Imphal

**STATE: MEGHALAYA**

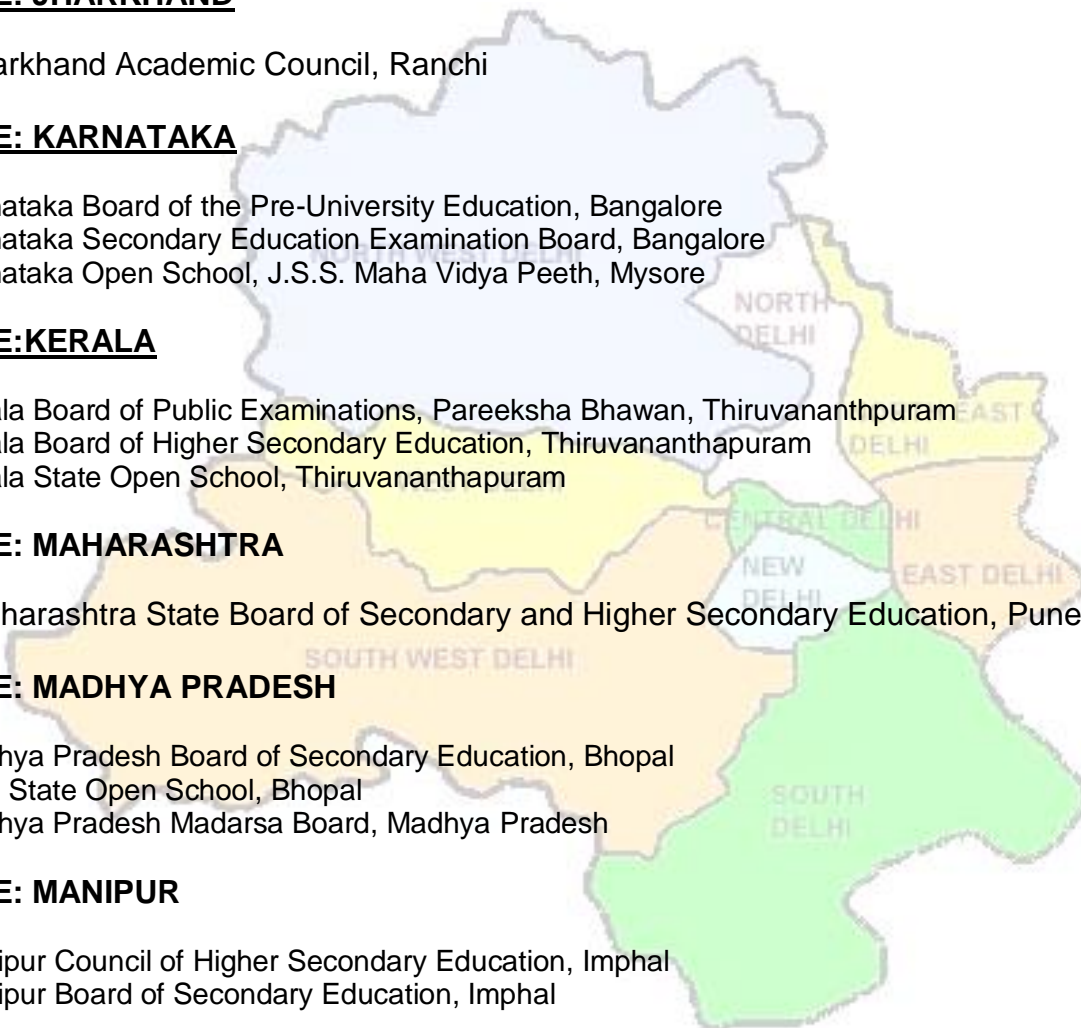
1. Meghalaya Board of School Education, Meghalaya

**STATE: MIZORAM**

1. Mizoram Board of School Education Chaltlan, Aizawl

**STATE: NAGALAND**

1. Nagaland Board of School Education, Kohima



## STATE: ODISHA

1. Odisha Council of Higher Secondary Education Bhubaneswar
2. Odisha Board of Secondary Education, Cuttack

## STATE: PUNJAB

1. Punjab School Education Board, Mohali

## STATE: RAJASTHAN

1. Rajasthan Board of Secondary Education, Ajmer
2. Rajasthan State Open School, Jaipur
3. Banasthali Vidyapith, Banasthali, Rajasthan

## STATE: TAMIL NADU

1. Tamil Nadu Board of Secondary Education, Chennai
2. Tamil Nadu Board of Higher Secondary Education, Chennai
3. Tamil Nadu State Open School, Chennai

## STATE: TRIPURA

1. Tripura Board of Secondary Education, Agartala, Tripura West

## STATE: UTTAR PRADESH

1. U.P. Board of High School & Intermediate Education, Allahabad
2. Board of Madrasa Education, Uttar Pradesh
3. Aligarh Muslim University, Aligarh.
4. Sampurnanand Sanskrit Vishwavidyalaya, Varanasi (PoorvaMadhyama Examination)

## STATE: UTTARAKHAND

1. Uttarakhand Vidhyaleye Shiksha Parishad (UBSE), Ramnagar, Nanital.
2. Gurukul Kangri Vishwavidyalaya, Haridwar.

## STATE: WEST BENGAL

1. West Bengal Board of Secondary Education, Calcutta
2. West Bengal Council of Higher Secondary Education, Calcutta
3. West Bengal Council for Rabindra Open Schooling
4. West Bengal Board of Madrasa Education

## OTHER INSTITUTES/BOARDS RECOGNISED

1. IGCSE Programme from University of Cambridge (International Exam) five passes with grade A, B, C, D & E.
2. International Baccalaureate - Asia Pacific
3. Edexcel Board

### Any recognized Board of foreign countries

For learners who possess a High School/Secondary Certificate from any Foreign Board/University are required to attach a certificate from Association of Indian Universities (AIU) to the effect that the examination passed is equivalent to the Secondary Examination.

Other boards/universities may be added to this list once we get to know of them.



## ACHIEVEMENTS OF DEPARTMENT

Department of Training & Technical Education has entered into Industrial collaborations with the following organizations/ institutions/ Companies :

