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MSDE(DGT)-19/02/2018-CD
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training (DGT)

Employment Exchange Building, PUSA Complex, IARI,
New Delhi-110012

Dated: 21st February, 2019

To

- All members of Recommendation Committee on Norms & Courses
- The Directors dealing with Vocational/Craftsmen Training of all States/ UT Administrations

Subject: Forwarding of minutes of the meeting of 'Recommendation Committee on Norms and Courses' held on 30th January, 2019.

Sir/Madam,

I am directed to forward minutes of the meeting of 'Recommendation Committee on Norms and Courses' held on 30th January, 2019 under the Chairmanship of Shri Deepankar Mallick, DDG(C'P& Admn), DGT at 1st Floor, Employment Exchange Building, IARI, Pusa, New Delhi.

This issues with the approval of DG/AS, DGT, MSDE.

Yours faithfully;


(Sushil Kumar Agarwal)
Deputy Director of Training

Encls: As above

Copy to:

1. Sr. PPS to DG/AS, DGT - for information please.
2. PS to DDG(T&E),DGT
3. All Directors at DGT (HQ),New Delhi -with a request to take action of respective points
4. Director, CSTARI, Salt Lake City,Kolkata-700064
5. Shri Deepak Kumar, ADT, DGT with a request to upload on DGT website

Minutes of meeting of Recommendation Committee of DGT on "Norms & Courses" held on 30.01.2019 at Pusa, New Delhi

The 1st meeting of newly constituted Sub-Committee on Norms & Courses was held under the Chairmanship of Sh. Deepankar Mallick, DDG on 30th January, 2019 at Conference Room, DGT, Pusa, New Delhi. List of participants who attended the meeting is placed at Annex-I.

At the outset, DDG(C&P) welcomed all the members of the Sub-Committee with a brief round of introduction of the members present and. The DDG(C&P) briefed about the newly constituted Committee and its functioning to the members.

The DDG(C&P) took Agenda points for discussion. The details of discussions and deliberations, & agenda wise decisions taken by the chair, are placed as below:

Agenda no 1:

Relaxation of Affiliation Norms for establishing ITI's in Unserved Blocks

New Affiliation Norms 2018 launched in April 2018 have uniform norms on Pan India Basis. However, Individuals/Societies willing to establish ITI's in Unserved blocks are finding difficulty for establishing with 1.07 acre plot, minimum 4 trades & 8 units. To incentivise and encourage for setting up of ITI's in uncovered blocks, norms may be relaxed as proposed:

The matter was discussed at length regarding relaxation of norms with quality of training and following is recommended:

1. An unserved block is one, which is listed on latest Local Government Directory (LGD) & does not have a single functional Govt. or Pvt. ITI.
2. If an ITI has been given 'in principal' approval for affiliation (Stage -2) as per new affiliation norms, then that block would not be treated as unserved. Also if the building of any ITI is in progress from any funds (Central or State Govt) in a block, then that block would be treated as served.
3. Any agency, willing to setup an ITI(s) in the unserved blocks can setup with minimum one long term and at least one short term course as per local need without any constraint of land of 1.07 acres, Canteen, parking space and sports facilities etc.
4. First priority will be given for upgradation of SCVT ITI to NCVT in unserved Blocks.
5. The ITI must equip the workshop as well as IT lab (Computer) etc as per NSQF syllabus and deploy instructors as per DGT' norms.
6. The relaxation of the norms would be applicable for maximum 2 ITIs in the particular unserved blocks. Both ITIs should opt preferably different trade(s).



7. These institutes would be titled as 'Multi Skill Training Institute' (MSTI) to distinguish from other ITIs affiliated to NCVT/DGT. The trainees trained in affiliated long term trade would be eligible to get NTC certificates after successful completion of training. For short term courses, these MSTIs may tie up with DGT or National Skills Development Corporation (NSDC) / Sector Skill Council (SSC) or any other agency including Skill University etc.
8. For further incentivisation, MSTIs could be included in soft loan scheme of Skills Strengthening for Industrial Value Enhancement (STRIVE).

Agenda no 2 : Optimal utilization of machinery and batch size for high capital trades

The CSTARI, Kolkata had analyzed trades which need expensive machinery. Though industry demand for these trades is high but the number of ITIs offering these costly trades is quite low so in order to encourage more ITIs to offer these trades, matter was debated at length.

Recommendations of the committee:

1. Following 13 trades were found to be expensive to setup. The committee recommended seats enhancement as follows:

S No.	Name of the trade	Seats enhancement
1	Turner	12 to 20 seats
2	Machinist	12 to 20 seats
3	Machinist (Grinder)	12 to 20 seats
4	Mechanic Diesel	16 to 24 seats
5	Mechanic Motor Vehicle	16 to 24 seats
6	Mechanic (Refrigeration & Air-Conditioner)	20 to 24 seats
7	Mechanic Machine tool Maintenance	16 to 24 seats
8	Mechanic Agriculture machinery	16 to 24 seats
9	Technician Mechatronics	20 to 24 seats
10	Tool & Die maker (Dies & Moulds)	16 to 24 seats
11	Tool & Die maker (Press Tools, Jigs & Fixtures)	16 to 24 seats
12	Lift and Escalator Mechanic	16 to 24 seats
13	Attendant Operator Chemical Plant (AOCP)	16 to 24 seats

Note: These enhanced seats will not have separate supernumerary seats.

2. Accordingly, the numbers of trainees tool kit & tools (in proportion) would also increase keeping machinery same, as earlier. Accordingly NSQF Qualification Pack (QP) files may also be amended.
3. For above identified 13 trades, 3rd shift may be treated as deemed affiliated. However, the state will have to ensure entry of 3rd shift on NCVTMIS portal for admission and examination of trainees through portal.
4. The committee further recommended that all those ITIs running any of the above 13 trades should be supplemented with some opportunity cost which may be as below:
 - i. 25% higher trainee fee may be charged by ITI (from the next academic session i.e., 2019-20). For these trades training fee shall remain unaffected for students admitted up to session 2018

- ii. The ITIs may be allowed to operate as **Training-cum- production center** for these trades under the same infrastructure without sacrificing quality of training in the Institute.
- iii. All NSTIs can offer the above 13 CTS trades also, as only alimited numbers of ITIs are presently offering these trades despite market demand.

Agenda no 3: Eligibility of ITIs for applying for Addition of Trades/Units

In order to improve the overall quality of ITI ecosystem, the matter was debated in detail.

Recommendation of the Committee:

- For grant of affiliation for new ITI(s), proposal has to be submitted on the TCS portal (<https://cdn3.digialm.com//EForms/configuredHtml/1972/55626/Registration.html>) or to any alternative portal which will be notified by DGT.
- For addition of trade(s)/units in the existing ITIs, affiliated to NCVT/DGT, proposal has to be submitted online on the NCVT portal
- All existing ITIs with Grading 2 and above only will be eligible to apply for addition of Trades/Units w.e.f 01.02.2019.
- The ITIs which are not graded so far, need to go through the grading process till the time of grading by the external agency, ITIs **with self grading ≥ 2.0** can also apply for addition of Trades/Units. For all ITIs who have already applied for addition of trade/units on portal (online affiliation, on ncvtmis portal) till 29.01.2019 will be evaluated on existing guidelines

Agenda no.4 : Approval of the anothersyllabi of 34 trades (CTS) under 'Dual System of Training'

'Dual System of Training' has been implemented from August, 2016. Accordingly State Governments were requested to start admission for session August, 2016 in ITIs as per the approved guidelines and issue further necessary instructions to all Government and Private ITIs of their respective State/ UTs for implementation of the dual system of training.

The Dual System of Training is currently available in the following 17 trades:

Electrician , Fitter ,Machinist ,Turner,Electronics Mechanic, Welder, Mechanic Diesel, Mechanic (Motor Vehicle), Cosmetology, Tool & Die Maker (Dies & Moulds), Draughtsman (Mechanical), Attendant Operator (Chemical Plant), Mechanic Refrigeration and Air-conditioning, Plumber, Automotive Body Repair, Automotive Paint Repair, Tool & Die Maker (Press Tool Jigs & Fixture).

In the 10th Meeting of the Sub- Committee on Norms & Courses held on 28.08.2018, it was decided to cover all the existing trades under CTS to Dual System of Training.

The DST guidelines have been revised extensively on 08.01.2019. The matter regarding syllabus to be followed under DST was discussed in detail by the committee.



