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Government of Goa

## State Directorate of Craftsmen Training

# PROSPECTUS

## INDUSTRIAL TRAINING INSTITUTE

### 1. Introduction:

With an objective of ensuring a steady flow of skilled personnel and to reduce unemployment amongst the educated youth by equipping them with required skills, education and discipline for suitable industrial employment as well as self-employment, Industrial Training Institutes have been set up under the Craftsmen Training Scheme in Goa. They are affiliated to the National Council for Vocational Training (NCVT), New Delhi through the Directorate General of Employment and Training (DGE&T), in the Ministry of Labour, Government of India, New Delhi. They impart training in engineering and non-engineering trades, indicated hereinafter, as per the syllabus and curriculum approved by Government of India in consultation with the above said Council.

Some of the trades and units in these ITIs, as indicated at Annexure III of this prospectus, are run under approval of State Council for Vocational Training (SCVT), Panaji-Goa.

Short-term courses of different durations as stated below are to be conducted during the ensuing session 2010-11. (Pl. refer page no.11 for further details.)

#### **Short Term courses run under the Aegis of SCVT,**

(Subject to the availability of sufficient strength.)

- |                              |                      |
|------------------------------|----------------------|
| 1. Data Entry Operator ..... | ITI Margao           |
| 2. Driver cum Mechanic ..... | ITI- Pernem/Canacona |
| (Light Motor Vehicle)        |                      |

### 2. National Trade Certificate:

On completion of the prescribed period and the course of training, the trainees shall have to appear for the Final All India Trade Test of Craftsmen conducted under the aegis of National Council for Vocational Training (NCVT) and successful trainees are awarded National Trade Certificates (NTC) which are recognized for recruitment to the subordinate posts under Government of India & Industries for which Trade Certificate in Craftsmanship is prescribed as the requisite qualification.

For the trades and units run under the State Council for Vocational Training, the Final Trade Tests of Craftsmen are conducted by State Board of Examinations and the successful trainees of these trades and units are awarded Trade Certificates by the State Council for Vocational Training (SCVT). Trainees admitted under SCVT or NCVT courses shall appear for the final Trade Test of Craftsmen under the applicable Council they are admitted for.

### 3. All India Skill Competition of Craftsmen:

With a view to boost the best Vocational skills within the trainees of ITIs the “All India Skill Competitions of Craftsmen” are conducted by Government of India, Ministry of Labour, DGE&T, New Delhi at various Advanced Training Institutes located at the major cities in the country. Presently fourteen trade courses are covered under this programme namely - Fitter, Turner, Machinist, Electrician, Electronics Mechanic, Instrument Mechanic, Welder, Mechanic Motor Vehicle, Cutting & Sewing, Mechanic (Diesel), Computer Operator & Programming Assistant, Draughtsman (Mechanical), Draughtsman (Civil) and Mechanic Refrigeration & Air conditioning.

The Topper trainees having scored more than 70 % marks in each of these trades from each ITI are eligible to compete at the State level skill competition.

In order to decide the best trainee at the state level in each of the other trades, not covered above, All Goa Skill Competition of Craftsmen is also arranged. The toppers of these competitions are felicitated and awarded merit certificates at a state level function.

The best trainee in each of the 14 nominated trades at the state level skill competition is selected to compete at the All India Skill Competition.

Merit certificate is awarded to the best trainee in each of the 14 trades at the State Level Skill Competition.

Merit certificate and cash prize of Rs.10, 000/- is awarded to the best trainee in each of the 14 trades at the All India Skill Competition.

### 4. Subjects to be studied during the course of training:-

(1) The common subjects of study for all the trades are:

- (a) Trade Theory
- (b) Trade Practical
- (c) Social Studies (except for COE trades)

#### For engineering trades:

- (a) Workshop Calculation & Science
- (b) Engineering Drawing (Except for D'Man Mech & D'Man Civil)

#### For non-engineering trades:

- (a) Cognate English for Stenography Trade
- (b) General English & Business Correspondence and General Knowledge for Secretarial Practice.

#### For COE Courses

<i>COE Engineering course</i>	<i>COE non-engineering course</i>
<i>Information Technology, Fabrication, Production &amp; Manufacturing, Automobile and Electrical</i>	<i>Hospitality Management</i>
1. Trade theory 2. Trade Practical 3. Entrepreneurship & Communication Skill	
4. Workshop Calculation & Science and Engineering drawing	4. Hotel Accountancy & Hygiene

- (2) For completion of the trade course successfully and passing the final trade test of craftsmen, the trainees should secure marks as specified by DGE&T in their guidelines issued from time to time.
- (3) For passing the final trade test of craftsmen the trainees have to pass in the individual subjects conducted at the final examination so also they have to pass in the aggregate marks in the individual subjects calculated together with the sessional marks awarded for the sessional works conducted during the entire period of training in the ITIs.
- (4) Trainees admitted under SCVT or NCVT courses shall appear for the final Trade Test under the applicable Council they are admitted for.

#### **5. Adoption of Govt. ITI under public Private Partnership (PPP):**

The Government of India has launched a scheme for “Upgradation of 1396 Govt. ITIs through Public Private Partnership”. Under this scheme ITIs are being upgraded with the help of Private Partner i.e. Industry Partner. The proposal from Society for Industrial & Technical Education of Goa (SITEG) in respect of ITI Vasco has been approved by the Govt. As such ITI Vasco is being upgraded with the help of Institute Managing Committee. The IMC will be allowed to determine up to 20% of the admissions in this ITI. The fee structure for these 20% seats will be decided by the Institute Managing Committee.

#### **6. Skill Development Initiative:**

To provide vocational training to school leavers, existing workers, ITI graduates, etc. & to improve their employability by optimally utilizing the infrastructure available in Govt. and Pvt. ITIs Govt. of India has launched the scheme called “Skilled Development Initiative” (SDI). Short term courses are conducted under this scheme in ITIs (Vocational Training Providers). All the Govt. ITIs have been registered with DGE&T under this scheme as Vocational Training Providers (VTP). The certification of trainees shall be carried out by the Assessing bodies appointed by Govt. of India. Training cost will be reimbursed to VTPs in respect of those successful persons who got training from the VTPs approached by DGE&T. The assessment fees will be reimbursed to all the successful persons who have received training from approved VTPs. The list of courses available under this scheme is available in ITIs.

#### **7. Quarterly Test :**

Quarterly Tests are conducted at the end of each quarter i.e. 3 months period and the trainees can improve upon their skills and knowledge on the basis of their performance in the quarterly tests. Marks obtained in the quarterly tests are considered together with other modalities fixed for awarding the sessional marks for the final examination. COE examination will be conducted bi-monthly on completion of each module.

#### **8. Discipline:**

All the admitted candidates shall be required to strictly abide by the provisions of rules and regulations prescribed by SDCT/ITI’s, as regards to their conduct and discipline.