1. **DAIKINAIR-CONDITIONING INDIA PVT. LIMITED (DAIPL):-** To impart training to the students of RAC trade. DAIPL is organizing Training of Trainers programme to the teachers.
2. **MARUTI SUZUKI INDIA LIMITED (MSIL):-** MSIL has upgraded ITI Pusa and ITI Mangolpuri under PPP through IMC and provided tools equipment and machineries to the Institute. MSIL is organizing Training of Trainers programme to the teachers and training for students as well. They have also signed a MOU with DTTE for implementation of DST in Fitter and Machinist trades at ITI Pusa.
3. **SAMSUNG INDIA ELECTRONICS PVT. LTD:-** Samsung will run Advanced Repair and Skill Enhancement Training Programme for students of ITI at ITI Dheerpur.
4. **SIEMENS LIMITED:-** To spread the benefits of skill up-gradation, Skill development, Instructors Training and consistently services to bridge the gaps across the skilled man powers for industries.
5. **UNDP:-** Actively promote the participation of women in the labour force through apprenticeship programme, skill training, Employment and self employment.
6. **TATA STRIVE & SIEMENS LTD. :-** To provide dual system training in the electrical sector in all Government ITIs & to provide training on entrepreneurship skills. Also help for placement of students.
7. **TATA MOTORS:-** TATA Motors has upgraded ITIs under PPP through IMC and provided tools equipment and machineries to the Institute ITI Jahangir puri and ITI Nand Nagri.
8. **SHEELA FOAM:-** Sheela Foam is associated with Jijabai ITI For Women Siri Fort under PPP.
9. **JJ IMPEX & MARUTI SUZUKI INDIA LIMITED:-**A tripartite MoU was signed for ITI Arab Ki Sarai, GNCTD to provide advanced training facilities for the trainees of Automobile trade.
10. **JJ IMPEX, AXALTA PAINTS& MARUTI SUZUKI INDIA LIMITED: -** A quadripartite MoU was signed for ITI Arab Ki Sarai, GNCTD to provide advanced training facilities for the trainees of auto body paint and auto body repair trade.
11. **ORIENTAL INSURANCE CO. LIMITED: -** Equipped a modern lab for the trainees of electronics trade at ITI Pusa.
12. **HYUNDAI MOTORS INDIA LIMITED:-** MoU has been signed for ITI Jail Road and Pusa Institute of technology for providing infrastructural and technological support to establish a lab and on job training for the trainees of automobile trade.
13. **HOTEL CROWNE PLAZA:-**MoU was signed for providing expertise to set up the labs and to provide on job training to the trainees of hospitality trade at ITI Mangol Puri.
14. **JAQUAR FOUNDATION: -**MoU was signed to upgraded facilities in the Plumbing field at ITI Narela & Jahangir Puri through active participation of the industry.
15. **TATA POWER DDL:-** MoU was signed for providing expertise to set up the labs and to provide on job training to the trainees of Electrician & Electronics trade at ITI DheerPur.
16. **TOYOTA KIRLOSKER:-** MoU was signed for providing expertise to set up the labs and to provide on job training to the trainees of Automobile trade at ITI DheerPur.
17. **VOLTAS LIMITED:-** MoU was signed for providing expertise to set up the labs and to provide on job training to the trainees of Ref. & A/c trade at ITI DheerPur.



18. **CISCO SYSTEM:-** MoU was signed for providing expertise to set up the labs and to provide on job training to the trainees of COPA & Information Tech./ CHN trade at ITI DheerPur.
19. **SCIENTECH:-** MoU was signed for providing expertise to set up the labs and to provide on job training to the trainees of Electronics & Instrumentation trade at ITI DheerPur..
20. **MAHINDRA & MAHINDRA:-** MoU was signed for providing expertise to set up the labs and to provide on job training to the trainees of Automobile trade at ITI MayurVihar.
21. **M/S SPARK MINDA GROUP, GREATER NOIDA, GAUTAM BUDH NAGAR, UTTAR Pradesh** is providing training to trainees of ITI AKS for Trade Tool and Die Maker (Press tools jigs and fixtures) under DST.
22. **Honda Motorcycles and Scooters India Pvt Ltd (HMSI):-** A MOU was signed between DTTE and HMSI to impart training to ITI students of ITI Nand Nagri and ITI Jaffarpur.
23. **Havells India Limited:** MoU was signed for providing expertise to set up the labs and to provide on job training to the trainees of Electrician Trade at ITI Pusa.
24. **LG Electronics Inc:** - is providing training to trainees of ITI PUSA for Trade Electronics Mechanic and Mechanic Ref. & Air-conditioning Trades.
25. **Times of India (Teach India):-** has taken initiative of improvement of Spoken English and soft skill of trainees in various institute of Delhi.
26. **Hero Moto Corp Limited:** - -A MoU was signed for ITI Arab Ki Sarai, GNCTD to provide advanced training facilities for the trainees of two wheeler trades.
27. **M/s Maruti Suzuki India Ltd (MSIL)& M/s. Rana Motors (Under Proposal):-** This MOU will create state of the art training facilities for the trainees of Mechanic Auto Electrician & Electronics trade meant to prepare workforce for Hybrid & Electric Vehicles which are proposed to be launched by M/s MSIL in near future.
28. **TVS Motors ltd:-**A MoU was signed for ITI Jail Road, GNCTD to provide advanced training facilities for the trainees of two wheeler trades.
29. **Hotel Crown plaza Okhla:-**A MOU was signed between DTTE and Hotel Crown Plaza Okhla to impart training to ITI students of ITI Jail Road for trainees of Trade Food Production and Food & Beverages Service Assistant.

**NOTE:** the candidate may contact respective ITI for updated details regarding association with industries.

**FORM OF MEDICAL CERTIFICATE**

(To be signed by Registered Medical Practitioner)

**(TO BE SUBMITTED AT THE TIME OF ADMISSION)**

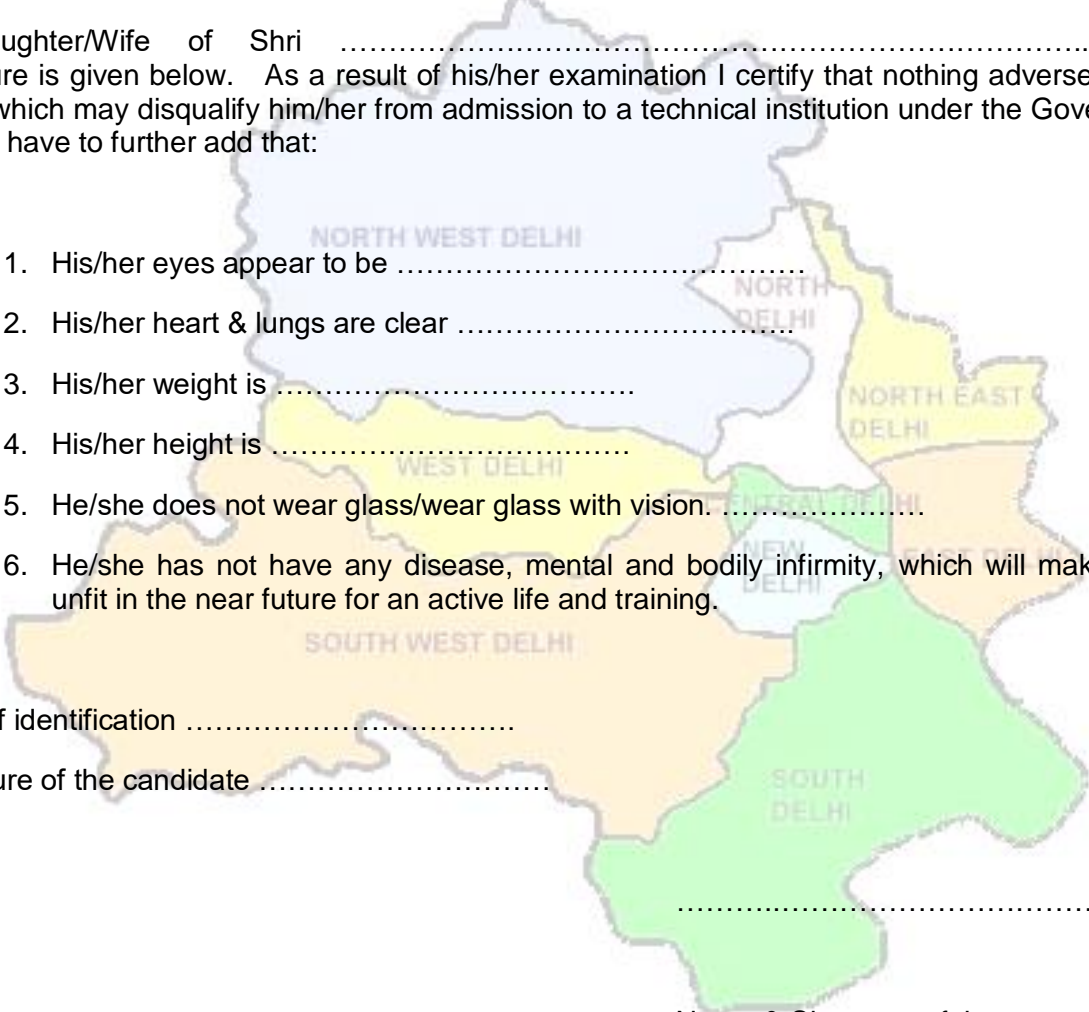
I certify that I have carefully examined Sh./Smt./Km. ....