Recommendation of the Committee:

The committee deliberated on the matter considering various aspects including uniformity in certificates for the purpose of employment in Govt. departments like Railway & Defense etc. Based upon the discussion, following recommendations are made:

- ✓ The same syllabi under Craftsmen Training Scheme would be followed for DST. There is no specific need for NSQF compliance for DST.
- ✓ Under DST, same certificates would be issued as of NTC with one additional certificate indicating Dual System of Training, name of the industry with duration of the training.
- ✓ Hence, even the syllabus of DST for 17 trades earlier approved by NSQC may be replaced with regular CTS syllabus, NSQC may be informed to drop those from National Qualification Register (NQR).

Agenda no.5 : Proposal for decrease in number of existing attempts to be given to trainees to pass All India Trade Test:

1. In present semester system of examination, a ITI trainee is entitled to appear in exam of AITT under CTS for total 04 chances i.e. 01 chance as regular exam and 04 additional chances as supplementary exam in any semester after completion of training which is a cycle of 2.5 years and allowed within total period of 05 year from the year of appearing for the regular attempt of that semester date of registration.(Reference no. DGE&T-19/04/2011-CD (Pt.) dated 16.07.2014).
2. Similarly, an apprentice under apprenticeship training scheme can avail five additional chances to appear in AITT under ATS within the period of 03 year to pass the final trade test after appearing the first examination. (Reference No. DGET-49(i)/82-AP dated 22.-8.1983).
3. Also a Craft Instructor Trainee under CITS is allowed to appear in AITT for any number of attempts within a period of 03 year from the date of admission in the first module and same is being used in Semester system of examination. (Reference No.DGE&T-19(11)/2010-CD dated 04.08.2010).

All the above mentioned criteria are different for different scheme i.e. CTS, ATS and CITS and needs to be rationalized due to following reforms in examination:

- a. Annual examination in CTS in place of semester examination with effect from Session Aug 2018 onwards. Passing marks percentage reduced to 33% in place of 40% in each paper. Grace marks has been now rationalized as total 06 marks in any exam for all trades.
- b. Annual examination is introduced in CITS also.

The aforesaid matter was discussed at length keeping the balance between interest of trainees and outcome of examination.



Committee recommendations:

Based upon the discussions among members, the committee recommended the following for all schemes i.e. CTS (including Scheme of Flexi MoU, DST), ATS and CITS for all Regular as well as Private Candidates **for the admission session Aug 2019 onwards:**

- a. Trainees may be allowed to appear in AITT for total 04 attempts i.e. 01 attempt as Regular and 03 additional attempts as supplementary to pass the AITT.
- b. Supplementary exam will be held every 6 months or even 3 months. If a trainee does not appear in any one or none of the 1+3 additional attempts as supplementary, the trainee will lose that attempt and registration will expire.
- c. The registration of trainee will expire after 1+3 additional attempts as supplementary or completion of period of one and half year (1½) after training whichever is earlier.
- d. If a trainee does not successfully pass the AITT in this period, the name of the trainee will be struck-off from portal,
 - ✓ For CTS, candidate may apply as a private candidate after 03 year industrial experience to appear in AITT or may again seek fresh entry as regular
 - ✓ For CITS, the candidate may enroll as regular trainee through NIMI online entrance exam.

Agenda no. 6: Proposal for development of Question bank for all schemes under DGT i.e. CTS, ATS and CITS to facilitate use of MCQ type question for Computer Based Test (CBT) in AITT.

It is proposed that DGT should conduct CBT for all theoretical papers in all scheme i.e. CTS, ATS and CITS. The CBT should use MCQ objective type question bank so that students in the same room also get different questions of equivalent difficulty level. However, different set of question papers of same paper may be used for the trades where question bank is not developed.

The State Directorates/ Commissioner of UTs dealing with CTS may also be authorized for preparation of question paper at their end for conduct of Practical and Engineering drawing exam in AITT.

In this regard it is submitted that:

1. At present all the question papers are prepared at TT Cell DGT and Practical as well as Engg drawing question papers is forwarded to State Directorate in form of soft copy through password protected email for conduct of AITT under CTS. The password is provided half an hour before commencement of examination.
2. Question papers of practical exams are opened on first day of practical exam and exam continues for next 1/2 days.



Following issues are reported.

- a. In case of leakage of question paper of Engg drawing it is difficult to find the source of leakage. In case of leakage the exam on PAN India basis needs to be cancelled and conduct of re-exam on PAN India basis becomes the burden to the authorities concerned and wastage of public money.
- b. Once the question paper of practical exam is opened on first day then it becomes public and may be misused by the trainees appearing in exam on next successive day.

The aforesaid matter was discussed at length keeping the balance between interest of trainees and outcome of examination.

Committee recommendations:

Based upon the discussions among members, the committee recommended the following:

1. DGT should conduct Computer Based Test (CBT) for all theoretical papers in all scheme i.e. CTS, ATS and CITS. The CBT should use MCQ objective type question bank so that students in the same room also get different questions of equivalent difficulty level. However, different set of question papers of same paper may be used for the trades where question bank is not developed. NIMI should be used to develop question banks as per latest NSQF level with each question graded with different level of difficulty.
2. Regarding preparation of question paper for Practical exam as well as Engineering drawing exam of all the trades under Craftsmen Training Scheme (CTS) at state directorate / UTs level for use in respective state/UT, **the DGT should hold a meeting with controller of examinations for deliberation in detail.**
3. Recently, vide DGT letter no. MSDE 18011/DGT/2017-TTC (Pt.III) dated 16.01.2019 responsibility of preparation of question papers (all trades) for Practicals has been assigned to the respective establishments. Now, It is proposed that engineering drawing question papers may also be prepared at their end.

In this regard, it was decided that the DGT/RDSDEs should hold Workshops with establishments implementing apprenticeship training for smooth implementation of the exams.

4. The committee recommended that all the concerned establishments under Flexi MoU scheme should prepare question paper for Practical as well as Engineering drawing exam of all the trades running in their establishment. The answer sheets of Engg drawing and practical exam should be evaluated by them and marks should be uploaded in portal by concerned establishments itself for processing and declaration of results.



Agenda no.7 :Review of concept of Controller of Exams and the adoption of Certification Standards, so that digitally signed PDF and JSON will be issued for all AITT and AVTS.

As per DGT, MSDE letter ref. no. DGT-12/1/2-18-TC (Part) dated 16.01.2019, the Director Trade Testing Cell as "*Controller of Examination*" will affix signature on all the certificates issued by DGT. Therefore it is proposed that signature of controller of examinations is to be put in place of Secretary, NCVT on all types of certificates issued by DGT. All certificates should indicate that "Directorate General of Training, is reorganized as Awarding Body." For AVTS and any other programs run at NSTIs, the RDSDE will act as "Controller of exam" to digitally sign the Certificates/Marksheets.

It is also proposed that all certificates issued from DGT should be issued with digitally signed PDF format and may also be issued in digitally signed JSON format for machine readability. **JSON** stands for JavaScript Object Notation. It is a lightweight format for storing and transporting data. It is often used when data is sent from a server to a web page. It is "self-describing" and easy to understand.

The aforesaid matter was discussed at length and the agenda was accepted. Based upon the discussions among members, the committee accepted and recommended the following:

Committee recommendations:

The Director, Trade Testing Cell should be entrusted with duties of "*Controller of Examination*" for All Tests being conducted under DGT and the signature of controller of examinations should be put in place of Secretary, NCVT on all types of certificates issued by DGT. All certificates should indicate that "**Directorate General of Training is recognized as Awarding Body by NCVT**".

The committee also recommends that All marksheets & certificates issued from DGT should be issued with digitally signed PDF format and may also be issued in JSON format for consent based data portability. Digitally signed documents will also ensure server less verification of these Certificates/Marksheets.

For Advance Vocational Training Scheme (AVTS) and any other programs run at NSTIs, the RDSDE concerned will Act as "Controller of exam" for issuance of Certificates of participation.



Agenda no.8 : Awareness workshops/ exposure trips of 1-2 days to NSTIs/ Extension counters:

It is proposed that NSTIs would hold awareness or exposure courses of duration one or two days for nearby local youth and farmers and workers etc. A proposal is received from NSTI Ludhiana along with list of one day program in Agriculture /Farm Machinery.

Also, DGT has initiated establishing training institutes through extension centres in 13 States/UTs [Pondicherry, UT Lakshadweep, UT Daman & Diu, UT Dadra & Nagar Haveli, UT A&N Islands, Delhi, Sikkim, Nagaland, Mizoram, Manipur, Chhattisgarh, Assam and Arunachal Pradesh] where there are no institutes under MSDE to impart training under Craft Instructor Training Scheme (CITS). It is also proposed to offer such activities at all extension centres.

