



GOVERNMENT OF GOA

CITIZENS' CHARTER

2020-21



FOR

DIRECTORATE OF SKILL DEVELOPMENT & ENTREPRENEURSHIP

ShramshaktiBhavan, 3rd Floor, Patto Plaza,
Panaji-Goa. PIN Code.: 403001

Ph. No. (0832) 2437059, 2437314

email ID: dir-sdct.goa@nic.in website: www.dsde.goa.gov.in

**OFFICE BEARERS IN DIRECTORATE OF SKILL DEVELOPMENT &
ENTREPRENEURSHIP**

(HEAD OFFICE)

S. No.	OFFICE	Email ID	CONTACT NO.
1.	DIRECTOR	dir-ct.goa@nic.in	2437060
2.	DY. DIRECTOR (ADMINISTRATION)	establishment-sdct.goa@nic.in	2437059 /2437314
3.	ASSISTANT DIRECTOR (TRAINING)	dir-sdct.goa@nic.in	
4.	ASSISTANT DIRECTOR (PROJECT)	procurement-sdct.goa@nic.in	
5.	ASSISTANT ACCOUNTS OFFICER	accounts-sdct.goa@nic.in	
6.	ASSISTANT CONTROLLER OF EXAMINATION	exam-sdct.goa@nic.in	
7.	ASSISTANT APPRENTICESHIP ADVISOR	apprenticeship-sdct.goa@nic.in	
8.	TRAINING AND PLACEMENT OFFICER	trainingplacement-sdct.goa@nic.in	

GOVERNMENT INDUSTRIAL TRAINING INSTITUTES IN GOA

NORTH GOA

Sr. No.	Name and Contact Details	Phone No.
1	Pernem Government Industrial Training Institute, Tuem, Pernem – Goa. Pin Code- 403 512. Website : www.itipernem.goa.gov.in email ID : pernem-iti.goa@nic.in	2201238
2	Mapusa Government Industrial Training Institute, Peddem, Mapusa – Goa. Pin Code – 403 507. Website : www.itimapusa.goa.gov.in email ID : mapusa-iti.goa@nic.in	2262637
3	Bicholim Government Industrial Training Institute, Valshi, Bicholim – Goa. Pin Code – 403 504. Website : www.itibicholim.goa.gov.in email ID : bicholim-iti.goa@nic.in	2362315
4	Sattari Government Industrial Training Institute, Honda, Sattari – Goa. Pin Code – 403 530. Website : www.itisattari.goa.gov.in email ID : sattari-iti.goa@nic.in	2370242
5	Panaji Government Industrial Training Institute, Altinho, Panaji – Goa. Pin Code – 403 001. Website : www.itipanaji.goa.gov.in email ID : panaji-iti.goa@nic.in	2226333

SOUTH GOA

6	Farmagudi Government Industrial Training Institute, Farmagudi, Ponda- Goa. Pin Code – 403 401. Website : www.itifarmagudi.goa.gov.in email ID : farmagudi-iti.goa@nic.in	2980070
7	Vasco Government Industrial Training Institute, Bogda, Vasco – Goa. Pin Code – 403 802. Website : www.itivasco.goa.gov.in email ID : vasco-iti.goa@nic.in	2524030
8	Margao Government Industrial Training Institute Borda, Margao – Goa & Ext. at AquemBaixo, Margao – Goa. Pin Code – 403 602. Website : www.itimargao.goa.gov.in email ID : margao-iti.goa@nic.in	2714887 (Margao) 2765846 (AquemBaixo)
9	Cacora Government Industrial Training Institute, Cacora, Curchorem - Goa. Pin Code – 403 706. Website : www.iticacora.goa.gov.in email ID : cacora-iti.goa@nic.in	2650270
10	Canacona Government Industrial Training Institute, Mastimol, Canacona – Goa. Pin Code – 403 702. Website : www.iticanacona.goa.gov.in email ID : canacona-iti.goa@nic.in	2633354

PRIVATE INDUSTRIAL TRAINING INSTITUTES IN GOA

Sr. No.	Name and Contact Details	Phone No.
1	Montfort Private Industrial Training Institute, Corlim, Tiswadi – Goa. Pin Code- 403 110 Website: www.montfortitigoa.com email ID: montfortitigoa@gmail.com	2285544
2	Sesa Private Industrial Training Institute, Virdi, Sanquelim – Goa. Pin Code – 403 505. Website: Under process email ID: Gajendra.Alarmicar@vedanta.co.in	2365123 2365509
3	Indo-German Private Industrial Training Institute, MarnaSiolim – Goa. Pin Code- 403 517. Website: Under process email ID: iseafhigt@gmail.com	7741840535 9823932449

DIRECTORATE OF SKILL DEVELOPMENT & ENTREPRENEURSHIP

SHRAMSHAKTI BHAVAN,
3rd FLOOR, PATTO PLAZA,
PANAJI-GOA

Introduction:

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

There are 10 Govt. and 03 Pvt. ITIs in the State of Goa imparting training in various Engineering and Non-engineering trade courses suitable to the Indian industrial environment. Most of the trades and units available in these Institutes are affiliated to the National Council for Vocational Training (NCVT), New Delhi through Directorate General of Training (DGT), Ministry of Skill Development and Entrepreneurship (MSDE), Government of India, New Delhi and training is imparted as per the syllabus and curriculum approved by Government of India in consultation with NCVT. However, some of the trades/units in these ITIs are affiliated to State Council for Vocational Training (SCVT), Panaji-Goa.