Son/daughter/Wife of Shri ..... whose signature is given below. As a result of his/her examination I certify that nothing adverse has been found which may disqualify him/her from admission to a technical institution under the Government of Delhi. I have to further add that:

1. His/her eyes appear to be .....
2. His/her heart & lungs are clear .....
3. His/her weight is .....
4. His/her height is .....
5. He/she does not wear glass/wear glass with vision. ....
6. He/she has not have any disease, mental and bodily infirmity, which will make him/her, unfit in the near future for an active life and training.

Mark of identification .....

Signature of the candidate .....



.....  
 Name & Signature of the  
 Medical Officer with seal  
 & Registration no.....

## CHARACTER CERTIFICATE

(To be submitted at the Time of Admission)

Certified that I know Mr./Ms./..... Son/daughter  
of Shri.....  
Resident of ..... from the last  
.....years .....months. He/she bears a good moral character  
and is of .....nationality. He/ She is not related to me.

Place:

Date :

Signature

\_\_\_\_\_  
Name (in Capital Letters)

Designation & Address with Stamp

**This certificate should be from any one of the following:**

1. Principal/Head Master of the recognized School/ College/ Institution where the candidate studied last;
2. Gazette Officer of Central or State Government;
3. Members of Parliament or State Legislature belonging to the constituency where the candidate or his parent/ guardian is ordinarily resident;
4. Sub-Divisional Magistrates/ Officers;
5. Tehsildars or Naib/ Deputy Tehsildars authorized to exercise magisterial powers;
6. Block Development Officer;
7. Self-attested certificate by the candidate is also valid.

## AFFIDAVIT ON PROHIBITION OF RAGGING

(Self declaration to be submitted at the time of admission)

I, \_\_\_\_\_ son/daughter of Sh. \_\_\_\_\_ resident of \_\_\_\_\_ hereby declare that I am aware of the law regarding prohibition of ragging as well as the punishments, and that, if found guilty of the offence of ragging and/or abetting ragging, I am liable to be punished appropriately

Place: Signature of the Candidate

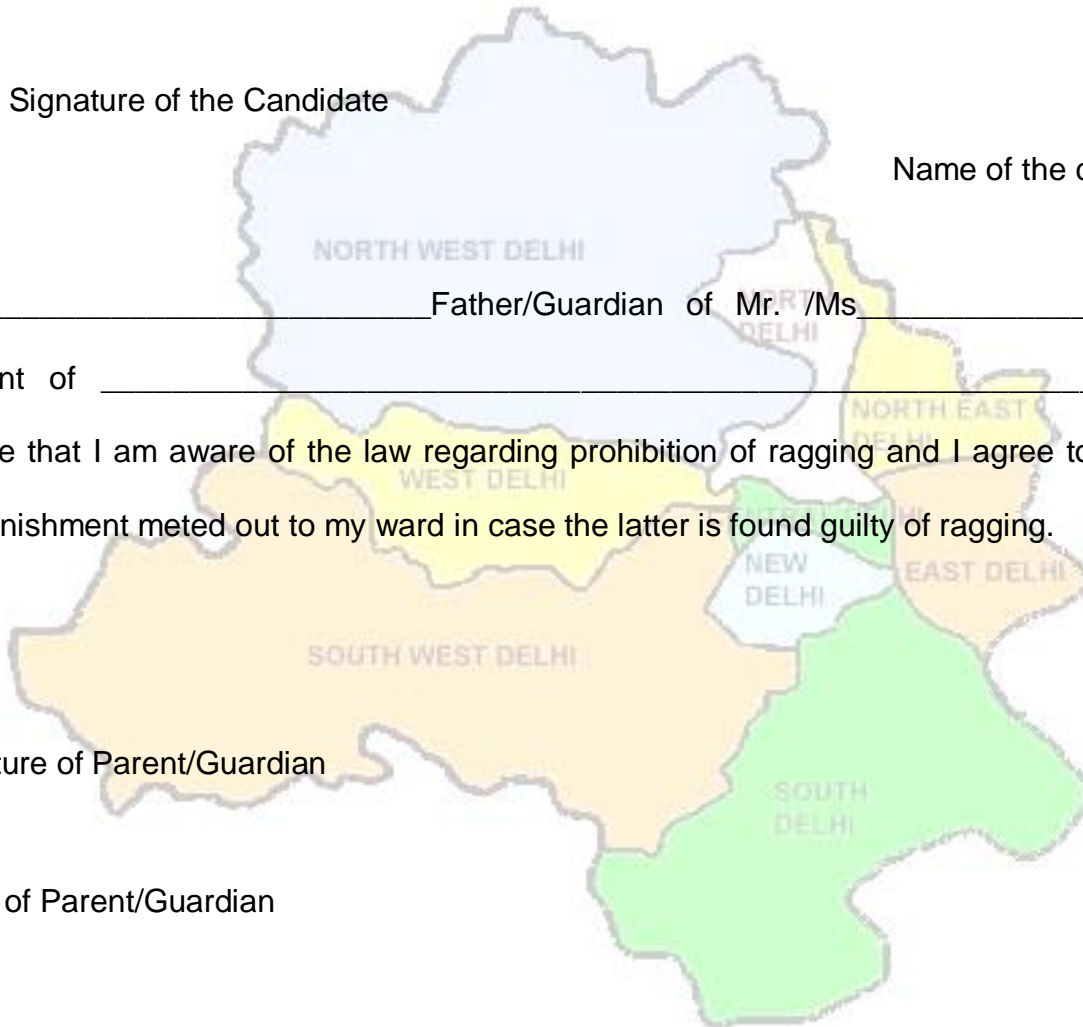
Date:

Name of the candidate:

I, \_\_\_\_\_ Father/Guardian of Mr. /Ms \_\_\_\_\_ resident of \_\_\_\_\_ hereby declare that I am aware of the law regarding prohibition of ragging and I agree to abide by the punishment meted out to my ward in case the latter is found guilty of ragging.