The NSTIs would give them 'Certificate of participation'.

The above 1-2 day exposure courses will generate awareness among the youth and pass on a positive message to popularize the NSTIs/ its Extension Centers. To meet such expenses, the NSTIs/ Extension Centres would be provided budget under Office Expenses to meet the expenses towards organizing such courses.

Recommendation of the Committee: On aforesaid proposal the members agreed for conducting awareness workshops/exposure trips for local youth at all NSTIs/Extension counters. The duration of programme could be **1-5 days**. Expenditure for the same will be met thorough powers of HOD of the respective institute.

Agenda no.9: One to four week courses for present ITI students and ITIs / NSTIs successful candidates of schemes ATS/CTS/CITS (including CoE, DST & Flexi MoU)

The NSTIs are premier institutes offering courses under Crafts Instructor Training Scheme (CITS). There are also courses offered by NSTIs under Advanced Vocational Training Scheme (AVTS) with latest machinery and equipment in the various industrial sectors including manufacturing/service sectors. It would be befitting that present trainees of ITIs as well as successful pass outs from ITIs & NSTIs are also able to avail these facilities.

It is proposed to offer 1-4 weeks courses for ex- ITI trainees and existing ITI trainees to attend 1-4 weeks courses under conventional CTS trades / AVTS courses at NSTIs which would improve their employability.

Since ITI trainees are generally from economically weaker sections of society, it is proposed to offer such courses at a nominal fee of Rs. 100/- per week per trainee.



Recommendation of the Committee: Committee members agreed the proposal of NSTIs to conduct 1-4 weeks course for existing ITI trainees as well as ex ITIs trainees. After detailed discussion and taking into consideration economical background of trainees, it was decided that only fixed registration fees of Rs.100/- alongwith Rs.50/- as Gymkhanna fund, would be charged per trainees for each course. Chairman also advised that we should seek IFD approval for the proposal Regional Director, RDSDE sought clarification from the Chair, whether NSTI(W), Vadodara can conduct training courses for male candidates from nearby ITIs in Gujarat and the Chairman advised that off-campus training may be conducted for male candidates.

Agenda no.10: Proposal for revision of Private Students Guidelines.

Revised draft guidelines are placed below for kind perusal (Annex-II)

Recommendation of the Committee: Guidelines in respect of Private students were discussed and members recommended for implementation.

Agenda no.11 : Proposal for SoP for Inspections of ITIs. Make use of Mobile App by DGT mandatory.

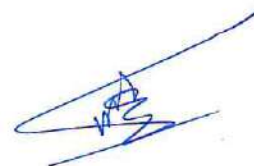
Recommendation of the Committee: The members recommended to make use of dedicated mobile app for inspection of ITIs. The said mobile app would be with proper security features. This will bring transparency to the system.

Agenda no. 12 :Recommend that any deaffiliation proposal should come from state government in electronic form on the Portal, and will automatically result in deactivating any new enrolment in that courses (s) in that ITI till final decision by DGT.

Recommendation of the Committee: The Committee members unanimously agreed that de-affiliation proposal coming from State Directorate should be electronically only. Chairman also advised that file marked as "deactivate" must be there in portal which will automatically stop new enrollment in that particular trade(s) in ITI, till the final decision taken by DGT on the de affiliation proposal sent by State/UT.

Agenda no.13 : Develop SoP for inspection for BTP.

Recommendation of the Committee: The committee discussed and accorded approval to the draft SoP for inspection for BTP. The committee also approved the proposal of getting registration number instantly for an ITI with grade 2 and above, if applied online. (Annex III)



Agenda no.14 : Proposal that States must follow DGT' CITS related instructions etc.

Regarding 'Mandating CITS for all instructors', a roadmap has been issued vide office order No. MSDE-19/03(8)/2015-CD dated 7.01.2016. As per this roadmap

1. For affiliation / re-affiliation for all ITIs :

By year	%age of availability instructors with CITS
2018	40
2020	60
2022	80

2. No promotion for instructors without CITS in Govt. ITIs
3. Separate scheme for part-funding of training expenses for training of trainers working in Private ITIs.

As per instructions in the past, NCVT MIS portal has facility of data upload of instructors as uploaded by few States/ITIs. A communication will be issued to all State Directorates and Private ITIs to get information updated on NCVT MIS portal by mid March 2019. In consultation with WIPRO, it would be ensured that the uploaded data on Instructors would linked with the ITI wise information on filled instructor posts by regular staff and %age of filled instructor positions that hold CITS certificate.

As per scheme of Recognition of Prior Learning (RPL) under CITS, instructors with at least 3 years of experience of teaching in Govt./ Private ITI when sponsored / nominated by the ITI/ State Directorate can appear in AITT for RPL under CITS to be conducted by DGT. Initially this mode of certificate is being offered for only 2 years i.e. upto Dec. 2020.

It may also be mentioned that 'Career Progression Policy' is being prepared for Instructors under World Bank assisted STRIVE project. This policy would also review the above mandated CITS roadmap and bring out recommendations. Implementation of policy by States/UTs will be reviewed as one of the Key Performance Indicator (KPI) under the project.

Following is proposed:

1. For 2019 admissions- 25% reduction in the seats per unit in ITIs who don't have 40% CITS trained faculty. The same approach will be followed for ITIs that don't upload the data about instructors.
2. For 2020 admissions - 50% reduction in the seats per unit in ITIs who don't have 40% CITS trained faculty. The same approach will be followed for ITIs that don't upload the data about instructors.
3. The above approach would include both regular and contractual instructor (having contract of more than 6 months)

Recommendation of the Committee: After detailed discussion, the committee agreed that reduction in seats per unit would be done as proposed in point no. 1,2 & 3. The same may be implemented with positive spirit. Representative from the state

of U.P sought extension of date from March, 2019 to April, 2019 for updating the information on MIS Portal, which was agreed.

Agenda no.15 : Proposal to remove system of supernumerary.

In order to simplify seats in units, proposed to remove concept of supernumerary & merging in the strength. Proposed to increase Unit size from 12 to 16, 16 to 20, from 20 to 24 etc. For high investment course, this unit size could be further enhanced.

Recommendation of the Committee: Committee Members agreed to remove the concept of supernumerary and increase the unit size from 12 to 16, 16 to 20 and from 20 to 24 after merging the supernumerary seats. It was also decided that number of hand tools would be increased as per the enhanced unit size.

Agenda no. 16: Proposal for reconsideration of courses at NSQF level 3.

There are still some courses which are level 3. We should recommend them to be at level 4. We may need to increase eligibility criteria to be 10 pass if it is 8 pass for these courses.

Recommendation of the Committee: The committee was of the opinion to keep uniformity among other trades so it has been proposed to enhance entry qualification of said trades from 8th to 10th class. The CSTRAI, Kolkata to do the needful exercise in this matter within 2 weeks of issue of the minutes of the meeting.

Agenda no. 17: Consideration of the two year courses at level 4.

Recommend having it at level 5.

It is submitted that 45 trades (Engineering & Non Engineering) out of 47, have duration 2 years and entry qualification 10 passed under 10+2 system of education have been NSQF compliant level 5. The Wireman trade (2 years) having entry qualification 8 passed is designated at level 4 and the Metal cutting attendant (For Divyang) is with level 3

Recommendation of the Committee: Similar to agenda no 16, the committee was in opinion to keep uniformity among other trades so it has been proposed to enhance entry qualification of trade wireman from 8th to 10th class. The CSTRAI, Kolkata to do the needful exercise in this matter within 02 weeks of issue of the minutes of the meeting. There is no change in Metal cutting attendant (For Divyang), (based on their limited & specific course content)



Agenda no.18 : Proposal to review for ITOTs - Practical and Drawing exams.

For private ITOTs, the Practical and Drawing sheet exams will be conducted in nearby NSTI or government ITI, as there are reports of large scale cheating. The owners or faculty of these ITOTs will be absolutely debarred from entering these exam centres.

To avoid any interference by the Institute in exam, it is proposed to conduct online exam only in online exam centre provided by agency and practical alongwith Engg drawing exam in nearby NSTI or government ITI and management or faculty of these ITOTs should be absolutely debarred from entering these exam centers.