1. Ragging in any form is strictly prohibited.
2. Trainees are required to wear their uniform during Practical hours.
3. Use of mobile phone is banned for trainees and staff in workshop and classroom.

#### **9. Number of seats available and trades offered at various ITIs for the year 2010- 2011:**

There are 10 Government ITIs in Goa. The trades and numbers of seats offered for admission in each I.T.I. for the year 2010-2011 are shown in Annexure I to III (Page No. 43 to 45).

**10. Conditions of eligibility for admission:**

**I. Educational Qualifications:** The minimum Educational Qualifications prescribed are as shown below:

**1. Trades under COE (CTS):**

Sr. No.	Trade	Duration	Minimum educational Qualification
<b>At ITI-Altinho- Panaji &amp; ITI-Canacona</b>			
1.	<b>Hospitality Management Broad Based Basic Training</b> With the following modules:- a) Basic Food Production b) Basic Food & Beverage Service (Steward ) c) Basic Front Office Service Operation d) Basic Accommodation Operation/Housekeeping e) Basic Computer Application f) Basic Hotel Maintenance (including Plumbing & Electrical Maintenance )	1 year	10 <sup>th</sup> pass under 10+2 system or its equivalent
<b>At ITI-Altinho- Panaji &amp; ITI-Canacona</b>			
2.	<b>Hospitality Management Advanced Modules</b> With the following modules:- a) Food Production b) Front office Management c) Food & Beverage Service d) House keeping	6 months each	Completed BBBT in Hospitality OR NTC/NAC in relevant trade OR Diploma in Hospitality
3.	Im-Plant Specialized Training in Hospitality Management	6 months	Completed any Advanced Modules in Hospitality Management course
<b>At ITI Pedem-Mapusa</b>			
1.	<b><u>Production &amp; Manufacturing Broad Based Basic Training</u></b> With the following modules a) Basic Fitting & Measurements b) Basic Sheet Metal Work &Welding, c) Basic Electrical & Electronics Computer Skills d) Basic Turning & Grinding e) Basic Milling & Gear Cutting	1 year	10 <sup>th</sup> pass under 10+2 system or its equivalent

	f) Basic CNC Programming & Operation & Hydraulic & Pneumatics		
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2.	<b><u>Production &amp; Manufacturing Advance Modules</u></b> With the following Modules:-		Completed BBT in Production & Manufacturing sector OR NTC/NAC in Turner /Machinist OR Diploma in Mechanical Engg/Production Engg.
	a) CNC Machining	6 months	
	b) CAD/CAM	6 months	
	c) PLC & Automation	6 months	
	d) Quality Engineering	6 months	
3.	Im-plant Specialized Training in Production & Manufacturing.	6 months	Completed any Advanced Module in Production & Manufacturing.

**At ITI –Borda-Margao**

1.	<b>Information technology (BBT)</b> With the following Modules:- a) Basic Electrical & Electronics b) Basic Assembling & Maintenance of PCs c) Basic Computer Networking d) Basic Office Automation e) Basic Internet & Multimedia f) Basic Database Processing	1 year	10 <sup>th</sup> Pass under 10 + 2 system with science
2.	<b>Information Technology Advanced modules</b>		
	a) Repair & Maintenance of Hardware of Computers & Peripherals.	6 months	Pass BBT in Sector IT or NTC/NAC in IT &ESM/Network Technician or any other related trade or Diploma in IT.
	b) Multimedia & Web Page Designing	6 months	Pass BBT in Sector IT or NTC/NAC in IT &ESM/COPA or any other related trade OR Diploma in IT.
	c) Computer Networking	6 months	Pass BBT in Sector IT or NTC/NAC in IT &ESM/Mechanic Computer Hardware or any other related trade OR Diploma in IT

3.	Im-Plant specialized Training in Information technology. a) Repair & Maintenance of Hardware of Computers & Peripherals b) Multimedia & Web Page Designing c) Computer Networking	6 months Each	Completed any advanced Modules of IT.
<b>At ITI –Pernem</b>			
1.	<b>Fabrication (Fitting &amp; Welding (BBBT))</b> with the following Modules:- a) Basic Fitting & Measurement b) Basic Sheet Metal work and Fastening c) Basic Machine Shop Practice d) Basic Welding e) Metals and Surface Finishing Techniques f) Basic Electrical, Electronics and Computer Skills	1 year	10th pass under 10+2 system or its equivalent
2.	<b>Fabrication (Fitting &amp; Welding ) Advanced Modules</b> With the following modules		Completed BBBT in Fabrication (Fitting & Welding sector) OR NTC/NAC in Welding OR Diploma in Mechanical Engg. / Production Engg.
	a) TIG/MIG Welding	6 months	
	b) Pressure Vessel & Pipe Welding	6 months	
	c) Welding Inspection & Testing	6 months	
3.	Im- plant Specialized Training in Fabrication (Fitting & Welding).	6 months	Completed any Advanced Module in Fabrication (Fitting & Welding).
<b>At ITI-Farmagudi, ITI-Sattari &amp; ITI-Cacora</b>			
1.	<b>CoE – Automobile (BBBT)</b> with the following modules:- a) Basic Fitting & Measurement. b) Basic Sheet Metal Work and Welding. c) Basic Electrical & Electronics.	1 year	10th pass under 10+2 system or its equivalent

	d) Basic Microprocessor & Computer Operation. e) Basic Petrol & Diesel Engines. f) Basic of Transmission, Suspension, Steering System & Brakes.		
<b>At ITI- Farmagudi</b>			
1	Automobile Advance Module		
	a) Servicing & overhauling of Automobiles (Petrol)	6months	Completed BBT in Automobile OR NTC/NAC in Mechanic Motor Vehicle or other relevant trade OR Diploma in Automobile Engineering
	b) Servicing & overhauling of Automobile (Diesel)	6months	
	c) Auto Electricals, electronic and Air-conditioning in automobiles	6months	
2	Im- plant Specialized Training in Automobile	6 months	Completed any Advanced Module in Automobile
<b>At ITI Sattari</b>			
1	Automobile Advance Module		
	a) Servicing & overhauling of Automobiles (Petrol)	6months	Completed BBT in Automobile OR NTC/NAC in Mechanic Motor Vehicle or other relevant trade OR Diploma in Automobile Engineering
	b) Servicing & overhauling of Automobile (Diesel)	6months	
	c) Denting Painting & Welding	6months	
2	Im- plant Specialized Training in Automobile	6 months	Completed any Advanced Module in Automobile
<b>At ITI Cacora</b>			
1	Automobile Advance Module		
	a) Servicing & overhauling of Automobile (Diesel)	6months	Completed BBT in Automobile OR NTC/NAC in Mechanic Motor Vehicle or other relevant trade OR Diploma in Automobile Engineering
	b) Auto Electricals, electronic and Air-conditioning in automobiles	6months	
	c) Overhauling of fuel injection system and steering mechanism	6months	
2	Im- plant Specialized Training in Automobile	6 months	Completed any Advanced Module in Automobile
<i>At ITI-Bicholim</i>			
1.	COE – Electrical (BBT) With the following modules:- a) Basic Engineering Skill b) Basic Electrical Engineering c) Basic Electronics d) Basic Wiring and Winding.	1 year	10th pass under 10+2 system with Science as one of the subject.