Signature of Parent/Guardian

Name of Parent/Guardian



**UNDERTAKING**

(To be submitted at the Time of Admission)

1. I am liable to be struck off from the roll of Institution without notice in case I remain absent for 10 consecutive days without information / sanction of leave, unsatisfactory progress in the training, short of attendance below 50 %, failing in the aptitude test, Committing breach of discipline in the Institution.
2. I shall get two sets of prescribed uniform stitched within seven days from the day of reporting at admitted institute positively and shall wear the same daily right from my residence & till reaching back to the residence.
3. I shall have no objection in attending Institution as per the existing or changed timing by the institute as per shift timing.
4. I shall maintain at least 80% attendance in each subject for making me eligible for appearing in the each examination.
5. In case the trade in which I have got admission is not affiliated with National Council of Vocational Training or de-affiliated by National Council of Vocational Training, DGT, Ministry of Labor at any stage/reason, I have no objection to appear in the examination conducted and certified by State Council of Vocational Training.
6. I have no objection if I will be transferred to any other Institute due to any administrative reason whatsoever.
7. I will not carry/use mobile phone in the ITI campus.
8. I hereby declare that I am aware of the law regarding prohibition of ragging as well as the punishments, and that, if found guilty of the offence of ragging and/or abetting ragging, I am liable to be punished as per guideline issued by the Honorable Supreme Court of India .
9. I will attend the Industrial visit / On-Job Training during the training period at various Industries at my own risk. In case of any accident, mis-happening or riots, I/We will not hold the Institute/Industry responsible for the same.

In case, I/We fail to abide myself as stated above, the Principal/Head of the Institute is empowered to take disciplinary action against me as per rules.

Yours faithfully

.....  
**(Full Signature of Parent/Guardian)**

.....  
**(Full Signature)**

**Name :.....( Block Letters)**

**Name:.....(Block Letters)**

**Relation .....**

**Trade ..... Roll No. ....**

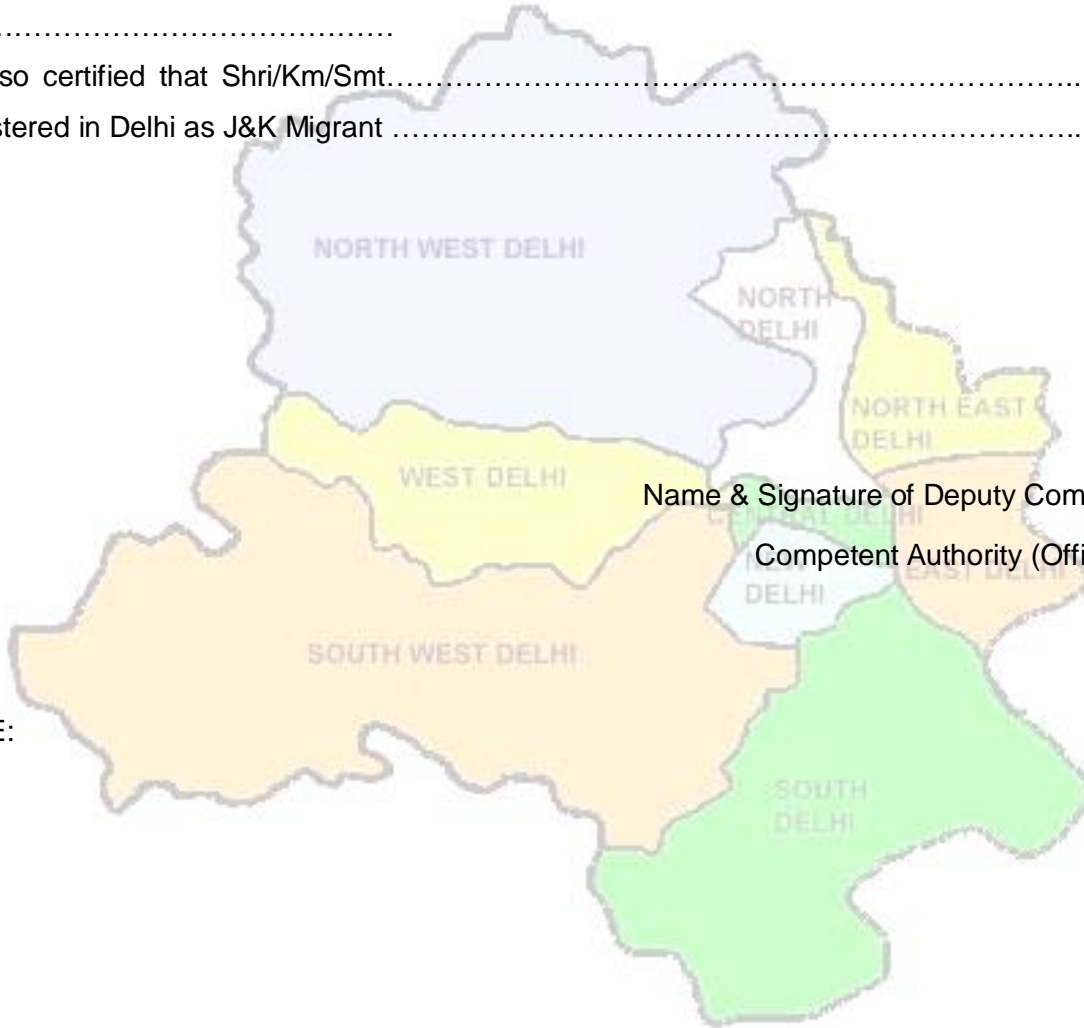


**CERTIFICATE FOR AVAILING ADMISSION AGAINST J&K MIGRANT QUOTA**

(To be submitted at the Time of Verification/Admission)

Certified that Shri/Km/Smt. .... Son/Daughter/Wife of  
Shri/Smt.....Resident of .....is registered as  
migrant from Jammu & Kashmir having Registration number.....  
dated.....

It is also certified that Shri/Km/Smt.....  
is registered in Delhi as J&K Migrant .....

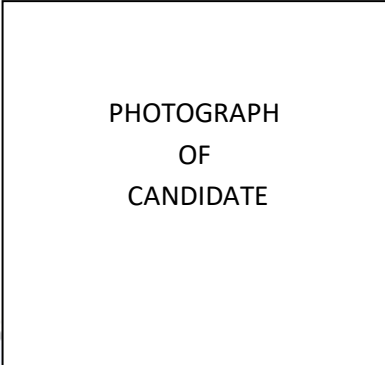


PLACE:

DATE:

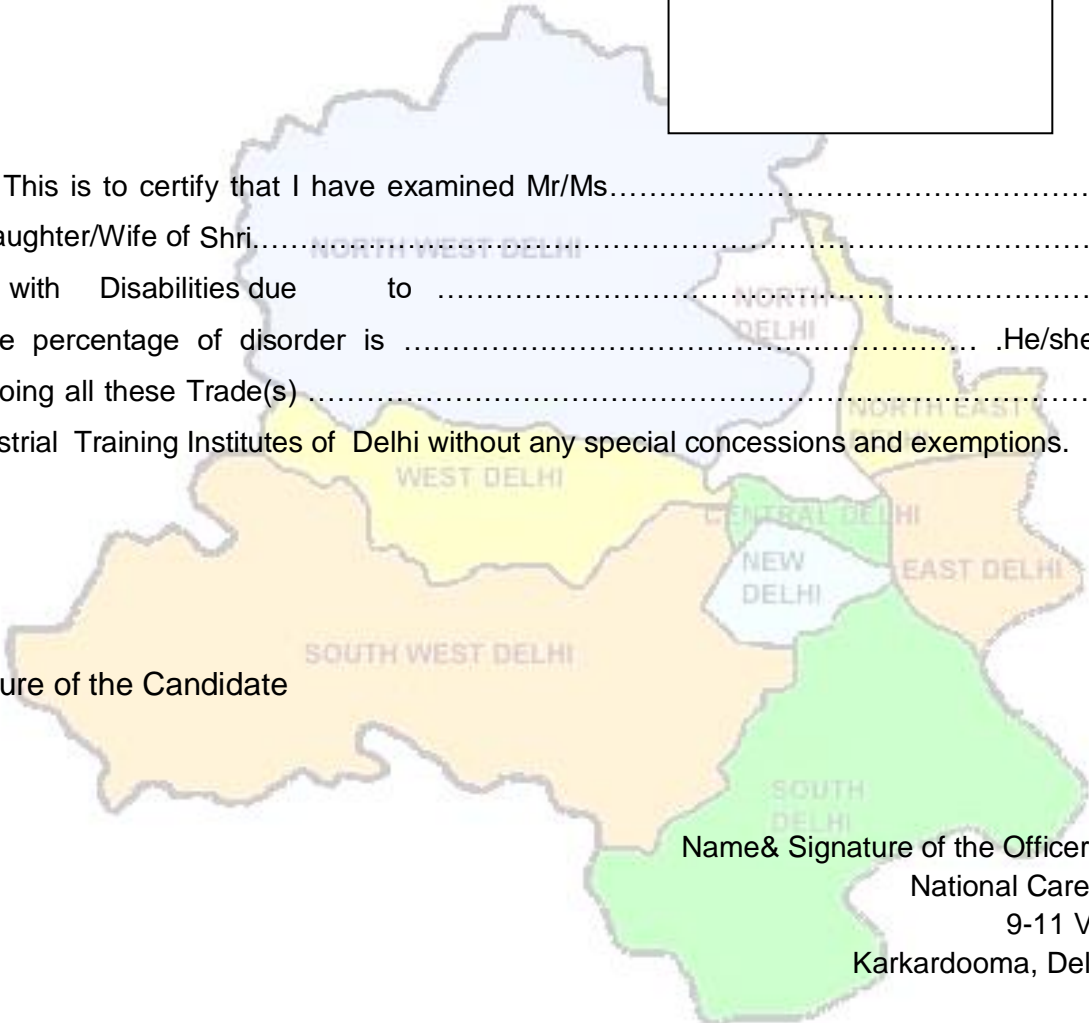
**CERTIFICATE FOR AVAILING ADMISSION AGAINST DIVYANG /  
PERSON WITH DISABILITIES QUOTA (From National Career Service)**

(TO BE SUBMITTED AT THE TIME OF VERIFICATION/ADMISSION)



PHOTOGRAPH  
OF  
CANDIDATE

This is to certify that I have examined Mr/Ms.....  
Son/Daughter/Wife of Shri.....  
Person with Disabilities due to .....  
and the percentage of disorder is ..... .He/she is fit for  
undergoing all these Trade(s) ..... only,  
at Industrial Training Institutes of Delhi without any special concessions and exemptions.



Signature of the Candidate

Name & Signature of the Officer In-charge,  
National Career Service,  
9-11 Vikas Marg,  
Karkardooma, Delhi-110092

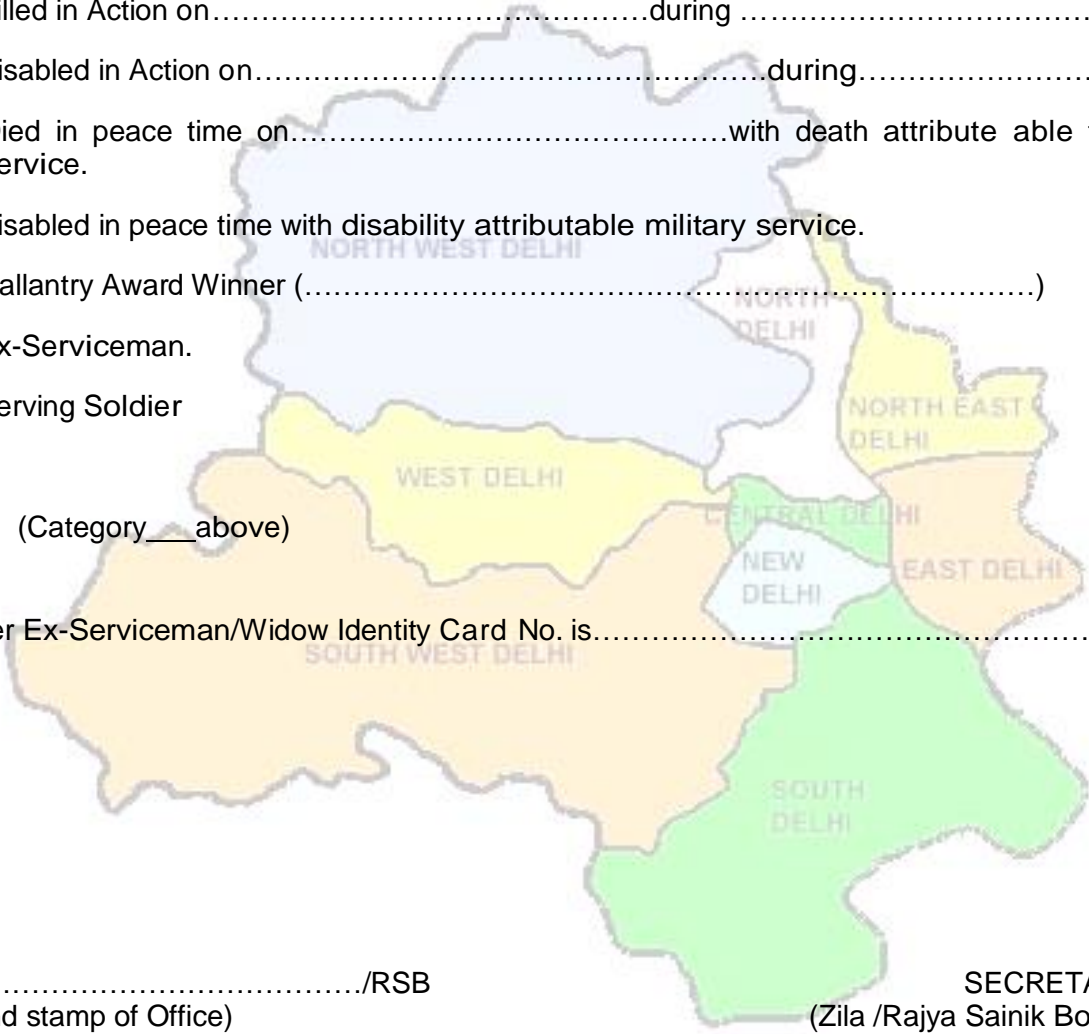
**CERTIFICATE FOR AVAILING ADMISSION AGAINST DEFENCE QUOTA  
OFFICE OF THE ZILA/RAJYA SAINIK BOARD**

This is to certify that Sh/Ms.....Son/daughter of  
Shri.....resident of..... the above  
named officer/ JCO/ OR pertains to the category marked below:-(Select one from below)

- (a) Killed in Action on.....during .....
- (b) Disabled in Action on.....during.....
- (c) Died in peace time on.....with death attribute able to military service.
- (d) Disabled in peace time with disability attributable military service.
- (e) Gallantry Award Winner (.....)
- (f) Ex-Serviceman.
- (g) Serving Soldier

(Category \_\_\_ above)

His/her Ex-Serviceman/Widow Identity Card No. is.....