The exam centre may be made in other nearby Govt ITI if consent for conduct the said exam is obtained in this regard. The issue of procurement of Raw material for practical and engg drawing exam also has to be discussed.

The expenditure material and human resource deputed for conduct of exam i.e. invigilator, examiner and exam superintendent etc and availability of suitable machinery equipment for use in exam has to be discussed in detail.

Recommendation of the Committee:

The committee was of the opinion that, to keep uniformity with the policy of autonomy provided to Govt and Private ITI as self exam centre for Practical and Engg drawing in AITT under CTS, the Govt. / Private ITOT also should continue as self exam centre for Practical and Engg drawing exams for AITT under CITS and online exam for theoretical papers should be conducted only in online exam centre provided by agency selected by DGT.

Additional precaution as below may be taken to ensure sanctity of examination:

1. In addition to observer deputed by DGT, additional observers/supervisors from different authorities should be deputed at private ITOTs during examination.
2. Local police station should be requested to depute police guards during the conduct of the exam to ensure that there is no unauthorized entry and exit.
3. CCTV cameras should be mandatory at all the labs, class rooms, workshop & main entry & exit.
4. Video interaction of DGT(HQ) with the institutes and trainees during training should be arranged.
5. Aadhar based Bio-metric attendance machines linked with DGT(HQ) should be installed at all Private ITOTs.

Agenda no. 19: Set a limit of maximum 3 kg of metal requirement per student in Practical exams.

Recommendation of the Committee:

After detailed discussion, the committee recommended that, while preparation of question papers by question paper setters for practical exam in AITT under CTS, ATS and CITS and other competitive exams conducted by DGT, the limit of maximum 3 kg of metal requirement



per trainee should be ensured and dimensions of job to be prepared during exam should be kept accordingly to ensure easy handling of material by trainees. TT Cell will issue instruction in this regard.

Agenda no. 20: All computerized theory exams, whether of CTS or CITS or Apprentice, will be conducted at centres hired or owned by the vendor. NSTI or ITOT or ITI or the Apprentice establishment or the Flexi MoU partner campus will NOT be used.

Remarks: As per term condition of tender, the agency is responsible for providing the online exam centre in every online exam under CTS, CITS and ATS.

Recommendation of the Committee: The committee unanimously accorded its approval for the proposal.

Agenda no. 21: Proposal for SoP for external examiners, observers and flying squads for all exams. Also make Hall Tickets and Attendance Sheets with students photos mandatory.

(A) SoP for External Examiner:

As per Training Manual for ITIs and ITCs, the practical test should be evaluated at the respective trade testing centre by the examiner and the evaluated practical job should be preserved for a minimum period of one month. The examiner called for evaluation should have minimum technical qualification of a diploma in respective engineering discipline. Where diploma holders are not available, the qualification of the examiner may be suitably relaxed. State directorate shall prepare a panel of examiners. State director may also appoint Chief Examiner for moderation of exam.

Proposed Standard Operating Procedure (SoP) for Examiner:

1. The practical test should be evaluated at the respective trade testing centre by the examiner and the evaluated practical job should be preserved for a minimum period of one month. The examiner called for evaluation should have minimum technical qualification of a Diploma in respective engineering discipline. In case, sufficient Diploma holders are not available, then instructor having qualification of NTC with minimum 03 year teaching experience may also be appointed as Examiner.
2. The appointment letter has to be issued to examiner by state directorate specifying the schedule of examination, name of trade and address of the exam centre.
3. The examiner should keep the copy of appointment letter issued by state director and a photo Id proof while reporting at exam centre.
4. The examiner should report at exam centre at least 01 hrs prior to commencement of examination and report to exam centre incharge.



5. The examiner should get semester / year wise list (attendance sheet) of trainees having photograph of the trainee from exam centre in-charge.
6. The examiner should evaluate the job prepared and operation performed by the trainee during execution of job.
7. Duly filled-in and signed copy of detail of marks obtained by the trainee should be submitted to District Nodal Govt ITI and a copy of the same duly received by the nodal ITI should be retained by examiner.
8. The remuneration to examiner has to be paid by the concerned state directorate as per rules.

(B) SoP for Observer deputed from DGT in AITT:

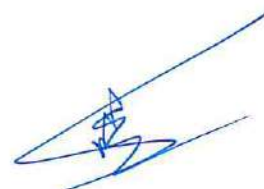
As per Training Manual , DGT would also appoint centre observer at least covering one centre of each state during the test. The observer would submit report to DGT within 02 week from the last date of the trade test. In case some major deviations from the prescribed norms in conducting the trade test are brought to the notice of authorities, such centre is liable to be debarred for conducting the trade test for a maximum period of 03 year and concerned trade test is liable to be cancelled by the controller of exams and trainees may be asked to reappear in the subsequent test under the scheme.

Proposed Standard Operating Procedure (SoP) for observer:

1. The appointment letter/ deputation letter has to be issued to observer by state directorate/DGT specifying the schedule of examination and list of exam centre.
2. The observer should keep the copy of letter issued and a photo Id proof while reporting at exam centre.
3. The observer should report to exam centre in-charge at exam centre at least 01 hrs prior to commencement of examination.
4. The observer should be available for full time of examination if deputed for single exam centre.
5. The observer deputed in ITOTs should countersign each and every document related to conduct of examination. He should also countersign the detail of marks obtained by the trainee in practical and engineering drawing exam.
6. The observer should submit detail report of day to day activity of examination along with video recording of the examination to the deputing authority / controller of examination.

(C) SoP for Flying Squads:

As per Training Manual , State director would constitute a flying squad consisting of senior officers who would visit the trade testing centre for surprise check and submit the report to state director with a copy endorsed to DGT, highlighting the various observation made during the visit. The report should be submitted within 01 month from the last date of the trade test.



Proposed Standard Operating Procedure (SoP) for observer:

1. The appointment letter/formation of flying squad consisting of senior officers has to be issued by state directorate/DGT specifying the schedule of examination and zone of visit.
2. The flying squad should keep the copy of letter issued and a photo Id proof while visiting at exam centre.
3. The flying squad should visit the trade testing centre for surprise check and submit the report to state director with a copy endorsed to DGT, highlighting the various observation made during the visit.

Recommendation of the Committee:

The committee accorded its approval for the proposal at point no. A, B & C i.e. SoP for Examiner, Observer and Flying squad deputed during AITTs and competitions conducted by DGT.

Agenda no. 22 : Rationalization of maximum electric load requirement in ITIs and No. of Instructors.

Workshop usage is 70% time and not all machines in all labs will be on at the same time, even during practical exams. Hence the maximum load needs recalculation, as beyond certain load levels, electricity rates increase.

Recommendation of the Committee: It has been proposed to constitute a committee comprising members from big states like West Bengal, Karnataka, Maharashtra and Rajasthan under the chairmanship of Sh M K Parial, Director (Affiliation). The proposed committee would submit its report within 1 month of issue of order, so that the modification(s) may be implemented from the ensuing session 2019 onwards.

Agenda no. 23 : Proposal for utilization of vacant units in the affiliated ITIs.

As per ncvtmis portal, only 66% seats are filled. Remaining 34% seats remain with unpopular trades etc.

Recommendation of the Committee: After detailed discussion it was decided that for proper utilization of infrastructure , ITIs may start short term courses and also run courses under BTP and DST system of training provided their grading is 2.0 and above. Those who are ungraded or have lower grade, may do self grading phase II on NCVT portal. If they have self grade of 2.0 or more and want to start BTP or DST, they may request to, but it will be agreed only after joint inspection.



List of participants who attended the meeting 'Norms & Courses' on 30.01.2019 in conference room, 1st Floor, Pusa Complex, New Delhi.