1. The number of seats available and trades offered at various Government and Private I.T.Is, for the year 2020-21 are shown in Annexure I to VI.

ANNEXURE - I

TRADE-WISE INTAKE CAPACITY AT GOVERNMENT ITIs FOR YEAR 2020-21 IN TRADES AND UNITS RUN UNDER CTS SCHEME AND AFFILIATED TO NATIONAL COUNCIL FOR VOCATIONAL TRAINING (NCVT), NEW- DELHI

Sr No	ITI	Computer Operator & Programming Assistant	Information & Communication Technology System Maintenance	Desktop Publishing Operator	Fitter	Turner	Machinist	Electrician	Instrument Mechanic	Refrigeration & Air Conditioner Technician	Electronics Mechanic	Draughtsman (Mechanical)	Civil Draughtsman	Stenographer & Secretarial Assistant (English)	Secretarial Practice (English)	Mechanic Motor Vehicle	Cosmetology e	Food Production (General)	Food & Beverages Guest Service Assistant	Mechanic Diesel	Welder	Carpenter	Wireman	Plumber	Sewing Technology	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
1	Farmagudi	48	24	-	20	20	20	40	24	24	24	20	24	-	-	24	-	-	-	48	40	-	-	-	-	400
2	Panaji	-	-	-	20	-	-	20	-	-	-	-	-	-	-	24	-	24	20	48	40	-	-	24	-	220
3	Mapusa	48	24	-	20	20	-	20	-	-	24	-	-	-	24	-	24	-	-	48	-	-	-	-	-	252
4	Margao/AquemBaixo	48	24	24	20	-	-	20	-	-	24	-	-	-	-	-	48	24	20	-	-	-	-	48	40	340
5	Cacora	24	-	-	20	-	-	20	-	24	-	-	-	-	-	24	-	-	-	48	40	-	20	48	-	268
6	Pernem	48	-	-	-	-	-	20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	24	-	92
7	Bicholim	48	-	-	20	-	-	40	-	-	-	-	24	24	-	-	-	-	-	48	-	-	20	-	20	244
8	Sattari	-	-	24	20	20	-	20	-	24	-	-	-	-	-	-	-	-	-	48	20	-	-	48	20	244
9	Canacona	24	-	-	20	-	-	20	-	-	24	-	-	-	-	-	-	-	-	24	20	24	-	-	20	176
10	Vasco	24	-	24	20	-	-	20	-	24	24	-	-	-	-	-	-	-	-	48	-	-	20	24	-	228
	Total	312	72	72	180	60	20	240	24	96	120	20	48	24	24	72	72	48	40	360	160	24	60	216	100	2464

* All courses are NSQF compliant, if the trade is not granted NCVT affiliation, the trainee's admission shall be considered under SCVT.

ANNEXURE - II

TRADE-WISE INTAKE CAPACITY AT GOVERNMENT ITIs FOR 2020-21 IN TRADES AND UNITS RUN UNDER CTS SCHEME AND AFFILIATED TO STATE COUNCIL FOR VOCATIONAL TRAINING (SCVT), PANAJI-GOA

Sr No	ITI	Computer Operator & Programming Assistant	Desktop Publishing Operator	Fitter	Machinist	Electronics Mechanic	Cosmetology	Welder	Welder (Fabrication & Fitting)	Wireman	Plumber	Sewing Technology Refrigeration & Air Conditioner Technician	Carpenter	Computer Hardware & Network Maintenance	Attendant Operator (Chemical Plant)	Mechanic Motor Vehicle	Multimedia, animation & special effects	Garment & Sales Assistant #	Solar Technician (Electrical)	House Keeper	Front Office Assistant	Travel & Tour Assistant	Food Production (General)	Food & Beverage Service Assistant	Driver Cum Mechanic	Digital Photographer	Total	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	25	26	27	28	29	30
1	Farmagudi	-	-		-	-	-	-	-	-	48	-	-	-	-	-	-	-	-	-	-	-	-		-	-	24	72
2	Panaji	24	-		-	-	-	-	-	-	-	-	24	-	-	-	-	-	-	-	48	24	24	24	20	-	-	188
3	Mapusa	-	-		20		-	-	40	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	60
4	Margao/AquemBaixo	-	-		-	-	-	20	-	-	-	-	24	-	24	-	-	-	-	-	-	-	-	-	-	-	-	68
5	Cacora	-	24		-	-	24	-	-	-	-	20	-	24	-	-	-	-	-	20	-	-	-	-	-	-	-	112
6	Pernem	-	-	20	-	-	-	20	-	-	-	-	24	-	-	-	-	-	-	-	-	-	-	-	-	-	-	64
7	Bicholim	-	-		20	24	-	40	-	-	48	-	-	-	-	-	24	20	20	-	-	-	-	-	-	-	-	196
8	Sattari	-	-		-	24	-	-	-	20	-	-	-	-	-	24	-	-	-	-	-	-	-	-	-	-	-	68
9	Canacona	-	-		-	-	-	-	-	20	48	-	-	-	-	-	-	-	-	-	24	-	-	24	20	20	-	156
10	Vasco	-	-		-	-	-	-	-	-	-	-	-	-	24	-	-	-	-	-	-	-	-	-	-	-	-	24
	Total	24	24	20	40	48	24	80	40	40	144	20	72	24	24	24	24	24	20	40	72	24	24	48	40	20	24	1008

Course will start subject to alignment to NSQF.