NO. ....../RSB  
(Round stamp of Office)

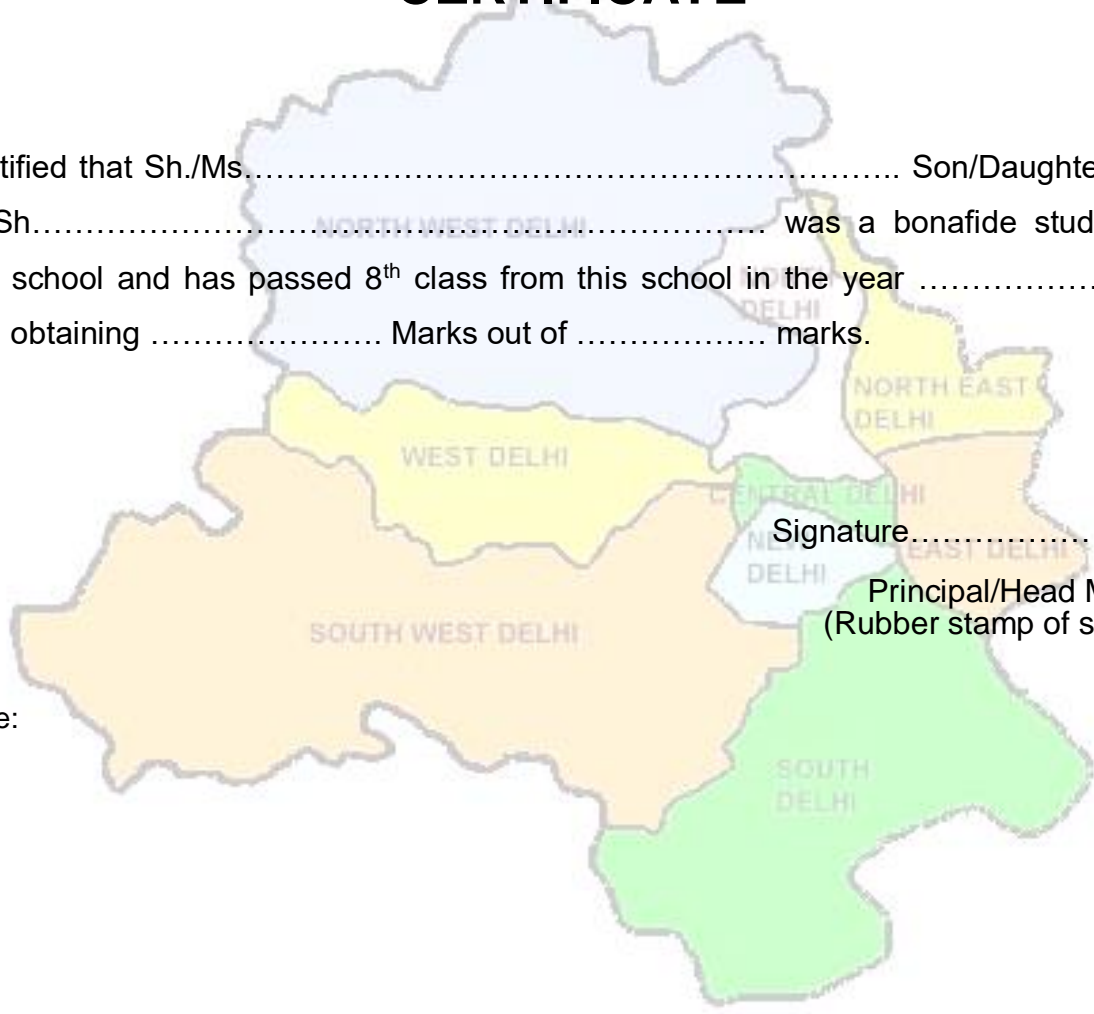
SECRETARY  
(Zila /Rajya Sainik Board)

**CERTIFICATE OF 8<sup>th</sup> CLASS MARK-SHEET**

(Must be submitted at the time of verification/admission in case seeking admission on the basis of 8<sup>th</sup> class mark-sheet only)

**CERTIFICATE**

Certified that Sh./Ms..... Son/Daughter/Wife  
of Sh..... was a bonafide student of  
this school and has passed 8<sup>th</sup> class from this school in the year .....  
and obtaining ..... Marks out of ..... marks.



Signature.....  
Principal/Head Master  
(Rubber stamp of school)

Date:

**CERTIFICATE FROM B.D.O**

(Must be submitted at the time of verification/admission  
in case seeking admission on the basis Rural Area.)

**CERTIFICATE**

It is certified that Shri/Smt \_\_\_\_\_  
Son/Daughter/wife of Shri \_\_\_\_\_  
Resident of Village \_\_\_\_\_, P.O. \_\_\_\_\_  
Tehsil \_\_\_\_\_ District \_\_\_\_\_ is a  
bonafied resident of Rural Area of Delhi.

He She has passed his/her 8<sup>th</sup> / 10<sup>th</sup> class examination from the School \_\_\_\_\_  
\_\_\_\_\_ which is also situated in rural area  
of Delhi.

This certificate is being issued on the basis of \_\_\_\_\_.

Dated \_\_\_\_\_

(Signature & Stamp  
of BDO/Tehsildar)



## CERTIFICATE FOR ADMISSION IN ITI'S UNDER STAFF-WARD QUOTAWORKING IN D.T.T.E. DELHI

**(A) Employee Details:-**

1. Full Name of the Employee (BLOCK letters)\_\_\_\_\_
2. Place of Posting\_\_\_\_\_
3. Designation and Department/Section\_\_\_\_\_
4. Date of Birth \_\_\_\_\_ Date of Superannuation\_\_\_\_\_
5. Nature of Employment: Permanent / Probation/Retired/Deceased/Other (Pl. specify):  
\_\_\_\_\_

**(B) Particulars of the candidate in respect of whom certificate is required:-**

1. Full Name of Son/Daughter (Block Letter)\_\_\_\_\_
2. Date of Birth of Son/Daughter \_\_\_\_\_
3. Whether the name of the Son/Daughter has been declared in Official family records?  
Yes/No
4. Candidate Registration No. \_\_\_\_\_

It is certified that the information furnished by me is correct. In case any information is proved false subsequently, the admission of my wards shall be cancelled. In addition an administrative action as per rules action may be initiated against me for providing any false information or any information is concealed by me in this respect.