S.No.	Name Shri/ Ms.	Designation	Organization
1.	Sh. Deepankar Mallick	DDG (C,P&Admn)	DGT, MSDE
2.	Sh. S.D. Lahiri	DDG (T&P)	DGT, MSDE
3.	Sh. M.K. Parial	Director	DGT, MSDE
4.	Sh. Sunil Kumar Gupta	Director (EXAM)	DGT, MSDE
5.	Sh. Sathya Shankar B.P	Director (C&P)	DGT, MSDE
6.	Sh. N.R. Aravindan	Director(NSTI)	DGT, MSDE
7.	Sh. Anil Kumar	Director(AT)	DGT, MSDE
8.	Sh. BVS Sesha Chari	Director(CSTARI)	CSTARI, Kolkata
9.	Sh. J.P. Meena	Regional Director	RDSDE, Gandhi nagar. Gujrat
10.	Sh. Anil Grover	Regional Director	RDSDE, Chandigarh
11.	Smt. Swati Sethi	JDT	DGT, MSDE
12.	Smt. Anita Srivastava	JDT	DGT, MSDE
13.	Sh. Ravi Chilukoti	JDT	DGT, MSDE
14.	Sh. Yogesh Bangla	JDT	RDAT, Faridabad + RDSDE, HR
15.	Sh. Kritanand. Singh	DDT, TT Cell	DGT, MSDE
16.	Sh. Sushil Kumar Aggarwal	DDT	DGT, MSDE
17.	Smt. Punita Bhatia	DDT	DGT, MSDE
18.	Sh. P. Marveldoss	DDT	RDSDE, Tamil Nadu
19.	Sh. Niraj Kumar	ADT	DTE, U.P
20.	Sh. Umeha-RAO	Assitant Director	DET Karnatka
21.	Sh. A. Venkateswra Rao	RDSDE	Telangana
22.	Smt. Teena Sharma	JTA	DGT, HQ. TC
23.	Sh. Anil Gupta	JTA/CI	DTTE, Delhi
24.	Sh. Rajeev Khurana	Senior Advisor	Maruti Suzuki India Ltd, Gurgaon
25.	Smt. Neha Sharma	Deputy Manager	Maruti Suzuki India Ltd, Gurgaon
26.	Sh. P.C. Bhandari	Tech Advisor	J.K. Cement Ltd
27.	Joyeeta Ghose	Manager	KPMG
28.	Sh. Bhagat Singh	T.O	DGT(MSDE)
29.	Sh. Himanshu	T.O	DGT, Hqrs
30.	Sh. Anil Kumar	T.O	DGT, H.Q
31.	Sh. K.K Jha	Lead-PMC-Strive- DGT	
32.	Sh. Jagdish Chand	T.O	DGT, H.Q
33.	Smt. Pavisha Singh	Consultant	DGT, H.Q
34.	Sh. Shiv Kumar	J.T.A	DGT, MSDE

1. Background

The Directorate General of Training (DGT) imparts training under Craftsmen Training Scheme (CTS) through a network of 15000+ Government and Private ITIs across the country. These ITIs deliver post-school technical as well as vocational training courses of six months, one year and two year duration.

CTS, one of the major Vocational Training Schemes, has been shaping craftsmen to meet the existing as well as future manpower requirements in the manufacturing and service sectors. The trainees admitted under Government and Private Industrial Training Institutes (ITIs) (under State/UT Administration) undergo training in various designated trades/ courses. Candidates enrolled and trained under the CTS, appear for All India Trade Test (AITT). After successfully clearing AITT, the trainees are awarded National Trade Certificate (NTC) in that trade. The NTC is nationally and internationally recognized for purpose of employment/ self-employment.

2. Objective

There is a large segment of country's workforce who has acquired specific skills through years of experience working on an industry trade, and not through formal institutionalized medium of skill training such as ITIs. However, this segment though skilled, faces issues related to continuous employment, and career progression due to non-availability of a 'formal certificate' acknowledging ones skills.

DGT has made provisions for such candidates to obtain National Trade Certificate (NTC) under the CTS by means of appearing directly for AITT as a 'Private Candidate' without undergoing training under ITIs. DGT has laid down specific guidelines for administering NTC to private candidates appearing for AITT under the CTS.

3. Revision of existing guidelines

The guidelines for private candidates appearing in AITT under CTS were last revised on 8th February, 2016 vide DGT letter DGE&T-10/7(14)2014-16-CD (Refer **Annexure I**).

In the recently held Sub-committee meeting chaired by DG, DGT dated 18.10.2018, it was recommended and agreed upon that the existing guidelines for Private Candidates appearing in AITT under CTS should be reviewed and revised to improve inclusivity and effectiveness of the initiative. Subsequently, DGT has reviewed and revised the guidelines for 'Private Candidates' appearing in AITT under CTS only. The same, shall now be implemented in supersession to all the earlier existing guidelines, with immediate effect i.e. from academic session 2019 and onwards until further notices, if any. For 2018-19 academic session, the students already enrolled as

'Private Candidate' in DGT MIS Portal on or before 29.01.2019 will be frozen and no new candidates will be allowed. All new enrollments shall be done as per this revised guideline.

Further, it is to be noted that while drafting the revised guidelines, the recommendations of the "Curriculum & Examination Reforms Committee" on "Norms & Courses"; have been taken into consideration, in order to bring synergy between the two processes (ref. letter no. MSDE-18011/DGT/2017-TTC (Pt-III) dated 4thOct. 2018) (Refer **Annexure II**).

Guidelines pertaining to eligibility of candidates, eligibility of participating ITIs, admission process and examination are elaborated in subsequent sections.

4. Eligibility criteria for Trainee

Applicants aspiring to appear as Private Candidates in the AITT under CTS for award of NTC, have been categorized based on their educational background, occupation, and experience. Subsequently 'Private Candidates' may be admitted under one of the following categories. Category wise 'eligibility criteria', for appearing as 'Private Candidate' in AITT under CTS has been listed below:

- I. **Category I: Ex-trainees (successful pass-outs) of ITI**
 - A. Ex-trainees of ITI who already possess NTC in one of the trades under CTS, are eligible for applying as Private candidate for an allied trade, provided he/ she fulfils all the conditions regarding educational qualification etc. prescribed for that allied trade.(Refer **Annexure III** for list of allied trades)
 - B. The applicant should possess minimum of 1 year experience (on the date of submission of application) in the desired allied trade in establishments implementing Apprenticeship Training Scheme (ATS)/ establishments registered under the Apprenticeship portal or registered MSMEs or Entities registered with any government/local authorities/ shops covered under Factories Act 1948¹ and Shops and Establishments Act applicable for the concerned State.
- II. **Category II: 'Ex-trainees (successful pass-outs) and current trainees under CoE scheme**
 - A. The applicant should have the minimum prescribed entry qualification and should fulfill eligibility criteria for the desired trade under CTS, in which he/she intends to appear for AITT as Private Candidate. Mapping of CoE trades, with that of regular CTS

¹Source: DGE&T-19/7(14)/2014-16-CD, dated 8th Feb, 2016

trades is provided in **Annexure IV**. CoE candidates must register as 'Private Candidate' under CTS in the relevant/mapped CTS trade only.

- B. There should be a minimum gap of 1 year between successful completion of CoE training i.e. from the date of result declaration to the date of submission of application for 'Private Candidate' certification.
- C. During this gap of 1 year the candidate must have undergone Industry training or gained experience in desired trade in establishments implementing Apprenticeship Training Scheme (ATS)/ establishments registered under the Apprenticeship portal or registered MSMEs or Entities registered with any government/local authorities/ shops covered under Factories Act 1948² and Shops and Establishments Act applicable for the concerned State.

III. Category III: SCVT Candidates (admitted till August 2018 session)

- A. No special provisions have been made for SCVT Trainees to enroll as 'Private Candidate'. Going forward, SCVT trainees have been granted equivalence vide G.S.R 186(E) dated 2nd March 2017 for undergoing apprenticeship training under the Apprenticeship Act 1961 to obtain 'NAC' (Refer **Annexure V**).
- B. Only for SCVT trainees admitted till August 2018 batch, provision has been made for obtaining NTC by appearing in AITT under 'Private Candidate'. These trainees will continue to be governed by old guidelines for 'Private Candidate' (Refer **Annexure I**).

IV. Category IV: Other Candidates (candidate not falling in any of the above 3 categories, including SCVT trainees enrolled from admission session 2019 onwards)

- A. The applicant should have the minimum prescribed entry qualification and should fulfill eligibility criteria for the desired trade under CTS, in which he/she desires to appear for AITT as Private Candidate.
- B. Applicant should be minimum 21 years of age, on the date of submission of application. There is no upper age limit.
- C. The applicant should possess minimum of 3 years' experience (on the date of submission of application), in the relevant trade in establishments implementing Apprenticeship Training Scheme (ATS)/ establishments registered under the Apprenticeship portal or registered MSMEs or Entities registered with any

²Source: DGE&T-19/7(14)/2014-16-CD, dated 8th Feb, 2016

government/local authorities/ shops covered under Factories Act 1948³ and Shops and Establishments Act applicable for the concerned State.

- D. SCVT trainees enrolled from admission session 2019 and onwards may appear as 'Private Candidate' under this category i.e. Category IV, for obtaining NTC.