	e) Basic Power Generation, Transmission & Distribution f) Basic Computers Operating Skill & its Application.		
1.	Electrical Advance Modules		
	a) Repair and maintenance of domestic appliances	6months	Completed BBT in Electrical OR NTC/NAC in Electrician or other relevant trade OR Diploma in Electrical Engineering
	b) Operation and maintenance of equipment used in HT, LT, sub station and cable jointing	6months	
	c) Repair and maintenance of electrical machines and power supply	6months	
3	Im- plant Specialized Training in Electrical	6 months	Completed any Advanced Module in Electrical

## 2. Engineering Trades:

Sr. No.	Trade	Duration	Minimum Educational Qualification
1.	Information Technology & Electronics System Maintenance	2 years	Passed in 10 <sup>th</sup> class examination under 10+2 system of education with Science. Desirable – 12 <sup>th</sup> class with Maths and Physics
2.	Fitter	2 years	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
3.	Turner	2 years	-do-
4.	Machinist	2 years	-do-
5.	Electrician	2 years	10 <sup>th</sup> Class examination under 10+2 system of education with Science as one of the subject or its equivalent.
6.	Instrument Mechanic	2 years	-do-
7.	Mechanic (Refrigeration & Air Conditioning)	2 years	Passed 10 <sup>th</sup> Class examination under 10+2 system of education with Science and Mathematics or its equivalent.
8.	Electronic Mechanic	2 years	-do-
9.	Draughtsman (Mechanical)	2 years	-do-
10.	Draughtsman (Civil)	2 years	-do-
11.	Mechanic (Motor Vehicle)	2 years	10 <sup>th</sup> Class pass under 10+2 system with Science as one of the subject or its equivalent.
12.	Wireman	2 years	Passed 8 <sup>th</sup> Class examination or its equivalent.
13.	Mechanic (Diesel)	1 year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
14.	Welder (Gas &Electric)	1 year	Passed 8 <sup>th</sup> Class examination under 10+2 system of education or its equivalent.

15.	Carpenter	-do-	Passed 8 <sup>th</sup> Class examination under 10+2 system of education with Science as one of the subject or its equivalent.
16.	Plumber	-do-	Passed 8 <sup>th</sup> Class examination under 10+2 system of education or its equivalent.

### 3. Non-Engineering Trades:-

Sr. No.	Trade	Duration	Minimum Educational Qualification
1	Computer Operator & Programming Assistant	1 Year	12 <sup>th</sup> Class Pass under 10+2 system or duly recognized Diploma in Engineering from any Polytechnic of 3 years duration after 10 <sup>th</sup> Class.
2	Desktop Publishing Operator	1 year	a) Passed 12 <sup>th</sup> under 10+2 system or its equivalent. b) Typing speed of 30 w.p.m. in English
3	Stenography (English)	1 year	12 <sup>th</sup> Class pass.
4	Secretarial Practice	1 year	12 <sup>th</sup> Class pass.
5	Hair & Skin Care	1 year	10 <sup>th</sup> Class pass under 10+2 system of education or its equivalent.
6	Craftsmen Food Production (General)	1 year	-do-
7	Steward	1 year	-do-
8	Cutting & Sewing	1 year	Passed 8 <sup>th</sup> Class examination under 10+2 system of education or its equivalent.

#### 4. (i) **Admissions under SCVT in case SEATS REMAIN VACANT:**

- Where the entry qualification is X<sup>th</sup> pass the X<sup>th</sup> fail candidates will be considered under SCVT.
- Where the entry qualification is XII<sup>th</sup> pass the XII<sup>th</sup> fail candidates will be considered under SCVT.
- Candidates passing Std X<sup>th</sup> through National Open School without Maths & Science (not Home Science) subjects, does not qualify for admission to the Courses, where Maths & Science are the subjects required for minimum Educational Qualifications under NCVT/SCVT.

- (ii) Relaxation in domicile period will be considered if seats remain vacant even after exhausting the above three options for SCVT & NCVT trades in all the ITIs.

#### **Short Term Courses :**

Sr. No.	Trade	Duration	Minimum Educational Qualification
1	Data Entry Operator	6 months	10 <sup>th</sup> Class pass under 10+2 system of education or its equivalent
2	Driver cum mechanic (Light motor vehicle)	6 months	VIII <sup>th</sup> Class Pass under 10+2 system of education or its equivalent

II) **Age:** A candidate within the age group of 14 to 40 years as on 1.8.2010 shall be eligible to take admission in the ITIs where as minimum age limit for the short term course Driver cum mechanic (Light motor vehicle) should be 18 years.

The upper age limit is relaxable upto the age of 45 years in the following cases: -

- (a) Candidates belonging to Scheduled Caste and Scheduled Tribes.
- (b) Ex-Servicemen and War Widows.
- (c) Widows/Separated woman and physically handicapped candidates.

III) **Standard of Physical Fitness:** No rigid standards are laid down but applicants for training should be physically fit for the work for which they are to be trained and candidates if selected for admission shall produce Medical Certificate to that effect from Registered Medical Practitioner.

IV) **Domicile:**

A candidate for admission to any trade course in the ITIs should have been residing in Goa for a period not less than ten years preceding the date of the application.

The aforesaid condition shall not apply to: -

- i). Children of Central/State/Union Territory Government employees and employees of Government of India undertakings who are posted in Goa.
- ii). Children of Freedom Fighters registered as such in the Home Department of Government of Goa.
- iii). Children of parents of Goan origin, who are born in Goa and who are serving in Armed Forces or retired from the Armed Forces provided that such children pass their qualifying examinations under the Central Board of Education or Goa Board of Secondary and Higher Secondary Examinations or Goa Board of Technical Education as the case may be and children of Ex-Servicemen registered with Rajya Sainik Board in Goa who have studied and passed the minimum qualifying examination from the Schools/Polytechnics in Goa. Parents of Goan origin mean both father and mother were born in Goa.

**11. Reservation of seats:**

(1) Certain percentage of the total seats at each I.T.I. in the respective trades as indicated below have been reserved for various categories of the candidates:

- |                                                                                                                 |       |               |
|-----------------------------------------------------------------------------------------------------------------|-------|---------------|
| a) Scheduled Castes (SC)                                                                                        | ..... | 02 per cent   |
| b) Scheduled Tribes                                                                                             | ..... | 12 per cent   |
| c) Physically Handicapped Persons (PHP)                                                                         | ..... | 03 per cent   |
| (Physical Handicap Subject to limits laid down in DGET circular No.DGE&T-19/(19)/2002-CD dated 22 January 2003) |       |               |
| d) Other Backward Classes (OBC)                                                                                 | ..... | 19 ½ per cent |

(2) 30% of the seats in each of the all categories shall be reserved for women candidates.