ANNEXURE – III

TRADE-WISE INTAKE CAPACITY AT GOVERNMENT ITIs FOR YEAR 2020-21 IN TRADES AND UNITS RUN UNDER DUAL SYSTEM OF TRAINING (DST) SCHEME AND AFFILIATED TO NATIONAL COUNCIL FOR VOCATIONAL TRAINING (NCVT) , NEW DELHI.

Sr.No	ITI	Mechanic Motor Vehicle	Welder	TOTAL
1	2	3	4	5
1	Farmagudi	-	-	-
2	Panaji	-	-	-
3	Mapusa	24*	-	24*
4	Margao/AquemBaixo	-	-	-
5	Cacora	-	-	-
6	Pernem	-	-	-
7	Bicholim	-	-	-
8	Sattari	-	-	-
9	Canacona	-	-	-
10	Vasco	-	20*	20*
TOTAL		24*	20*	44*

ANNEXURE – IV

TRADE-WISE INTAKE CAPACITY AT GOVERNMENT ITIs FOR YEAR 2020-21 IN TRADES AND UNITS RUN UNDER DUAL SYSTEM OF TRAINING (DST) SCHEME AND AFFILIATED TO STATE COUNCIL FOR VOCATIONAL TRAINING (SCVT) , NEW DELHI.

Sr.No	ITI	Mechanic Two and Three Wheeler	House Keeper	Food Production (General)	Food & Beverage Service Assistant	Multipurpose Health Worker (Male)	TOTAL
1	2	3	4	5	6	7	8
1	Farmagudi						
2	Panaji					20	20
3	Mapusa	20					20
4	Margao/Aquem Baixo			24	20		44
5	Cacora						
6	Pernem		24	24	20		68
7	Bicholim						
8	Sattari						
9	Canacona						
10	Vasco						
	TOTAL	20	24	48	40	20	152

Course will start subject to alignment to NSQF and Government approval.

ANNEXURE - V

TRADE-WISE INTAKE CAPACITY AT PRIVATE ITIs FOR YEAR 2020-21 IN TRADES AND UNITS RUN UNDER CTS SCHEME AND AFFILIATED TO NATIONAL COUNCIL FOR VOCATIONAL TRAINING (NCVT), NEW- DELHI

Sr No	ITI	Fitter	Machinist	Electrician	Instrument Mechanic	Electronics Mechanic	Total
1	2	3	4	5	6	7	8
1	Sesa, Sankhali	20	20	20	24	-	84
2	Montfort, Corlim	20	-	-	-	24	44
	Total	40	20	20	24	24	128

ANNEXURE - VI

TRADE-WISE INTAKE CAPACITY AT PRIVATE ITIs FOR YEAR 2020-21 IN TRADES AND UNITS RUN UNDER CTS SCHEME AND AFFILIATED TO STATE COUNCIL FOR VOCATIONAL TRAINING (SCVT), PANAJI-GOIA.

Sr. No.	ITI	Computer Operator Programming Assistant	Electrician	Food Production (General)	Food & Beverages Service Assistant	Total
1	2	3	4	5	6	7
1	Montfort, Corlim	24	20	-	-	44
2	Indo – German, Marna-Siolim	-	-	24*	20*	44
	Total	24	20	24	20	88

** Course will start subject to grant of SCVT affiliation.*

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

Engineering trades:	Non – Engineering trades:
1. Trade Theory	1. Trade Theory
2. Trade Practical	2. Trade Practical
4. Workshop Calculation & Science	3. Employability Skills
5. Engineering Drawing (Except for D'Man Mech. & D'Man Civil trades).	4. Additional subject related to the trade
5. Employability Skills	
*Subject to MSDE Norms	

3. Key Development Training Schemes available/offered by the Directorate through ITI:

1) Craftsmen Training Scheme (CTS):

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

There are 10 Government & 3 Private ITIs in the State of Goa imparting training in various Engineering and Non-engineering trade courses. Most of the trades and units available in these institutes are affiliated to the National Council for Vocational Training (NCVT), New Delhi through Directorate of General of Training (DGT), Ministry of Skill Development & Entrepreneurship, Govt. of India, New Delhi and training is imparted as per the syllabus and circulars approved by Government of India in consultation with NCVT. However, some of the trades/units in these ITIs are affiliated to the State Council for Vocational Training (SCVT), Panaji – Goa.