5. Eligibility Criteria and instructions for ITIs admitting Private Candidates

- I. Only Government ITIs with grading of 2.5 and above are eligible to admit candidates as 'Private Candidate'.
- II. The ITI should have affiliation in the relevant trade under which it intends to admit Private Candidate for appearing in AITT.
- III. ITIs should have regular CTS trainees admitted in the affiliated trade i.e. the trade in which they intend to admit Private Candidate, for the current as well as previous year (ITI with vacant unit in current or previous batch shall not be considered).
- IV. The ITI should admit Private Candidates in a particular trade, in specified proportion to the total number of regular trainees admitted in the concerned trade for the academic session.
- V. The upper limit of candidates to be enrolled by eligible ITIs as 'Private Candidate' under Category I, Category III and Category IV as defined in section 4 will be a maximum of 10% of their total seating capacity. In other words, the private candidates admitted under category II as defined in section 4 shall be exempted from the applicable 10% cap.

6. Admission process and State Directorate Compliance Check

- I. State Directorate should ensure that only ITIs fulfilling criteria as stated in section 5 of this document shall enroll as Private Candidates.
- II. State Directorate should publish list of eligible ITIs on their admission portal, with their corresponding grades, and trades for awareness of 'Private Candidate' aspirants.
- III. State Directorate will call for applications from candidates with experience and basic qualification and other eligibility criteria as per above categories.

³Source: DGE&T-19/7(14)/2014-16-CD, dated 8th Feb, 2016

- IV. The candidate will apply directly in the DGT MIS Portal under the CTS scheme which would be enabled at portal as "Private" flag.
- V. As the number of seats available for 'Private Candidate' enrollments is limited, in case the number of applications/applicants is more than available seats, the State Directorate may conduct screening/ entrance exam of applicants.
- VI. Please note that all processes pertaining to admission of 'Private Candidate' including call for application, screening/ entrance exam (if required), due-diligence of applications received, selection and uploading list of selected candidates on DGT MIS portal, will be the sole responsibility of State.

7. Examination Pattern

All examinations for candidates enrolled as 'Private Candidate' shall be conducted in accordance with the latest examination reforms applicable to AITT for CTS (Ref. letter no. MSDE-18011/DGT/2017-TTC (Pt. III) issued on 4th Oct. 2018). Any future changes to AITT for CTS or examination reforms, as and when notified by DGT shall be applicable to Private Candidates as well.

- I. For trades with duration six months and one year, the candidate would appear as per the schedule of examination for that academic year. Whereas for trades with 2 years' duration, the candidate will have to clear all the subject examinations for that trade i.e. first year subject and second year subjects⁴.
- II. Candidate upon successfully clearing the AITT exams for targeted trade under CTS will be awarded e-Marksheet and e-National Trade Certificate as 'Private Candidates' in that trade.
- III. Evaluation and marking scheme: In the case of Private Candidates, since there is no sessional work or Formative Assessment, the marking scheme pattern for Engineering Trades shall be as follows⁵:

S. No	Name of the Subject	Maximum Marks	Minimum Passing Marks
1.	Trade Theory (Professional Knowledge)	100	33
2.	Workshop calculation & Science (Core Skill)	50	17

⁴Source: MSDE-18011/DGT/2017-TTC (Pt-III), dated 4th Oct., 2018

⁵Source: TT Cell

3.	Engineering Drawing (Core Skill)	50	17
4.	Trade Practical (Professional Skill Assessment)	250	150
5.	Employability Skill (Core Skill)	50	17
Total		500	

Standard Marksheet format for Non-Engineering and Draughtsman group of Trades and format for NTC, is provided in **Annexure VI** and **Annexure VII**.

- IV. Candidates permitted to take the AITT for CTS will have to be present at the specified examination center at their own expenses in time and on the date which will be intimated by enrolling ITI.

8. Examination Fees

- I. As actual or as decided by DGT plus any additional charges imposed by State Directorate.

9. Frequency of Examinations

- I. The frequency of examinations shall be as applicable for CTS.
- II. The private candidate can appear in regular and in supplementary examination as applicable for regular candidates appearing for AITT under CTS.
- III. Number of attempts shall be same as that of regular CTS trainee (specified by DGT), subject to payment of prescribed fees. Any changes to same as per directives of DGT shall be applicable to 'Private Candidate' as well.

10. Process flow

The DGT MIS portal shall facilitate seamless enrollment of Private Candidate. The following process shall be followed through DGT MIS portal for applications of Private Candidates:

- I. Call for Applications
- A. The State may call for applications from candidates with experience and basic qualification and other eligibility criteria as per above categories, preferably online. State may additionally publish list of eligible ITIs and Trades.
- B. The candidate can also apply directly in DGT MIS Portal under the CTS scheme which would be enabled in the portal as "Private" flag.

II. Application Process

The private candidate fulfilling the eligibility criteria shall apply directly in the online portal or through the State Directorate dealing with Craftsmen Training Scheme from where he/she desires to appear for exam, irrespective of his/her native state. The prescribed application form format for online registration on DGT MIS portal is attached as **Annexure VIII**.

III. The candidate would be assigned registration number as Private Candidate.

IV. **Screening/ Entrance Examination (Optional):** State Directorate may conduct entrance test for screening of eligible aspirants.

V. Due Diligence of Applications/Applicants

A. The States Director in-charge of training for CTS, shall verify the authenticity of the particulars provided by Private Candidates on their application form such as ID proof, Photograph, Contact Number, e-Mail address, address proof, experience documents including salary slips/ bank statements, registration of establishment at Apprenticeship Portal etc., keeping in view the guidelines given above and approve the Private Candidate application on the portal.

B. Assign eligible ITI to selected Private Candidate with complete name and address details as Trade Testing Centre for theory as well as for practical examination, through DGT MIS Portal.

VI. The applicant shall be provided a system generated receipt acknowledging acceptance of admission.

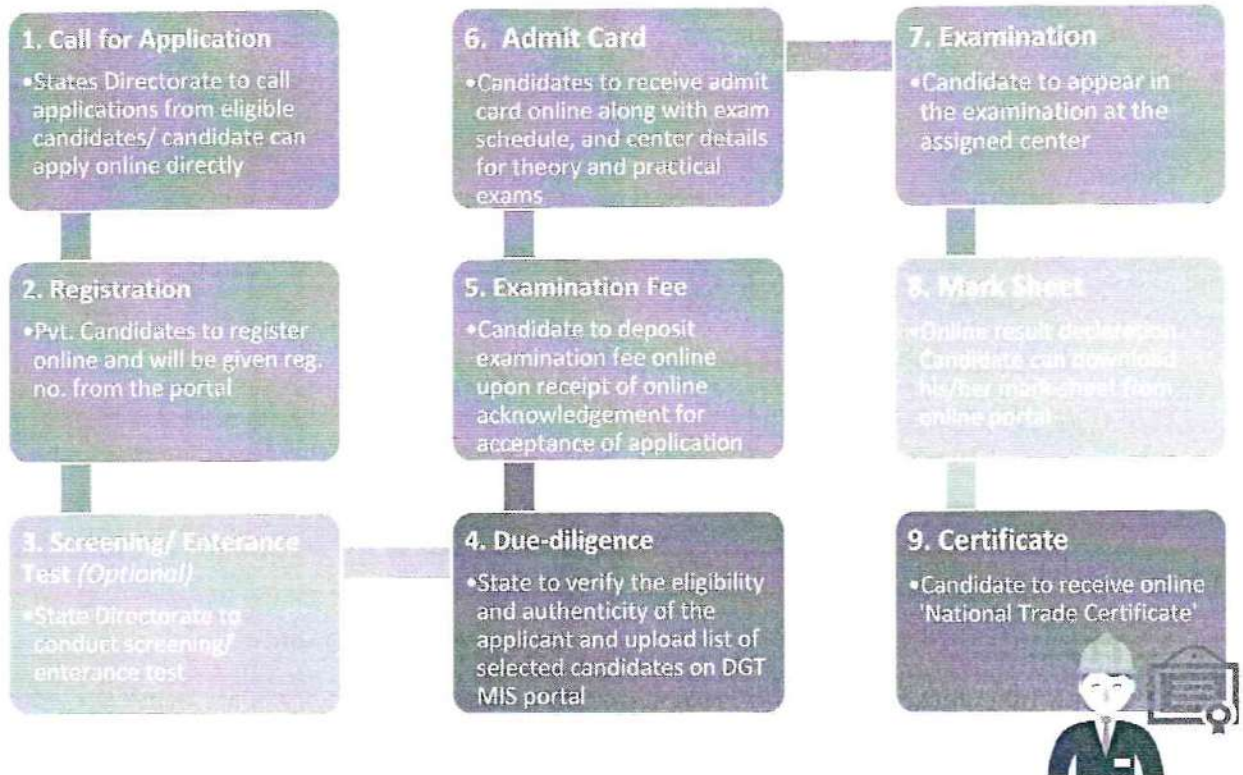
VII. The candidate shall then deposit online examination fees plus any charges/ amount as decided by the State.