(3) One seat is reserved at every ITI for each of the following categories and the allocation of the trade is at the discretion of the State Director of Craftsmen Training.

- a) Children of Freedom Fighters (CFF)

- b) Children of State and Central Government Employees (CGE)
- c) Children of African Repatriates of Goan Origin (CAR)

- (4) One seat in each of the ITIs are reserved for wards of defence 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) Children of serving officers
  - (e) Ex-Servicemen

The allocation of trades is at the discretion of State Director of Craftsmen Training.

## 12. Method of Selection:

The selection list of candidates eligible for admission shall be prepared by the Principal of respective ITI, on merit and **admission will be granted on first come first serve basis.**

## 13. Caution Money:

Each trainee will be required to deposit, on admission, a sum of Rs. 250/- (Per Trade Course) to guard against loss or damage to equipment or tools, entrusted to his/her charge. 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 commencement of training, shall be forfeited to the Government.

## 14. Tuition Fees:

Each trainee shall be required to deposit on admission a Non-refundable Tuition Fee towards her/his training in the trade course to which he/she is admitted as indicated below:

Sr. No.	Trade	Tuition Fee
1	All BBBT (CoE)	1000/-
2	All Advance Modules (CoE)	1000/-
3	All other trades (CTS)	500/-
4	Short Term Courses	500/-

## 15. Examination Fees:

The trainees declared eligible to appear for the final trade test of craftsmen conducted at the end of the trade course, shall have to pay examination fees Rs. 100/- per trainee. The repeaters shall be charged Rs. 125/- for every additional attempt and private trainees shall be charged Rs.200/- per attempt.

## 16. Identity Card:

It shall be compulsory for every trainee to possess an identity card. Admission formalities shall be deemed to have been completed after issuance of the identity card by the ITIs authority. The trainees shall produce two copies of their latest photographs in size 32 x34mm and shall arrange to get the I-card laminated by them.

In case of loss of I-card, a duplicate I-card shall be issued on production of 1. Affidavit 2. F.I.R. copy 3. Latest photograph and 4. A fee of Rs. 15/-.

**17. Working Hours:**

Total working hours: 42 hours per week

- a. Practical instruction – 28 hours per week
- b. Theoretical instructions – 10 hours per week

All ITIs work in two shifts as per the following timings.

1. Ist shift: 8.00 a.m. to 3.30 pm with ½ hour lunch break
2. 2<sup>nd</sup> Shift : 10.00 to 5.30 pm with ½ hours lunch break

The sessional year is of 52 weeks duration. (Please refer weekly calendar on back cover page)

\*Sessional year from August 2010 to July 2011

**18. Holidays:**

Trainees are allowed the same Holidays as may be fixed by the Government of Goa.

**19. Leave Admissible to Trainees:**

- a) **Casual leave:** Casual leave 12 days per year subject to a maximum of 10 days at a time.
- b) **Medical leave:** Medical leave of 15 days shall be allowed owing to illness. A further period not exceeding 3 weeks for one-year trade course and 6 weeks for 2-year trade courses shall be granted in continuation or in addition to 15 days absence on medical grounds.
- c) **Special leave:** Special leave on private affairs shall be allowed to a trainee upto 10 days. However this limit can extend to upto 15 days or 30 days in case of trainee from one-year trade course or two-year trade course respectively, subject to the satisfaction of head of the institute on the basis of Guinness of the case.

**20. Concessions:**

Trainees will be given the following concessions while at the Institute:

- 1) Caution Money Deposit and Tuition Fees shown in item (12) and (13) waived off for SC /ST / BPL candidates.
- 2) Free Training.
- 3) Free workshop clothing to all the Engineering & Non-Engineering Trades as detailed below.

Sr. No.	Trade	Colour of Cloth	Type of Cloth	Qty. per trainee
1	COPA, IT-ESM, DTPO, Electronics Mechanic, D'Man Mechanic, D'Man Civil, Stenography, Secretarial Practice, Hair & Skin Care, Cutting & Sewing	Light Blue	Overcoat	3mtrs. Per trainee
2	Mechanical Diesel, Fitter, Plumber, Turner, Mechanic Tractor, Machinist, Wireman, Electrician, Welder, Instrument Mechanic, Carpenter, R&AC Mechanic, Motor Mechanic, Craftsmen Food Production & Steward.	Dark Blue	Pant & Shirt	3.7 mtrs. Per trainee
3	Hospitality Management (COE), Information Technology (COE), Automobiles (COE) & Electricals (COE)	Pink & Black	Pink Shirt & Black Pant	2.5 mtrs. & 1.2 mtrs.
4	COE Production & Manufacturing Fabrication	Olive Green	Pant & Shirt	3.7 mtrs Per trainee

The trainees shall bear the cost of stitching and shall get the same stitched within 15 days from the date of issue of the cloth.

- 4) Free facilities for recreation, Library, sports, etc.

**21. Scholarships:**

- a) Merit Scholarships at the rate of Rs. 250/- per month per trainee will be awarded to 40% of the sanctioned strength in each trade at every ITI on the basis of: -
  - i). An internal examination conducted at each ITI six months after admission.
  - ii). Sessional work and punctuality during the above six months.

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

- b) Below Poverty Line Scholarship at the rate of Rs. 250/- per month. Will be given to all Candidates whose Annual income is less than Rs. 1,50,000/- on the basis of income certificate issued by the competent authority i.e District Collector/ Magistrate.
- c) The Social Welfare Department offers Freeships/Scholarships to certain categories of candidates.
- d) The Education Department also offers scholarships for the children of Teachers.

**22. Suspensions / Discharge:**

A trainee found guilty of unsatisfactory progress of training, or having less than 80% attendance at any time during the course of training or indulging in acts of indiscipline and misconduct shall be discharged from the institute. Pending investigation of allegations against the trainee suspected of acts of indiscipline and misconduct, the trainee shall be placed under suspension.

**23. All Goa Inter ITI Sports Meet:**

All Goa Inter ITI Sports Meet is organised every year in various disciplines such as Cricket, Football, and Volleyball for men and in relay race, shot put, and discus throw, tenicoit etc. for women. All the ITIs, from Government and Private ITIs, participate in the meet. The participating ITIs are grouped into two zones viz. North Zone and South Zone and the finals are played amongst the winners of the respective zones in the individual events. The rolling trophies are awarded to the winning teams and Certificate of participation is awarded to every individual participant of the winning teams. BEST DISCIPLINED ITI TROPHY is awarded to the 'Best Disciplined' ITI of the All Goa inter ITI Sports meet.

**24. Transport Facility:**

Bus transport facility is provided at ITIs Farmagudi, Canacona, and Vasco, are charged @ Re.1/- per trip per trainee from the I.T.I. to the nearest bus station or Vice-Versa.