Date: \_\_\_\_\_

Signature\_\_\_\_\_

Full Name of the Employee \_\_\_\_\_

**(C) Certification by Head of Office:-**

This certificate is issued for the purpose of his/her son/daughter's admission in Delhi Govt. Industrial Training Institute in one of the various course(s) running under DTTE.

It is further certified that the above Officer/Official is non transferable employee of this office/department working under the post of .....

Date: \_\_\_\_\_  
New DelhiName & Signature of HOO Place:  
with Seal & Date

NOTE: - This application form should be submitted at the time of Candidate Verification

## PRE-ONLINE CHOICE FILLING PRO FORMA

**(May be filled before submission of online admission form to ease the online choice filling option)**

Choice Priority No.	Name of Trade	Name of ITI	SCVT/NCVT
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
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21			
22			

**SELF DECLARATION FOR SEEKING ADMISSION AGAINST MINORITY QUOTA**

(To be submitted at the time of counseling / admission s/ verification of documents by candidates seeking admission)

**DECLARATION**

I, \_\_\_\_\_ Son/Daughter/of \_\_\_\_\_

Resident of (full address) \_\_\_\_\_

hereby declare that I belong to the \_\_\_\_\_

(Muslims/Sikhs/Christians/Buddhists/Jains and Zoroastrians (Parsis) which is a notified minority community as per Section 2(c) of National Commission for Minorities Act, 1992).

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of Candidate: \_\_\_\_\_

Name of Candidate: \_\_\_\_\_

## CERTIFICATE FOR ADMISSION IN ITI'S UNDER DG/DP CATEGORY

**(A) Employee Details:-**

1. Full Name of the Employee (BLOCK letters) \_\_\_\_\_
2. Place of Posting \_\_\_\_\_
3. Designation and Department/Section \_\_\_\_\_
4. Date of Birth \_\_\_\_\_ Date of Superannuation \_\_\_\_\_
5. Nature of Employment: Permanent / Probation/Retired/Deceased/Other (Pl. specify):  
\_\_\_\_\_

**(B) Particulars of the candidate in respect of whom certificate is required:-**

1. Full Name of Son/Daughter (Block Letter) \_\_\_\_\_
2. Date of Birth of Son/Daughter \_\_\_\_\_
3. Whether the name of the Son/Daughter has been declared in Official family records? Yes/No
4. Candidate Registration No. \_\_\_\_\_

It is certified that the information furnished by me is correct. In case any information is proved false subsequently, the admission of my son/daughter shall be cancelled. In addition an administrative action as per rules action may be initiated against me for providing any false information or any information is concealed by me in this respect.

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Full Name of the Employee \_\_\_\_\_

**(C) Certification by Head of Office:-**

This certificate is issued for the purpose of his/her son/daughter's admission in Delhi Govt. Industrial Training Institute in one of the various course(s) running under DTTE.

It is further certified that the above Officer/Official is an employee of this office/department working under the post of .....

Date: \_\_\_\_\_

Place:

New Delhi

Name &amp; Signature of HOO

with Seal &amp; Date

---

NOTE:- This application form should be submitted at the time of Candidate Verification

## CERTIFICATE FOR ADMISSION IN ITI'S UNDER EWS CATEGORY

Government of .....

(Name & Address of the authority issuing the certificate)

### INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. \_\_\_\_\_

Date:- \_\_\_\_\_

#### VALID FOR THE YEAR \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent residence of \_\_\_\_\_, village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ PinCode \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family \*\* is below Rs. 8 lakh (Rupees Eight Lakh only ) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\*:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000sq. ft. and above;
- III. Residential plot of 100 sq. yard and above in notified municipalities;
- IV. Residential plot of 200 sq. yard and above in areas other than the notified municipalities.

2. Shri/Smt. /Kumari \_\_\_\_\_ belong to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Recent Passport size attested photograph of the applicant.

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

\*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

\*\*\*\* Subject to Notification of GNCTD \*\*\*\*



**Certificate for availing admission against person with disability quota**

**(TO BE SUBMITTED AT THE TIME OF COUNSELLING/ADMISSION)**

Photograph  
of the  
Candidate.

This is to certify that I have examined Mr./Ms. \_\_\_\_\_

Son/Daughter/Wife of \_\_\_\_\_

Mr./Ms. \_\_\_\_\_ is Person With Disabilities /Divyang due to \_\_\_\_\_ and the percentage of disorder is \_\_\_\_\_.

He/she is fit for undergoing all the course(s)/ only \_\_\_\_\_ courses, at ITI Delhi without any special concessions and exemptions.

Signature of the Candidate

Name & Signature of the Officer In-charge,  
Institute of Human Behavior and Allied Sciences,(IHBAS)  
Dilshad Garden, Delhi.  
(Office Seal)

Date:

**Undertaking by Candidate/Parent**

(To be submitted by candidate in his/her own handwriting)

I, \_\_\_\_\_ (Name of candidate)

son/daughter of Mr/Ms \_\_\_\_\_ (Father/Mother's name)

mobile number \_\_\_\_\_ permanent resident of \_\_\_\_\_

do hereby undertake that all the particulars/information submitted by for admission in Govt. ITIs Delhi Online Admission are true, genuine, relevant and correct. If any information, Document/certificate provided/uploaded for my admission is found to be untrue/forged/fake or bogus or any particular found incorrect at any stage of admission process then it is my own responsibility.

I understand that admission granted on untrue/forged/fake or bogus information would be cancelled and I would not be able to participate in further counseling's. Further, ITI/DTTE/Cao or other authorities may initiate legal action against me as per government rules.