VIII. Receipt of fee deposited shall be generated and provided to Candidate.

IX. Candidate shall then be provided online admit card, along with details on exams' schedule and theory and practical examination center.

X. All other processes including uploading of mark sheet, e-certificate will be same as that of regular CTS candidates.

Process flow for Private candidate to obtain National Trade Certificate



SOP for Basic Training Provider (BTP)

Introduction and Statement of Goal

The Apprentices Act, 1961 was enacted with the objective of regulating the program of training of apprentices in the industry by utilizing the facilities available therein for imparting on-the-job training. The Apprentices Act, 1961 makes it obligatory for employers, who have a workforce of 40 employees (sum total of regular and contract employees), or above, across the manufacturing, services, trading sectors to engage apprentices in designated trades or/and in optional trades. For establishments having work force of 6-40 employees this is optional. Establishments with 5 employees or less are not permitted to engage apprentices.

The National Policy of Skill Development & Entrepreneurship launched by the Hon'ble Prime Minister on 15 July, 2015, focuses on apprenticeship as one of the key program for creating skilled manpower in India. The policy proposes to work pro-actively with industry including MSME sector to facilitate to tenfold increase in apprenticeship opportunities in the country by 2020.

Apprenticeship Training consists of Basic Training and On-the-Job- Training/Practical Training at workplace in the industry. The basic training is an essential component of apprenticeship training for those who have not undergone any institutional training/skill training before taking up on-the-job training/practical training. It accounts for 20-30% of overall duration of Apprenticeship Training. Basic Training is imparted to the fresher apprentices for acquiring a reasonable ability to handle Instruments/Machineries/Equipment independently prior to moving to Shop Floor/Work Area for practical training / On-Job Training. Apart from basic training, there is a component of on-the-job training which is performed in the establishments and undertaken by the establishment itself.

Although On-the-Job-Training/Practical Training facilities are available with the employers but they are not able to engage apprentices as they do not have basic training facilities. Employers are not interested to bear the basic training cost to be paid to the basic training providers. Due to lack of basic training facilities with employers, they are unable to engage fresh apprentices. It is expected that the Basic Training Providers will also act as facilitators for promoting apprenticeship training and they will help in catalysing the entire apprenticeship program. So there is a need for support of basic training providers.

Fields of apprenticeship training

Apprenticeship training can be provided to apprentices in designated and optional trades.

(i) Designated trade

Designated trade means any engineering or non-engineering or technology trade or occupation as notified by the Government. At present, there are 261 designated trades available for apprenticeship training. List of designated trades is available on

apprenticeship portal. Prescribed syllabus of the designated trades available at <http://dget.nic.in/content/innerpage/designated-trades-for-trade-apprentices-with-syllabus.php>.

(ii) Optional trade

Optional trade means any trade or occupation or any subject field in engineering or non-engineering or technology or any vocational course as may be determined by the employer. At present, there are 230 optional trades available for apprenticeship training. List of Optional trades is available on apprenticeship portal.

Types of Basic Training Provider (BTP)

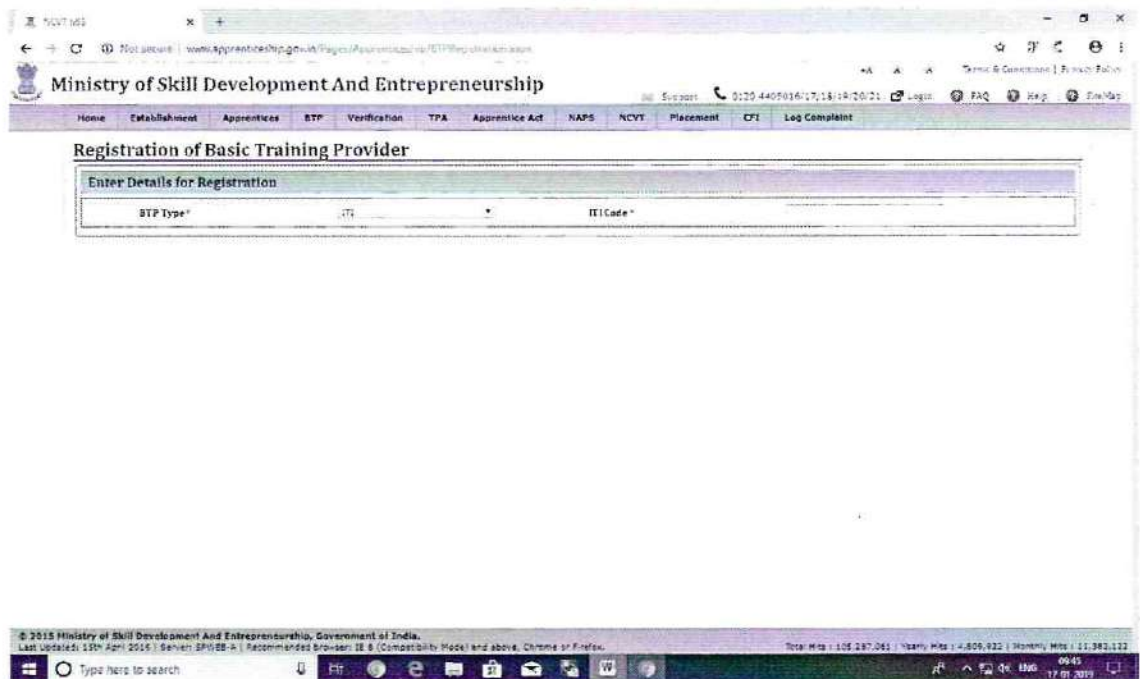
1. National Skill Training Institute (NSTI), National Skill Training Institute (W)

Total 33 nos. of National Skill Training Institute (NSTI) available across the country, out of which 18 NSTI are dedicated for women training.

List of NSTIs available at <http://www.nimionlineadmission.in/address.htm>

2. Government Industrial training Institutes (ITIs)

At present all 15,158 Industrial Training Institutes could become BTP by registering as BTP by applying on <http://www.apprenticeship.gov.in> under BTP registration. Government ITIs having rating 2.0 and Private ITIs having rating 2.5 and affiliated by Directorate General of Training (DGT) are eligible and pre-approved BTP. ITIs don't possess rating as mentioned above also can apply through the same portal and after inspection of required/prescribed tool, machinery etc. by DGT will be approved as BTP.



3. Industries/Establishments with “In-House Basic Training facility”.

Industries/Establishments having in-house training facility with required tool, machinery etc. can register as BTP by applying on <http://www.apprenticeship.gov.in> under BTP registration and after inspection of required/prescribed tool, machinery etc. by DGT BTP status will be granted.

The screenshot shows the 'Registration of Basic Training Provider' form on the Ministry of Skill Development and Entrepreneurship website. The form is titled 'Enter Details for Registration' and includes several sections for data entry:

- Enter Details for Registration:** A dropdown menu for 'BTP Type'.
- Basic Training Provider Details:** Fields for 'BTP Name', 'Registration Type', 'Address', 'State', 'Pincode', 'Local ID', 'District', 'Phone Number', and 'Tax Number'.
- Course Details in BTP:** Fields for 'Sector', 'Optional Trade', 'Programme/Trade', and 'No. of Seats', with 'Add' and 'Clear' buttons.
- Bank Account Details:** Fields for 'Name of Bank Account', 'Branch Name', 'District', 'IFSC Code', 'Bank Name', 'State', and 'Account Number'.
- Contact Person Details:** Fields for 'Name', 'Designation', 'Contact Number', 'Mobile Number', 'Business Email ID', and 'Tax Number', with 'Save' and 'Clear' buttons.

The form is displayed in a web browser window with the URL www.apprenticeship.gov.in/Pages/Apprenticeship/BTPRegistration.aspx. The Windows taskbar at the bottom shows the date as 17-01-2019 and the time as 09:41.