**25. Facilities for Apprenticeship Training in Specified Industries:**

The trainees from Industrial Training Institutes after completion of their trade courses under NCVT may be engaged by employers for apprenticeship training in the trades designated against seats located in Industries and surveyed under the Apprentices Act, 1961. Such trainees are given full rebate 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. This apprenticeship training will be available to those candidates who possess the entry qualification required for admission to the concerned designated trade under the Apprenticeship Act, 1961 as applicable to direct candidate. The trainees so engaged in the Industries get a minimum stipend of Rs 1240/-

**Meier completing of ITI course does not guarantee a ITI pass out for admission in apprenticeship training without possessing the required entry qualification.**

The trainee's passes trade courses under the SCVT can also be engaged for apprenticeship training and get rebate as indicated in notification published by Govt. of India, provided they possess the required minimum entry qualification.

At the end of the prescribed course of apprenticeship training the apprentices are given the All India Trade Test of Apprentices conducted by the Government of India, New Delhi under the aegis of National Council for Vocational Training and the candidates passing this examination are awarded National Apprenticeship Certificate which is considered to be higher than the National Trade Certificate awarded at the end of the training course in the ITIs.

## 26. Post ITI Training Courses

Through Advanced Training Institutes of Government of India located in the major cities of the country, the candidates can specialize in various advance industrial skills through the short-term courses conducted by these institutions. More information in this regard can be obtained from the Principals of the ITIs.

## 27. Vertical Mobility of ITI Passed Trainees

(1) Government of Goa has provided vertical mobility to the ITI passed candidates in pursuing their studies in the various fields of engineering corresponding to their trades through the seats remaining vacant in the Polytechnics in the state provided the trainees have passed SSC examination and secured 60% of marks in the final ITI examination as per the following details as specified in Polytechnic Prospectus.

(2)

### *ITI Branches recognized for eligibility to Diploma courses (Direct Second Year)*

Sr. No.	ITI Courses	Diploma Courses	Seats for ITI trainees
1.	Computer Operator & Programming Assistant IT & Electronics system maintenance Desk Top Publishing Operator Medical Electronics Electronics Mechanic Electrician *Information Technology (COE)	Computer Engineering	3
		Electronics Engineering	3
		Electronics & Communication Engg.	4
		Medical Electronics Engg.	1
		Instrumentation & Control Engg.	1
		Electrical Engineering	5
2.	Fitter Turner Draughtsman (Mechanical) Machinist RAC Mechanic Mechanic (Motor Vehicle) Mechanic (Diesel)	Automobile Engineering	2
		Mechanical Engineering	11
3.	Draughtsman Civil	Civil Engineering	8

4.	Stenography (English) Secretarial Practice	Modern Office Practice	2
<b>TOTAL</b>			<b>40</b>

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

\*The candidates having passed IT-COE trade of 2 years duration eligible for admission to Electronic & Communication.

\*\*To be considered only for Mechanical Engineering

(2) While computing merit of the candidates for admission to various diploma courses in the Polytechnics 10 marks are awarded to an ITI trainee having passed in any engineering trade.

## **28. Instructions for filling up of the Form of Application and Acknowledgement Card:**

- Fill up the Form of Application and Acknowledgement Card only after having gone through the Prospectus and the Form of Application carefully.
- The name of the candidate should be given in full as recorded in the birth certificate and a copy of the birth certificate shall be compulsorily enclosed.
- Every candidate shall have the choice of 10 ITIs and trades available at the respective ITI to choose from. In case a candidate opts to apply for admission to more than one ITI, then she/he shall be required to submit separate applications at each ITI of her/his choice.
- (a) For indicating the Choice of Trades of individual choice the candidate should give Trade Code and Trade Name in the order of preference as explained in the following example

### **EXAMPLE:**

Order of preference	Trade Code	Trade Name
1.	TC 04	Fitter
2.	TC 22	Wireman
3.	TC 06	Machinist

### **EXPLANATION:**

Order of preference of trades indicated by the candidate in the example	Trades corresponding to order of preference, as indicated in the example
1 <sup>st</sup> preference	Fitter
2 <sup>nd</sup> preference	Wireman
3 <sup>rd</sup> preference	Machinist

### **b) Names of Government ITIs are as follows:**

- |                                      |                      |                      |
|--------------------------------------|----------------------|----------------------|
| (1.) I.T.I. Farmagudi                | (2.) I.T.I. Cacora   | (3.) I.T.I. Canacona |
| (4.) I.T.I. Panaji                   | (5.) I.T.I. Pernem   | (6.) I.T.I. Vasco    |
| (7.) I.T.I. Mapusa                   | (8.) I.T.I. Bicholim | (9.) I.T.I. Sattari  |
| (10.) I.T.I. Margao Ext. Aquem Baixo |                      |                      |

### **c) Trade Codes:**

The code numbers of various trade courses in Government ITIs are as follows:

Trade Code No.	Existing Trades
TC 01	Computer Operator and Programming Assistant

TC 02	Information Technology & Electronics System Maintenance
TC 03	Desktop Publishing Operator
TC 04	Fitter
TC 05	Turner
TC 06	Machinist
TC 07	Electrician
TC 08	Instrument Mechanic
TC 09	Refrigeration and AC Mechanic
TC 10	Electronics Mechanic
TC 11	Draughtsman (Mechanical)
TC 12	Draughtsman (Civil)
TC 13	Stenography (English)
TC 14	Secretarial Practice
TC 15	Mechanic Motor Vehicle
TC 16	Hair & Skin Care
TC 17	Craftsmen Food Production (General)
TC 18	Steward
TC 19	Mechanic (Diesel)
TC 20	Welder (Gas and Electric)
TC 21	Carpenter
TC 22	Wireman
TC 23	Plumber
TC 24	Cutting & Sewing
TC 25	Hospitality Management -Broad Based Basic Training
<b><u>Hospitality Management -Advanced Modules</u></b>	
TC 26	Food Production
TC 27	Front Office Management
TC 28	Food & Beverage Service
TC 29	House Keeping
<b><u>TC 30   Production and Manufacturing-BBBT</u></b>	
<b><u>Production and Manufacturing- Advanced Module</u></b>	
TC 31	CNC Machining
TC 32	PLC & Automation