**Signature**

**Name of Guardian/Parent**

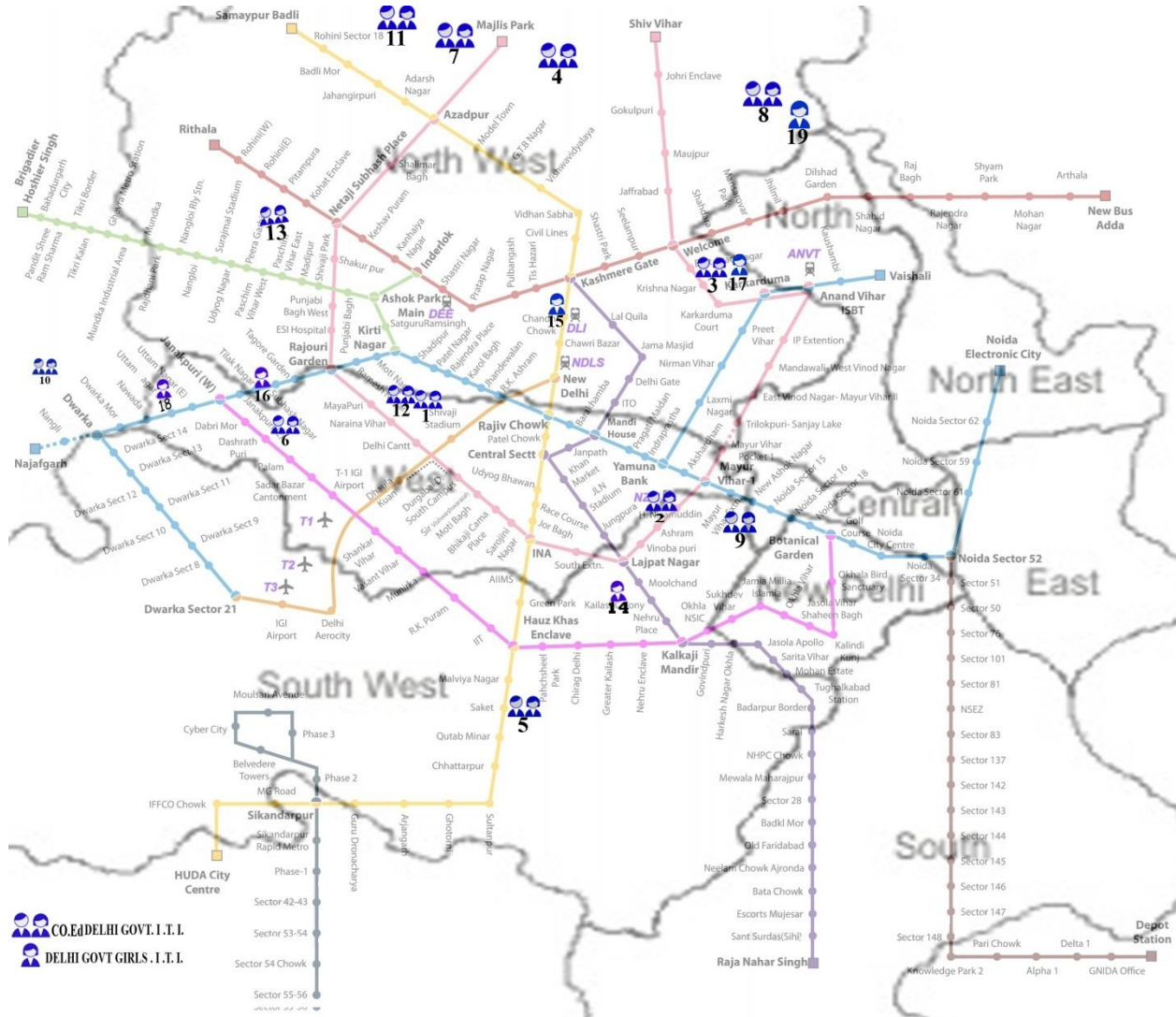
**Signature**

**Name of candidate**

**Note:** This undertaking is mandatory by all the candidates in his/her own handwriting duly signed by him/her and his/her guardian/Parent.

**THIS UNDERTAKING SHOULD BE HANDWRITTEN BY THE CANDIDATE. TYPED OR PRINTED UNDERTAKING WILL NOT BE ACCEPTED. AFTER**

## MAP WITH ITIs LOCATION



### Department of Training & Technical Education List of Industrial Training Institute's in Delhi

S. No	Name of Government ITI's		S. No	Name of Government ITI's
1	ITI, Pusa		11	Lala Hans Raj Gupta ITI, Narela
2	ITI, Arab-Ki-Sarai		12	Veer Savarkar Basic Training Centre, Pusa
3	ITI, Shahdara		13	ITI Mangolpuri
4	Sir C.V. Raman ITI, DheerPur		14	JijaBai ITI for Women Siri Fort
5	ITI, Malviya Nagar		15	SavitriBaiPhule ITI for Women, Mori Gate
6	ITI, Jail Road		16	ITI for Women, Tilak Nagar
7	ITI, Jahangir Puri		17	ITI for Women, VivekVihar
8	ITI, NandNagri		18	Extension Centre of ITI Jail Road, Hastsal

9	Dr. H.J. Bhabha ITI, MayurVihar	19	Multi Sectorial Development Plan for Minority Women, ITI, NandNagri Campus, Delhi
10	Ch. BrahmPrakash ITI, Jaffarpur		

### Tentative Schedule for Online Admission 2020

S. No	Activities	Date	Day
2	Date of Start of Online <b>Candidate Registration, Fee submission, Choice Filling &amp; online verification of candidate documents</b> at <a href="http://www.itidelhiadmissions.nic.in">http://www.itidelhiadmissions.nic.in</a>	10-Aug-20	Mon
3	<b>Last Date of Online Candidate Registration &amp; Fee submission</b> at <a href="http://www.itidelhiadmissions.nic.in">http://www.itidelhiadmissions.nic.in</a>	23-Aug-20	Sun
4	<b>Last Date for Candidate online document Verification &amp; Choice Filling</b>	24-Aug-20	Mon
5	Tentative Rank Display on <a href="http://www.itidelhiadmissions.nic.in">http://www.itidelhiadmissions.nic.in</a>	25-Aug-20	Tues.
6	Online Submission of objections/correction by Candidates, against Tentative Rank	26-Aug -20, 27-Aug-20	Wed, Thu
7	<b>Final Rank Display</b> at <a href="http://www.itidelhiadmissions.nic.in">http://www.itidelhiadmissions.nic.in</a>	28-Aug-20	Fri
8	<b>Publish of FIRST</b> round Seat Allotment Result	2-Sep-20	Wed
9	First round Reporting as per allotted seats list	3-Sep-20, to 5-Sep-20	Thur, Fri, Sat
10	Display of vacant seat position after first round of seat allotment	6-Sep-20	Sun
11	Reshuffling of trades/ITI	6-Sep-20 to 7-Sep-20	Sun, Mon
12	<b>Publish of SECOND</b> round Seat Allotment Result	9-Sep-20	Wed
13	<b>SECOND</b> round Reporting as per allotted seats list	10-Sep-20 to 12-Sep-20	Thur, Fri, Sat
14	Display of vacant seat position after second round of seat allotment	13-Sep-20	Sun
15	Reshuffling of trades/ITI	13-Sep-20 to 14-Sep-20	Sun, Mon
16	<b>Publish of THIRD</b> round Seat Allotment Result	16-Sep-20	Wed
17	<b>THIRD</b> round Reporting as per allotted seats list	17-Sep-20 to 19-Sep-20	Thur, Fri, Sat
18	Display of vacant seat position after third round of seat allotment	20-Sep-20	Sun
19	Reshuffling of trades/ITI	20-Sep-20 to 21-Oct-20	Sun, Mon
20	<b>Publish of FOURTH</b> round Seat Allotment Result	23-Sep-20	Wed
21	<b>FOURTH</b> round Reporting as per allotted seats list	24-Sep-20 to 26-Sep-20	Thur, Fri, Sat

**Note:** This is only tentative schedule and subject to change w/o prior notice. Any change in the Schedule will be displayed on the website. So you are requested to visit the website frequently for further updates..

If needed more online counseling rounds can be conducted to fill up the vacant seats.

No offline admission will be performed.



Industrial Training Institute



This Information Bulletin is only for guidance of candidates seeking Online Admission in Government ITIs of Delhi. The contents are likely to change without notice. This does not constitute legal document. For obtaining further information /details, institute Website may be checked

**Department of Training & Technical Education,**  
Muni Maya Ram Marg, Pitampura, Delhi-110 034  
Online Admission Website: <http://www.itidelhiadmissions.nic.in>