2) Up-gradation of 1396 Government ITIs through PPP:

The scheme is to improve the quality of vocational training in the country and make it demand driven so as to ensure better employability of the graduates. The Vasco Govt. ITI is being upgraded under this scheme. The Institute Management Committee (IMC), headed by the industry Partner, constituted and registered as a Society, leads the process of up-gradation.

3) Upgradation of Government ITIs into Model ITI:

The Key objective of this Govt. of India scheme is to develop a benchmark for industry oriented ITI which would serve as a model for other ITIs and would also raise dignity of ITI education. Govt. of India has allocated an amount of Rs.5.00 crore with 70:30 sharing pattern.

4) Skill Strengthening for Industrial Value Enhancement (STRIVE):

This project is a World Bank assisted Government of India program with the objective of improving the relevance and efficiency of skill training provided through ITI's and apprenticeships and is 100% funded GoI Project.

STRIVE is five year program implemented by the Ministry of Skill Development & Entrepreneurship from the year 2019 onwards through State Governments Industrial Training Institute (ITI), Centrally Funded Institutes (CFIs) and Industry Clusters (ICs). STRIVE also supports sub-missions of the National Skill Development Mission (NSDM), namely i) institutional training and ii) trainers.

5) Dual System of Training (DST):

The objective of DST scheme is to enable industries and establishments to partner with Government and Private ITIs for conducting training programmes under high employability courses so as to fulfill their manpower requirements.

The DST is an amalgamation of theoretical training imparted through it is and practical training experience to students on industries latest/updated technologies. Under the DST scheme, the courses are conducted to meet the skilled workforce requirements of industry so that after completion of training, the trainee who are awarded National Trade Certificate (NTC) under the scheme have an edge over regular ITI pass outs in terms of employability and employment opportunities in Industry.

6) Pradhan Mantri Kaushal Vikas Yojana (PMKVY):

PradhanMantriKaushalVikasYojana (PMKVY) is the flagship scheme of the Ministry of Skill Development & Entrepreneurship (MSDE). The objective of this Skill Certification under Short Term Training (STT) scheme is to enable large number of Indian youth to take up industry –relevant skill training that will help them in securing a better livelihood.

The syllabus for all the designated trades is prepared and issued by Directorate of General Training, Government of India, New Delhi (www.dgt.gov.in).

The other requirements such as age, standard of physical fitness, residence period, method of selection, I-cards, working hours, concessions, transport facility, leaves & holidays, etc. are published in the prospectus of the respective years. One common prospectus is printed for Government and Private I.T.I.'s by the Directorate.

TRADES OFFERED AT THE GOVERNMENT ITIs AND THEIR ELIGIBILITY CRITERIA

1) Engineering Trades

Sr. No	Sector Name	Trade	Duration	NSQF Level	Entry Qualification
1	Automotive	Mechanic Motor Vehicle	2 years	Level 5	Passed 10 th class examination with Science and Mathematics or its equivalent.
2		Mechanic Diesel	1 year	Level 4	Passed 10 th class examination with Science and Mathematics or its equivalent.
3		Mechanic Two and three wheeler	1 year	Level 4	Passed 10 th class examination with Science and Mathematics or its equivalent.
4	Capital Goods & Manufacturing	Fitter	2 years	Level 5	Passed 10 th class examination with Science and Mathematics or its equivalent.
5		Turner	2 years	Level 5	Passed 10 th class examination with Science and Mathematics or its equivalent.
6		Machinist	2 years	Level 5	Passed 10 th class examination with Science and Mathematics or its equivalent
7		Refrigeration & Air Conditioning Technician	2 years	Level 5	Passed 10 th class examination with Science and Mathematics or its equivalent
8		Draughtsman Mechanical	2 years	Level 5	Passed 10 th class examination with Science and Mathematics or its equivalent
9		Welder	1 year	Level 4	Passed 8 th class examination
10		Welder (Fabrication & Fitting)	1 year	Level 3	Passed 8 th class examination
11	Chemicals & Petrochemicals	Attendant Operator (Chemical Plant)	2years	Level 5	Passed 10 th class examination with Science and Mathematics or its

					equivalent
12	Construction	Draughtsman (Civil)	2 years	Level 5	Passed 10 th class examination with Science and Mathematics or its equivalent
13		Carpenter	1 year	Level 4	Passed 8 th class examination
14	Electronics & HW	Instrument Mechanic	2 years	Level 5	Passed 10 th class examination with Science and Mathematics or its equivalent
15		Electronics Mechanic	2 years	Level 5	Passed 10 th class examination with Science and Mathematics or its equivalent
16	Environmental Science	Solar Technician (Electrical)	1 year	Level 4	Passed 10 th class examination with Science and Mathematics or its equivalent
17	IT & ITES	Information Technology & Electronics System Maintenance	2 years	Level 5	Passed 10 th class examination with Science and Mathematics or its equivalent
18	Plumbing	Plumber	1 year	Level 4	Passed 8 th class examination
19	Power	Electrician	2 years	Level 5	Passed 10 th class examination with Science and Mathematics or its equivalent
20		Wireman	2 years	Level 4	Passed 8 th class examination

2) Non-Engineering Trades

Sr. No	Sector Name	Trade	Duration	NSQF Level	Duration
1	Apparel	Sewing Technology	1 year	Level 4	Passed 8 th class examination
2		Garment and Sales Assistant	1 year		Passed 8 th class examination.
3	Automotive	Driver cum Mechanic (LMV)	06 months	Level 3	Passed 8th class examination and should have completed 18 yrs of age.