TC 33	CAD/CAM
TC 34	Quality Engineering
TC 35	<b>Information Technology - BBT</b>
<b><u>Information Technology - Advanced Module</u></b>	
TC 36	Hardware & Maintenance
TC 37	Web designing
TC 38	Networking
TC 39	<b>Fabrication (Fitting &amp; Welding)- BBT</b>
<b><u>Fabrication – Advanced Module</u></b>	
TC 40	TIG/MIG Welding
TC 41	Pressure Vessel & Pipe Welding
TC 42	Welding Inspection & Testing
TC 43	<b>Automobile –BBT</b>
<b><u>Automobile - Advanced Module</u></b>	
TC 44	Servicing & Overhauling of Automobiles (Petrol)
TC 45	Servicing & Overhauling of Automobiles (Diesel)
TC 46	Auto Electrical Electronics & Air-conditioning in Automobiles
TC 47	Overhauling of Fuel Injection System & Steering Mechanism
TC 48	Denting, Painting & Welding
TC 49	<b>Electrical –BBT</b>
<b><u>Electrical - Advanced Module</u></b>	
TC 50	Repair & maintenance of Domestic applications
TC 51	Operation & Maintenance of equipments used in HT, LT, Substation and cable jointing
TC 52	Repair & maintenance of electrical machine and power supply
TC 53	Data Entry Operator
TC 54	Driver cum Mechanic (Light Motor Vehicle)

- d) Trade preferences of the individual choice should be decided on the basis of the trades available at the concerned ITI for admission during the session 2010-2011 as shown on the pages 43-45 of the prospectus and entered accordingly at item 5 of the application form.
- e) The applicants can select any ITI and any three trades available at that ITI in the order of preference. Likewise candidates can opt for more than one ITI and in such a case selection of the trades shall be as per the trades available at the respective ITI. Separate applications should be submitted at different ITIs.

## 28. How to submit application form:

Training Courses at the ITIs start in the month of August every year. Application in the prescribed performa (appended herewith) and accompanied by the **ATTESTED COPIES** of the following certificates shall be submitted to the office of concerned ITI on or before the date separately specified in the Admission Notice.

1. Certificate of passing and the statement of marks obtained in the minimum qualifying examination i.e. S.S.C.E., H.S.S.C.E., or Diploma in engineering as the case may be. The candidates failing in S.S.C.E. shall produce "Statement of Marks". The candidates passing 8<sup>th</sup> Std shall produce statement of marks and a passing certificate to the effect from the concerned school.
2. Leaving Certificate from the School/Institute/College attended last by the candidate. In case such certificate is not available at the time of submission of an application to the ITI a candidate selected for admission to the ITI shall have to produce it while taking admission in the ITI.
3. Birth Certificate from the Registrar of Births and Deaths.
4. A certificate of continuous period of residence of 10 years in Goa on the date of application from the Mamlatdar having jurisdiction over the area of residence.
5. In case of children of employees of the Central/State Government or Government of India Undertaking, a certificate issued by the head of the Office or Department, also stating therein the relationship with the candidate and the of her/his posting in Goa.
6. In case of children of Ex-Servicemen/Defence Personnel a certificate from the competent authority to the effect that either of their parents had been ex-serviceman/ Defence personnel.
7. In case of children of Freedom Fighters, a certificate from the Home Department of Government of Goa stating that her/his father/mother has been registered as Freedom Fighter.
8. In case of the candidates belonging to Scheduled Castes/Scheduled Tribes/Other Backward Class, a certificate to that effect from the Mamlatdar of the concerned area.
9. In case of the Physically Handicapped candidates a certificate from the Dean, Goa Medical College, regarding the nature of the disability or handicap and the extent to which the candidate is fit for joining the desired trade in the ITI.
10. In case of the Children of the African Repatriates of Goan origin, a certificate to that effect from the Home Department of Government of Goa.

The application form duly filled in and accompanied by the required certificates should be submitted personally at the entry counter of the respective I.T.I. or sent through registered post AD addressed to the principal of the concerned ITI. The acknowledgement card along with the registration number should be obtained from the concerned I.T.I. as it will be required to be preserved and produced

whenever called for. Late and/or incomplete applications or those without true copies of the necessary certificates may not be considered.

## 29. Completion of Admission Procedure:

Procedure of Admission shall not continue beyond 15 days of starting of training session in case of 1 year trade courses and one month in case of 2 year trade courses, as per the instructions in the Training Manual by DGE&T.

## 30. Details of Course Content and Employment Opportunities

### 1. Trade Course: **Computer Operator & Programming Assistant** (Duration: 1 year)

**Skills acquired:** - Computer fundamentals, attaining speed in data entry, Hardware & software concepts, Installing & working with OS:- MS-DOS, Win 9x/2000/ME/XP, Developing programs from planning & flowcharting to coding & debugging using programming languages C & C++, Learning various packages supported by PC such as MS-Word, MS-Excel, Presentation & graphic packages like CorelDraw, PowerPoint, Business organization and processing using Tally 6.3, Managing databases and developing programs for commercial application using FoxPro, Practicing of data entry in Hindi/recognized Regional language, Basic concepts of networking, Internet browsing and Email, Multimedia concepts, First Aid Maintenance of PC and its peripherals (Printer, Scanner, Web Camera, CD-Writer), Awareness of IT Act 2000, Developing soft skill viz. work culture, house keeping, communication skills, Web designing using HTML, Overview of Visual Basic, Installation & working with Linux

#### **Options for employment are:-**

Assistant Programmer in software development firms.  
Faculty member or Lab assistant in Computer Institutes or Schools.  
Internet Operator in Cyber cafe.  
Computer operator in Industry, Offices, etc.  
Assistant to Service Engineer  
Sales person in Hardware & Software firms.

#### **Options for self-employment:-**

Starting a Computer Institute, Cyber café & DTP center.  
Starting a Computer consumable shop  
Take up data processing jobs.

### 2. Trade Course: **Information Technology & Electronic System Maintenance** (Duration: 2 years)

**Skills acquired:** - On completion of the trade course, the trainee can independently install, test & repair common household electrical and electronic equipment's & gadgets, general office equipment, personal computers & peripherals, Operate, test & maintain measuring instruments.

#### **Options for employment are:-**

Computer System Maintenance Personnel  
Supervisor in Electronic Assembly Units  
Electronic Technician (Assembly, Test, Maintenance, Troubleshooting & Quality control)  
Communication & Office Equipment's Maintenance Personnel

#### **Options for self-employment are:-**

On completion of the course the trainee can undertake repair of Computer Hardware peripherals Maintenance. Electronic & Electrical Maintenance & Repairs (Audio System, TV's, VCD's, Washing Machines, Microwave Ovens etc.) General Office & Communications Maintenance (Telephone, Fax, EPABX etc.) Setup & Maintain Cyber Café's Internet, E-mail & Allied Communications & Software

Services (Browsing, Scanning, Printing, Computer Typing, Telephone, Fax, Xerox, Leasing of System & Projectors)

3. Trade Course: **Desktop Publishing Operator**. (Duration: 1 year)

**Skills acquired:** - Fundamentals of Computer Software & Hardware, File management in Microsoft Windows - OS, Networking concepts, Internet Browsing & E-mail, Page layout & Pagination skills, Graphic Designing, Image editing and Word Processing using various Computer applications such as Adobe Illustrator, CorelDraw, QuarkXpress, Adobe PageMaker, Adobe Photoshop, Office application, Bilingual software: Hindi / any other regional language. Operating PostScript Laser Printer, Flatbed OCR Scanner, Photocopier, Lamination & Spiral Binding machine. Designing creative artwork for Magazine covers, Newspaper Advertisements, Hoardings / Billboards, Posters flyers any advertising material, Typesetting of various jobs, Book composing. Estimating & costing of the job to be composed, execute all the keyboard shortcuts.