4. Industry/industry cluster/industry chamber/Associations.

A training centre setup/supported by registered industry cluster/industry chamber/Associations, can apply for BTP through <http://www.apprenticeship.gov.in> under BTP registration and after inspection of required/prescribed tool, machinery etc. by DGT BTP status will be granted. In case if they do not possess the required space, staff and necessary tools and equipment as per syllabus can tie-up with nearby

NCVT affiliated ITIs (One or more NCVT affiliated ITI as the case may be), Polytechnic Colleges. Industry/ Industry cluster/Chamber/ Association may also tie-up with any other Commercial training/skilling provider accredited/ approved for conducting Government run skill development schemes.

Registration of Basic Training Provider

Enter Details for Registration

BTP Type:

Basic Training Provider Details

BTP Name:

Registration Type:

Address:

State: District:

Pincode: Phone Number:

Email ID: Fax Number:

Course Details in BTP

Center: Designated Trade:

Optional Trade: No. of Seats:

Center	Designated Trade	Optional Trade	Number of Seats	Del	Min
No record found					

Details of Bank Account

Key to Bank Account: Bank Name:

Branch Name: State:

Branch: Account Number:

IFSC Code:

Details of Contact Person

Name: Designation:

Contact Number: Contact Person Email:

Moblie Number: Fax Number:

5. Stand-alone Basic Training Centre

Polytechnic, Engineering & Management Colleges and universities with required/prescribed tool, machinery etc can apply for BTP through <http://www.apprenticeship.gov.in> under BTP registration for becoming approved BTP.

6. Empaneled Training Centres

Training Centres empaneled under State Governments. And other Government of India Schemes with required/prescribed tool, machinery etc by DGT may also become BTP by applying on apprenticeship portal <http://www.apprenticeship.gov.in> under BTP registration for becoming approved BTP.

7. Government & Private training centres affiliated with NSDC under SMART portal & the Pradhan Mantri Kaushal Kendras (PMKK).

BTP approval in case of designated trades will be dealt by DGT/RDSDEs in case of optional trade it will be the NSDC/SSCs.

Sl.No.	Name of State	Other States/UTs covered	Head Office	Additional Charge
1.	Haryana	Chandigarh UT	Govt. ITI Chandigarh	Apprenticeship Cell at Faridabad
2.	Jammu & Kashmir	--	NSTI (W), Jammu	
3.	Punjab	--	NSTI, Ludhiana	
4.	Himachal Pradesh	--	NSTI (W), Shimla	
5.	Rajasthan	--	NSTI (W), Jaipur	
6.	Uttarakhand	--	NSTI, Dehradun	
7.	Gujarat	Dadra & Nagar Haveli, Daman & Diu	To be set up at Ahmedabad/ Gandhi Nagar	
8.	Uttar Pradesh	--	NSTI, Kanpur	
9.	Chhattisgrah	--	To be set up at Raipur	
10.	Madhya Pradesh	--	Bhopal	
11.	Maharashtra	Goa	NSTI, Mumbai	
12.	Karnataka	--	NSTI-2	
13.	Tamil Nadu	Puducherry, Andaman & Nicobar Islands	NSTI, Chennai	
14.	Andhra Pradesh	--	To be set up at Amarawati	
15.	Telangana	--	NSTI Hyderabad	
16.	Kerala	Lakshadweep	NSTI (W), Thiruvananthapuram	
17.	Odisha	--	NSTI, Bhubaneswar	
18.	Jharkhand	--	NSTI (W), Ranchi	
19.	Bihar	--	NSTI (W), Patna	
20.	West Bengal	Sikkim	NSTI Kolkata	
21.	Assam	Meghalaya, Mizoram, Manipur, Nagaland, Arunachal Pradesh, Tripura	Guwahati, Assam	

Procedure for Approval

- After fulfilling the criteria as mentioned above, it is mandatory for all aspirant/interested institutes to apply on apprenticeship portal <http://www.apprenticeship.gov.in> for becoming BTP.
- After successful submission of BTP application, they will be issued with 12 digit registration number. For example:- BXXXXXXXXXX
- Portal will direct the application to the concerned RDSDE (for designated trades) and NSDC (for optional trades) for further process which includes inspection of infrastructure, staff, tools, machinery etc. in case of Govt. ITIs having rating less than 2.0, private ITIs having rating less than 2.5, In-House basic training facility, training centre setup/supported by registered industry cluster/industry chamber/Associations, empaneled training centres, Govt. & Pvt. training centres affiliated with NSDC under SMART portal & the Pradhan Mantri Kaushal Kendras (PMKK).

Inspection will not be conducted for standalone basic training centres as they are affiliated with UGC, AICTE and Polytechnic boards.

- Approval of basic training seats will be granted against the seats allotted by primary affiliating authority. For ex: an ITI with affiliated units of Fitter 4(2+2), which permits him to enroll/engage 84 ITI students in a session. Now under approved BTP, an institute can train 84 apprentices of fitter trade throughout the year.

Role/Responsibilities of BTP

- All BTPs approved to run Basic Training (BT) courses under the apprenticeship programme are expected to conduct training programme as per specified curricula for the designated/optional trades in related job roles. They should prepare time table for the classes in advance for the complete duration of Basic Training under the apprenticeship programme.
- Unlike in case of Short Term trainings, they will not be engaged for this directly by the RDSDE/NSDC as the case may be. Instead they will need to be engaged for basic training by the Industry/group of industries/industry associations/clusters/TPAs as the case may be under the apprenticeship programme. The particulars of the BTP will be specified in the individual apprenticeship contracts being signed between the candidate and establishment and generated on line.
- BTPs can do counselling of the fresher candidates like students of 10th, 10+2, B.Sc for doing apprenticeship training and aware them about the benefits under apprenticeship training.
- Mobilising of the fresher candidates and coordination with establishment for creating an eco-system.
- Simultaneously mobilising of establishment/industries/SMEs to register themselves on apprenticeship portal.

- Coordination with the concerned RDSDEs for registration of candidates, establishments and approval of contract.

Payment of Basic Training Cost

- The establishment engaging the “fresher” apprentices must have the apprenticeship contract signed with the apprentices.
- After signing of contract of apprenticeship, employer shall depute the “fresher” apprentices to the approved BTP for basic training.
- BTP will be provided with a Basic training support for duration as specified in the approved curriculum. This will be for a maximum up to 500 hours/3 months per apprentice and the BT cost to be reimbursed will be calculated @INR 15 per hour up to a maximum of INR 7500/- per apprentice (500 hours). Target for fresher candidate is limited to 20% (10 lakh apprentices) of total target under NAPS (which is 50 lakh apprentices by March 2020). Reimbursement shall be made on first come basis i.e. date of signing of contract between establishment and apprentices.
- During the period of basic training, attendance of apprentices will be uploaded by the BTP on the apprenticeship portal.
- BTP shall upload the details of completion of basic training and the claim reimbursement of the basic training cost through the establishment/s, (in cases where the industry itself is not the BTP), who have engaged the BTP to conduct the BT for an apprentice on the apprentice portal.
- The RDSDE/NSDC shall scrutinize the claim and on the recommendation of the establishment engaging the BTP, make the payment limited to 2/3rd of the estimated support for BT under NAPS (up to INR 5000 per apprentices) towards cost of Basic Training directly to BTP through their bank account in the first instance.
- The establishment/BTP shall upload the results of assessment after such assessment is done, the BTP can claim of the remaining basic training cost on the apprentice portal (up to INR 2500) for the apprentices who have appeared for assessment.
- The RDSDE/NSDC shall scrutinize the claim and on the recommendation of the establishment engaging the BTP make the balance payment towards final cost of Basic Training directly to BTP through their bank account.
- In case of BT being conducted simultaneously with on the Job training payment would be made @ INR 10 per hour per apprentice at every month on the recommendation of the establishment engaging the BTP up to completion of basic Training and the remaining @ INR 5 per hour per apprentices after assessment in respect of only those apprentices who appear for assessment. (Limited to a maximum of 500 hours).

- BTP shall not charge any fee from apprentices for Training. However, an apprentice may be expected to pay a nominal examination fee prescribed by the concerned “assessment & certification” agency like DGT/SSC etc.
- A BTP cannot cease to function during the mid of a basic training session. However, if it ceases from operating during the course of training, it cannot make a claim for basic training cost on any circumstances.
- If a BTP ceases from operating during the course of training, the establishment or industry cluster/chamber/ association has to make a fresh arrangement with another BTP near to the vicinity so that the basic training for apprentices are not affected. However, the new BTP can make a claim only for the period of actual basic training it has offered on a pro-rata basis.