4	Beauty & Wellness	Cosmetology	1 year	Level 4	Passed 10 th class examination with Science and Mathematics or its equivalent
5	Food Industry	Food Production (General)	1 year	Level 4	Passed 10 th class examination or its equivalent
6	IT & ITES	Computer Operator & Programming Assistant	1 year	Level 4	Passed 10 th class examination or its equivalent
7		Desk Top Publishing Operator	1 year	Level 4	Passed 10 th class examination or its equivalent
8		Multimedia, animation & Special effects	1 year	Level 4	Passed 10 th class examination or its equivalent
9		Computer Hardware & Network Maintenance	1 year	Level 4	Passed 10 th class examination with Science and Mathematics or its equivalent
10	Media & Entertainment	Digital Photographer	1 year	Level 4	Passed 10 th class examination or its equivalent
11	Office Administration & Facility Management	Stenographer & Secretarial Assistant (English)	1 year	Level 4	Passed 10 th class examination or its equivalent
12	Office Administration & Facility	Secretarial Practice (English)	1 year	Level 4	Passed 10 th class examination or its equivalent
13	Tourism & Hospitality	Food & Beverages Service Assistant	1 year	Level 4	Passed 10 th class examination or its equivalent
14		Housekeeper	1 year	Level 4	Passed 10 th class examination or its equivalent
15		Front Office Assistant	1 year	Level 4	Passed 10 th class examination or its equivalent
16		Travel and Tourism Assistant	1 year	Level 4	Passed 10 th class examination or its equivalent
17	Health Sector	Multipurpose Health Worker (Male)	2 years	Non NSQF	Passed 12 th class examination

ADMISSIONS:

This Directorate is implementing Online Admission System from the Academic Year 2020-21

Application Processing Fee to be paid while submitting Online Application form:

1.	Online Admission Fee (Other than SC/ST Category)	Rs. 826/- per student
2.	Online Admission Fee (SC/ST Category)	Rs. 413/- per student

RESERVATION OF SEATS:

The following percentage of reservation seats would be applicable to the Government and Private ITI's in the State

- A. Certain percentage of the total seats at each ITI in the respective trades as indicated below have been reserved for various categories of the candidates:
- a) Scheduled Caste (SC) --- 02 percent
 - b) Scheduled Tribes -- 12 percent
 - c) Person with Disabilities (PwD) -- 04 percent
 - d) Other Backward Classes (OBC) -- 27 percent
 - e) Economically Weaker Section (EWS) -- 10 percent
- B. One seat is reserved at every Govt. ITI for each of the following categories and the allocation of the trade is at the discretion of the Director (SD&E).
- a) Children of Freedom Fighters (CFF)
 - b) Children of State and Central Govt. Employees (CGE)
 - c) Children of African Repatriates of Goan Origin (CAR)
- C. One seat in each of the ITI's are reserved for wards of defense personnel in the following order of priority
- a) Children of deceased/disabled Ex-Servicemen, including those killed/disabled during peacetime.
 - b) Children of Ex-servicemen
 - c) Children of serving Jawans
 - d) Ex-Servicemen.
- The allocation of trades is at the discretion of Director (SD&E)

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

FEES:

1. Tuition Fees:

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

Sr. No.	Trade	Tuition Fee
1	All CTS Trades (CTS)	Rs. 2500/-

Tuition fee is waived off for candidates belonging to SC/ST /BPL categories and also for those having annual income of less than Rs. 3,00,000/-

2. Caution Money Deposit for Government ITIs:

Each trainee to be required to deposit on admission a sum of Rs.1500/- (Per Trade Course) to guard against loss or damage to equipments or tools entrusted to his/her charge during the course of training. A second deposit may also be asked for if the first one has been exhausted.

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

EXAMINATIONS:

1) **Online Examination System**

This Directorate is in process of implementation of an Online Examination System for the Academic year 2020-21. Once the same is finalized, the detailed 'online' examination procedures shall be informed to the Government and Private ITIs, accordingly.

2) **Annual Exams**

Annual exams to be conducted for the trainees under the aegis of NCVT /SCVT for all CTS trades admitted from the Session Year 2020-2021 and their annual exam would be conducted at the end of the same sessional Year or as declared in due course after completing the training as per syllabus of first year. Similarly, second annual exam would be conducted at the end of that sessional Year or as declared in due course after completing the training as per syllabus of second year. Trainees of two years duration trades will attempt 02 annual exams.

3) **Supplementary Exam**

Supplementary Exam to be held normally in every 6 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. 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. If a trainee does not successfully pass the AITT in this period, the name of the trainee will be struck-off from NCVT MIS portal. The All India Trade Test (AITT) examination pattern will be followed for the trades under SCVT. All the examinations would be conducted as per the norms applicable, as may be revised from time-to-time.

4) **Internal Exams**

Internal monthly/quarterly exams to be conducted for Annual Pattern for trades under CTS. Marks scored in above exams would be considered for award of Formative Assessment marks.