**Options for employment are:-**

DTP Artist / Visualiser in Advertising Company.  
DTP Operator in Newspaper Publishing Industry, Print & Packaging Company.  
Prepress In-charge in Printing Industry, Service Bureau.  
Data Entry Operator in Office Administration.  
As a faculty in Computer Institutes & Schools.

**Options for self-employment are:-**

DTP Service Centre: Typesetting of various types of jobs, Photocopying, Lamination & Spiral binding.  
Commence a Digital Printing, Offset & Screen Printing venture.  
Start an Advertising Agency: undertake Newspaper advertisement & designing of numerous types of advertising materials.  
Freelancer: Graphic designing of promotional material for events & exhibitions.

4. Trade Course: - **Fitter** (Duration: 2 years)

**Skills acquired:** - On completion of the course he shall be able to independently prepare machine components, using skills such as filing, hack sawing, chipping, drilling chipping, reaming, screw cutting and scrapping, individually handle precision measuring instruments and read machine drawing, also handle various fitter tools and operate different machine such as drilling machines. Operate lathe machines, grinding machines, electric welding transformer, power hacksaw machines and an advanced C.N.C. drilling machine. Acquires allied skills such as welding, sheet metal work, forging, turning and pipefitting. Capable of repairing and over hauling different types of machines.

**Options for employment are:-**

Bench fitter in manufacturing industries.  
Maintenance fitter in shipping industries and oil rigs.  
Erection in various industries.  
Fabricator for windows/shutter in small workshops  
Stores clerk in an Engineering stores.

**Options for self-employment are:-**

Can set up own workshop for fabrication and structural work such as grills, gates, steel furniture and shutters.  
Can carry out repairs and maintenance of domestic water pipe line individually.  
Can manufacture cutlery such as chopper, knife, axe and chisel.

Can manufacture and repair locks and keys.  
Can under take repairs of machines.

5. Trade Course: - **Turner** (Duration: 2 years)

**Skills acquired:** - On completion of the trade course, trainee shall be able to independently operate machines like Centre Lathe, Turret, Capstan Lathe, Grinders, Drilling M/C, Power Saw M/C etc. The trainee shall also be able to perform various operations like turning, facing steps turning, knurling, drilling, boring, taper turning, basic fittings, thread cutting, eccentric turning etc. The trainee also will be capable of programming and operating CNC Lathe, which is essential in various industries.

**Options for employment are:-**

After completion of the trade course, the trainee can be employed as a skilled turner in Various industries like MPT, Goa Shipyard, GAAL, ACGL, Chowgule Industries and Small Scale Industries in different industrial estates in the state.

**Options for self-employment are:-**

Trainee can start his own Small Scale Industry/Manufacturing Unit for production of components like nut-bolts, shafts, gears, pins, pulleys, crank shafts of various machine parts, cylinder boring and also undertake repair of all types of machinery.

6. Trade Course: - **Machinist** (Duration: 2 years)

**Skills acquired** :- After completion of this trade, trainee is capable and confident of operating various machine tools such as Milling, Lathe, Shaper, Slotter, Planner, Drilling, Grinder (surface, cylindrical and Tool & Cutter grinder), and also basic C.N.C. Milling. So that Machinist can produce various jobs with different shapes and sizes from the above said machine tools as required in the major industries and small workshops. He shall be and expert in cutting of various gears like Spur, Helical, Bevel, Worm Wheel etc.

**Options for employment are :-**

There is lot of demand for machinist in major industries like Goa Shipyard, Mormugao Port Trust, A.C.G.L., GAAL and also various small scale industries, which are existing at different industrial estates.

**Options for self-employment are:-**

Skilled Machinist can start his own workshop and can supply the products of various jobs to the auxiliary units as a sub-contractor. Machinist trade is also preferable for seeking admission in the Polytechnic.

7. Trade Course: - **Electrician** (Duration: 2 years)

**Skills acquired:** - On completion of the course the trainee shall have through knowledge of generation, transmission and distribution line, overhead different types of insulators. Earthing used in substation, power station, lighting arrestor, reactor, and different types of capacitors in AC/DC circuit used in electronic and electrical installation in industries. Construction of different types of batteries and electrolytes used in it, he shall able to prepare and repair batteries in workshop, Servicing and repairing of table fan, ceiling fan, exhaust fan, hair dryer, mixer, liquidizer, grinder, water pump, washing machine, AC/DC generator, transformers, electromagnetic clutches and relays used in AC/DC circuit. He shall be able to design prepare HT/CT panel boards used for industries/workshop. Detect fault in different types of AC and DC starter and motor timer used in factories and workshop and take up maintenance of machinery like lathe, machine, milling machine, capstan lathe, CNC machine, Connect

different types of measuring instrument on the panel boards. He shall be an expert in hand winding and machine winding of transformers, field coils of DC motors, rewinding of armature stator winding bell/Buzzer/NVC, OLC of DC starter.

**Options for employment are:-**

Can work as a lineman/Wireman/maintenance electrician electrical supervisor/electrical contractor/service technician/expert rewinder/lab technician/electrical maintenance Foreman in Pvt. Sector industries and Govt. sector.

**Options for self-employment are:**

He can be a contractor of domestic wiring and industrial wiring and disco lighting in five star hotels. He shall be able to run his own electrical workshop. And take up oil filtration of transformer on lines. Setup own shop for rewinding of different types of AC/DC motors, generator & transformers, Panel board wiring busbar wiring and measuring instrument wiring.

8. Trade Course: - **Instrument Mechanic** (Duration: 2 years)

**Skills acquired:** - Testing, repairs, overhaul and calibration of various electrical and electronic instruments like Voltmeter, Ammeter, Wattmeter, Frequency meter, Oscilloscope etc. Analog & digital fault finding, repairs and calibration of industrial instruments like Pressure, Flow level & temperature measuring & Recording instruments. Repairs & calibration of Transmitters & Transducers (pneumatic & electronic) like Strain Gauges, Load cell, P to I & I to P etc. Working of process control elements. Programming and Installation of PLC's and SCADA with Microprocessor & Computer Hardware.

**Options for employment are:-**

After completion of the course, the trainee shall be able to work as an Instrument Technician in various Industries like Petrochemical, Fertilizer, Chemical, Pharmaceuticals, Power Plants, Power Stations, Water works, Beverage Plants, Defence/Air Force, Confectioneries, and Shipping etc.

**Options for self-employment are:-**

The trainee shall be able to set up his own shop to undertake maintenance and repairing of Industrial Instruments and Installation of process control systems in Industry.