5. **National Trade Certificate (NTC):**

1) **CTS Trades:**

On completion of the prescribed period of training annually, a trainee would have to undergo trade-testing based on the corresponding syllabus. A mark-sheet would be issued on completion of each annual exam to successful trainees and on completion of entire course; successful trainees shall be awarded National Trade Certificate. The NCVT registered trainees can access their academic progress online on Management Information System (NCVT MIS for annual system) public portal using his personal credentials for logging on the MIS portal and can download their mark sheet and trade certificate directly from NCVT MIS portal www.ncvtmis.gov.in which could also be verified online. The same is authentic document and is valid for submission for employment, admission, availing loan under MUDRA scheme, etc.

2) **SCVT Trades:**

A trainee admitted under SCVT would have to undergo examinations under SCVT. For the trades and units run under the SCVT, examinations and certification as per prevailing rules would be applicable. However, the exam will be conducted by the State Board of Examinations and the certificates would be issued by the SCVT.

6. **World Skills Competition and India Skills Goa Competition :**

World Skills Competition is the largest Skill Competition in the world held once every two years in one of the WSI member countries. The competition is equivalent of Olympic Games for Skill amongst youth across world. There are about 56 Skills under six skill categories. More than 1000 contestants 'below age of 23, compete over span of four days working on test projects (16-22 Hours)

which are based on contemporary Industry Standards and Infrastructure. India has been member of World Skill since 2007. World Skill India & India Skill is an initiative of the NSDC under MSDE. Goa State has shown its willingness to participate in this mega event for the very first time; this competition provides both a benchmark for high performance and an objective way to assess vocational excellence.

The main objectives of this event are:

- 1) To create transparent and organized system for preparing India’s talented youth for World Skills Competitions.
- 2) To encourage Indian youths for harnessing their Skills.
- 3) To provide financial support to the States on the basis of Schemes/Project implementation plans.
- 4) To showcase India’s Skill sets to the world in a more systematic and organized manner beside many other objects.

These competitions are to be held in structured manner which start from:

- 1) Screening Test
- 2) District level Competition
- 3) State Level Competition
- 4) Regional Level Skill Competition
- 5) National/ India Skill Competition
- 6) Selection for World Skill Competition
- 7) World Skill Competition.

7. Examination Fees:

The trainees declared eligible to appear for the yearly/semester pattern trade test of craftsmen under CTS or CoE scheme conducted at the end of each year/semester shall have to pay an examination fee as under :-

Exam Pattern/Category	Fees per attempt
Regular trainee – Annual pattern /per year	Rs. 700/-
Repeater- Annual pattern /per year	Rs. 1000/-
Repeater- Semester pattern	Rs. 575/-
Regular trainee of DCM trade (One Semester)	Rs. 275/-
Private candidate	Rs.2,075/-
CoE BBT & Advance Modules Repeaters	Rs. 500/-

8. **Convergence of Skill Competitions for Meritorious Craftsmen:**

Convergence of Regional & All India Skill Competition held by DGT and India Skill & World Skill Competition held by MSDE. DGT has decided to discontinue the Regional & All India Skill competition for Apprentice and All India Skill Competition for craftsman held by DGT to avoid the duplicity of action for Competitions and promote the World Skill Competition, so that trainees of various institute of DGT/Govt. & Pvt. ITIs /Apprentice in establishments irrespective of Trade/Educational Qualification etc may participate in these Competitions only if they fulfill age criteria as per guidelines/norms for “World Skill Competition”.

GRADING OF ITIs

The DGT has initiated the process of Grading of Govt. & Pvt. ITIs. The objective of conducting grading exercise for ITIs is to provide “star rating” to the performing institutes and give an opportunity to the institutes lagging behind in some of the parameters, to improve upon. The scoring shall be done against each of the defined parameters. Composite score of the institute shall determine its current performance level and shall enable them to find out the key areas where they can improve further, so as to get higher rating during next grading process.

STAFF POSITION IN ITI's:

Each ITI is headed by Principal. There are Group Instructors (Supervisors) and Vocational Instructors supported by workshop staff and administrative staff to implement the schemes of craftsmen training.

SCHOLARSHIPS:

The trainees of Govt. ITI's are awarded the following scholarships:

1. Merit scholarships at the rate of Rs. 250/- per month per trainee is awarded to 40% of the sanctioned strength in each trade at every ITI on the basis of: (i) the marks scored for internal test (ii) assessment of the sessional work, discipline and punctuality three months after admission.

If the number of trainees in any unit is less than the number of sanctioned seats, the merit scholarships is awarded in proportionate number.

2. Financial Assistance Scheme: Financial assistance at the rate of Rs. 600/- per month is awarded to the trainees belonging to BPL, SC/ST categories, Physically Handicapped and to the trainees whose family annual income is less than Rs. 3,00,000/- on the production of an income certificate issued by the competent authority.

3. Trainee's Tool Kit : Trainees Tool Kit worth maximum of Rs. 2500/- is provided to the trainees undergoing training belonging to SC/ST Category on the production of Caste Certificate issued by the competent authority.

INFRASTRUCTURE:

Every ITI has full-fledged workshops, classrooms, library, office, IT lab etc. as per the prescribed norms of the Government.

Nearly 75% of the instructional staff including supervisory staff (Group Instructors) is trained by the central agency namely Advance Training Institute (ATI) at Mumbai, Kolkata, Bhopal, Chennai, Hyderabad, Calicut and Delhi and Central staff Training & Research Institute (CSTRI), Kolkata and Foreman Training Institute (FTI), Bangalore. Some short-term special training programmes are also arranged by the central agency (DGT).

POST ITI OPPORTUNITIES:

Direct Admissions to Second Year in Polytechnic Institutes

Government of Goa has provided vertical mobility to the ITI passed candidates in pursuing their studies in the various fields corresponding to their trades through the seats reserved in the Polytechnics in the state provided the trainees have passed the qualifying examination i.e ITI certificate after passing S.S.C from Industrial Training Institute in Goa under the Directorate of Skill Development & Entrepreneurship as per the criteria specified in the Prospectus of Directorate of Technical Education for admission to Polytechnic. The details of seat allotted and ITI trades recognized for eligibility to Diploma courses (Direct Second year) are given below:

Sr. No.	ITI Courses	Diploma Courses	Total Seats Allotted for ITI trainees
1.	Information & Communication Technology System Maintenance, System Maintenance, Mechanic Radio & TV, Medical Electronics, Electronics Mechanic, Instrument Mechanic, Electrician, Course under Centre of Excellence** (2years), Information Technology, Multi-skilled course in Electrical and Electronics*** , Electrical Sector.	Electrical & Electronics Engg.	1
		Computer Engineering	3
		Electronics Engineering	2
		Electronics & Communication	3
		Electrical Engineering	2
2.	Fitter, Turner, Machinist, RAC	Automobile Engineering	1

	Mechanic, Mechanic (Motor Vehicle), Draughtsman (Mechanical)* Production & Manufacturing (2 years) course under CoE*, Diploma in Multi-skilled Industrial Technology (Mech.) under SCVT*, Course under Centre of Excellence *(2 years) Fabrication (Fitting & Welding)*, Automobile Sector	Mechanical Engineering	5
		Shipbuilding Engg.	1
		Fabrication Technology & Erection Engg.	1
3.	Draughtsman Civil	Civil Engineering	5
		Architecture Engg.	1
TOTAL			25

*To be considered only for Diploma in Mechanical Engineering.

** Eligible for Diploma in Electronics & Communication only.

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

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

Academic Equivalence to ITI Courses:

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

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

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

(2) Those students who after passing Std X have completed a ITI course of two years duration from a recognized center and passed NCVT/SCVT

examination will prescribed syllabus and on their own volition, have appeared and passed the examination conducted by the Goa Board of Secondary and Higher Secondary Education in the subjects 1) Language I/ Communication Skill in English 2) Language-II prescribed by the Goa Board shall be considered equivalent to have passed H.S.S.C examination.

For the above purpose the candidates have to register themselves as private candidate offering isolated subjects, who have passed SSC and completed ITI fulfilling other conditions as laid down at(2) above.

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

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

For details on Academic Equivalence to ITI courses contact nearest Govt. ITI or the Head Office.

APPRENTICESHIP TRAINING SCHEME UNDER APPRENTICES ACT, 1961:

Millions of Indian youth should go for acquisition of skills and there should be a network across the country for this and not the archaic systems. They should acquire the skills which could contribute towards making India a modern country. Whenever they go to any country in the world, their skills must be appreciated.

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. Ministry of Skill Development and Entrepreneurship is the administrative ministry responsible for implementation of the Act.

Apprenticeship training is one of the most efficient ways to develop skilled manpower for industry by using training facilities available in the establishments without putting any extra burden on exchequer to set up training infrastructure. Persons after

undergoing apprenticeship training can easily adapt to industrial environment at the time of regular employment.

1 **Apprenticeship Act 1961**

The Government has brought comprehensive amendments in the Act in December 2014 to make it more attractive for both industry and youth. Major changes introduced in the amendment are: replacing the outdated system of trade wise and unit wise regulation of apprentices with a band of 2.5% to 15% of the total workforce (including contractual workers), introduction of optional trades, removing stringent clauses like imprisonment & allowing industries to out-source basic training.

2. **National Apprenticeship Promotion Scheme**

The scheme is for

- (i) Sharing of 25% of prescribed stipend subject to a maximum of Rs. 1500/-per month per apprentice with the employers. The stipend support would not be given during the basic training period for fresher apprentices.
- (ii) Sharing of basic training cost in respect of apprentices who come directly to apprenticeship training without any formal trade training. Basic training cost will be limited to Rs. 7500/-for a maximum of 500 hours/3 months.

Implementing Agencies

- (i) Regional Directorates of Apprenticeship Training (RDATs) under the control of Directorate General of Training will act as implementing agencies in their regions for Central Public Sector Undertaking and establishments operating their business in 4 or more States.
- (ii) State Apprenticeship Advisers(SAA)will act as implementing agencies for state public sector and private establishments under their jurisdiction.

Categories of Apprentice Engagement

The trainees from Industrial Training Institutes after completion of their trade courses under National Council of Vocational Training NCVT/SCVT may be engaged by employers for apprenticeship training in the trades designated under the Apprentices Act, 1961. Such trainees are given full credit of the period spent in Industrial Training Institutes and they are required to undergo apprenticeship training in specified industries only, for the remaining period of apprenticeship in the corresponding trades, provided they possess basic qualification, prescribed under the Apprenticeship Act, 1961 for the designated trade.

The trainees enrolled for the trade courses, covered under State Council of Vocational Training (SCVT) can also be engaged for apprenticeship training, subject to their fulfilling the conditions stipulated under the Apprentices Act, 1961 and Rules made there-under.

At the end of the prescribed course of apprenticeship training, the eligible apprentices have to appear for the All India Trade Test of Apprentices, conducted by the Ministry of Skill Development & Entrepreneurship, Government of India, New Delhi, under the aegis of NCVT, and those candidates passing this examination would be awarded National Apprenticeship Certificates, which are considered to be higher than the National Trade Certificates, that are awarded after any trainee successfully completes and passes out of respective training course in the ITIs.

For assessing more 'News & Updates', as well as, important documents like Apprentices Act 1961 / Apprenticeship Rules 1992 & their latest Amendments, please visit the Apprenticeship Portal Link/s:<https://www.apprenticeship.gov.in/>

PRODUCTION ORIENTED TRAINING SCHEME (POTS) :

Under the scheme of Production Oriented Training Scheme (POTS), all the Govt. ITIs to offer various public utility services on chargeable basis on maintenance, repairs and servicing of machinery, equipment and domestic appliances. The ITIs are also undertake the various work on “Earn while you learn” basis related to trades available in respective ITI.

HUMAN RESOURCE DEVELOPMENT FOUNDATION (HRDF) SOCIETY:

Human Resource Development Foundation Society is a registered Society under the Societies Registration Act, 1860 bearing No. 153/Goa/97 dated 07th October 1997. The affairs of the Society are managed, administered, directed and controlled, in accordance with the rules and regulations of the Society and orders/directives received from the Government of Goa by the Governing Committee. Society carries different types of activities such as:

- Registration, Recognition / Affiliation of the Private institutes under this Society,.
- Affiliation is granted to the institutes after conducting a thorough inspection after verifying the availability of infrastructure, tools and equipments as per the norms/standards expected to conduct training for a batch of 20 students.
- Curriculum is to be decided by the HRDF Society.
- Examination is to be conducted by the Society.
- Certification to the trainees is to be awarded by the Society.

INSTITUTE MANAGEMENT COMMITTEES (IMC):

Based on the instructions and guidelines from Directorate General of Training (DGT), New Delhi, Institute Management Committees have been constituted in all the Government ITIs. The committee comprises of industry members, Director (SD&E), Principal, a staff and students representative of respective ITI. The Chairman and main committee members being entrepreneurs or executive play an important role in sharing their knowledge and experience from the industry and guiding the institute staff and trainees on upgradation of their knowledge skills which will help them in understanding the latest technologies used by the industry and the demand of the industry. The members also extend help by donating tools and equipments useful for training. By bearing expenses towards some infrastructural needs of the institute and by organizing workshops/programmes/seminars/industry visits for the staffs and trainees of the institute that would help in building self confidence and keeping abreast with the latest trends of the industries.

ADMINISTRATIVE INFORMATION:

Directorate of Skill Development & Entrepreneurship is functioning in Shramshakti Bhavan, 3rd floor, Patto Plaza, Panaji-Goa.

Director	Head of the Department
Deputy Director (Admn.)	01Post
Assistant Director (Training).	01 Posts
Assistant Director (Training/Project).	01 Post
Assistant Controller of Examination	01 Post
Assistant Accounts Officer	01 Post
Assistant Apprenticeship Advisor	01 Post
Training cum Placement Officer	01 Post

GRIEVANCES HANDLING:

In terms of Office Memorandum No. 12/4/2005-DPG dated 16 Mar 2005, Director of Skill Development & Entrepreneurship is the Public Grievances Officer in respect of the Directorate of Skill Development & Entrepreneurship, at the State level. Deputy Director (Admn.) shall be Public Grievances Officer in respect of Directorate of Skill Development & Entrepreneurship at District Level North and Assistant Director (Training) shall be Public Grievances Officer in respect of Directorate of Skill Development & Entrepreneurship at District Level South.

Considering the above, any member of public having any grievances may place their complaint in the Complaint Box kept for the purpose at Head Office, Panaji and at ITI Margao for South Goa.

Principal, Margao Govt. ITI on behalf of the Assistant Director (Training) normally receive and hear public grievances between 10:00 hrs and 13:00 hrs on every Tuesday at Margao Govt. ITI.

The telephone numbers of Public Grievance Officer are as follows:

Name of the Public Grievance Officer	Contact no.	Timings
Director of Skill Development & Entrepreneurship	2437059	Between 10:00 hrs and 13:00 hrs on every Tuesday
Deputy Director (Administration) , North Goa.	2437060	
Assistant Director (Training), South Goa	2714887	