9. Trade Course: - **Refrigeration & Air Conditioning Mechanic** (Duration: 2 years)

**Skills acquired:** - Testing, repair, overhaul and calibration of various Refrigeration and Air Conditioning systems, Installation, assembly & repair of refrigeration and air conditioning plant. Manufacturing technique of deep freezer, bottle coolers, and air conditioners Gas charging, fabrication work, preventive maintenance of refrigeration system. Installation service and repair and car air conditioning. Trouble shooting and overhaul of compressor plant setup and operation.

**Options for employment are:-**

Work as Refrigeration and A/C Technician in Industries and factory – like Chemical, Pharmaceuticals and Beverage plants

Manufacturing units – Godrej, L.G., Blue Star, Voltas.

Defense services – as Plant Operator/Mechanic.

**Options for self-employment are:-**

The trainee can set up his own:

S.S.I. unit – For Deep freezer, Bottle Cooler, Water Cooler.

Repairing workshop – Refrigerator and a/c equipment

Ice manufacturing unit, Cold storage on rental basis, Ice-cream/cold drink house, Bottle Filling plant.

10. Trade Course: - **Electronic Mechanic** (Duration: 2 years)

**Skills acquired:** - Expert in identifying various electronic components mounted on printed circuit board, solder them on printed circuit board using different soldering techniques and detect faults in them. Side by side he/she will get a chance to handle various electronic instruments such as CRO, LCR meter, TV pattern generator etc. and make practical use of them. He/she will get a chance to assemble various electronics circuits such as power supply, timers and other hobby electronic circuits on printed circuit board. Fault occurring in TV's (Television) of various brands, Audio CD and VCD players. He/she will be introduced to digital electronics branch and various computers software packages such as MS-Word, MS-Excel, Power Point, Internet, e-mail, HTML programming & multi-media.

**Options for employment are:-**

Multi-National companies: As Service Engineer, Shop floor technician, and operator in maintenance section.

Reputed Government Firms: Telephone Department, Railway Recruitment Board, All India Radio and Doordarshan.

**Options for-self employment are:-**

Can start his own firm, where he can undertake repairs of television, video and audio CD players. Can take dealership of reputed electronic firm and start trading business. Electronic Maintenance in various factories. Can start his own business in software such as printing, scanning, Internet etc.

11. Trade Course: - **Draughtsman Mechanical** (Duration: 2 years)

**Skills Acquired:** - After completion of the course the trainee shall be able to sketch and draw the Mechanical and automobile parts drawing and assembly drawings, trace and original drawing on tracing paper, be able to take out the ammonia prints and blue prints, shall have the Computer knowledge to develop and draw the drawings by using AUTOCAD software.

**Options for employment are:-**

The trainees can work as a Draughtsman in almost all mechanical and automobile production industries where the designing and drawing departments are maintained.

They can work as tracer in state and central Govt. departments, supervisor in small scale industry.

**Options for self-employment are:-**

Trainee can take contracts for drawing and tracing work from different industries

Trainee can start an AUTOCAD training center.

12. Trade Course: - **Draughtsman Civil** (Duration: 2 years)

**Skills Acquired:** - After completion of this course the trainee shall acquire the skill of Planning, drawing, estimating and costing of civil work. Drawing plans by using AutoCAD. Making of 3D models of civil work. Giving lineout at site, supervision of work etc.

**Options for employment are:-**

Employment opportunities for trainee from this trade shall be available in Central and State Government Departments as a Draughtsman or Surveyor, Ammonia Printer in Railways, C.P.W.D. Military, TCP, P.D.A., P.W.D. Departments of Irrigation, and Land Survey. Private sector opportunities shall be as Draughtsman, Construction Supervisor with Architect, Civil Engineer and Civil Contractor.

**Options for self-employment are:-**

The Trainee shall be able to independently undertake planning, drawing, estimation & costing and supervision of civil construction work. He can set up his own shop to supply Civil Construction materials.

13. Trade Course: - **Stenography (English)** (Duration: 1 year)

**Skills Acquired:-**At the end of the course the trainee shall acquire speed of 80/30 w.p.m. and 100/40 w.p.m. in Shorthand and Typing respectively. He/she shall have thorough knowledge of Computer fundamentals, Operating Systems MS-WORD, MS-EXCEL, MS-POWER POINT, Windows, Introduction to Networking (LAN, WAN, MAN & Internet), Photo Shop, DTP Page Maker. He/she shall be able to independently operate office machines like Telephone, Computer, Electronic Typewriter, FAX machine, Xerox Machine, Duplicating Machine, Franking Machine, Stamping Machine & Calculator. Skills of Inward, Outward, Filing and Mailing, Drafting letters shall also be acquired.

**Options for employment are:-**

Secretary, Stenographer, Computer Operator, Clerk-cum-Typist in Private and Public Sector. Personal Assistant to Government Officers, Executives of Private Companies and Advocates.

**Options for self-employment are:-**

Can set up own Typing Institute under self employment Scheme.  
Can take private job orders.

14. Trade Course: - **Secretarial Practice** (Duration: 1 year)

**Skills acquired:** - A trainee after completion of the course can take dictation in Shorthand from Executives at the speed of 100/40 w.p.m. and transcribe it on letter heads/paper by using typewriter or computer at the speed of 80/30 w.p.m. He/she shall be able to handle office correspondence in Government and Private Offices. Maintain office diary of executives and prepare their itinerary/traveling schedules while on tour, can receive and make telephonic calls, using intercoms, answering machines etc. and can attend to inquiries, receive visitors and arranges their appointments with Executives. Can handle efficiently and independently different office machines and gadgets like Telephones, Electronic Typewriter, Computer, Xerox Machine, Fax, Duplicating Machine, Calculators, Adding Machine, Franking Machine, etc.

**Options for employment are:-**

Secretary to a Managing Director, Chairman, General Manager in Industries.  
Steno-typist to an Executive, Administrative Officer, Section Officer, Doctors, Lawyers, Ministers, etc.  
Typist or Typist Clerk in a Private Office and as L.D.Cs in Government Offices.  
Can work as Telephone Operator/Receptionist in Hotels, Private Offices or Govt. Offices.

**Options for self-employment are:-**

Can start one's own Secretarial or Typing/Computer Operator Institute and can also take typing jobs.

15. Trade Course: - **Mechanic Motor Vehicle** (Duration: 2 years)

**Skills acquired** :- After completion of Mechanic Motor Vehicle trade course, the trainees shall be an expert in servicing, repairing and major overhauling of motor vehicle like Scooter/Motor Cycle, Cars, Trucks and Buses, etc. Maintain all types of vehicles by attending to periodical maintenance work of suspensions, transmission, brakes, steering work, basic electrical and electronic work, etc. Fault diagnosis in petrol/diesel engines including MPFI engine, engine fitted with turbocharger, engine scanning, car A/C system and different relay operations, Road testing of vehicle for fault finding.

**Options for employment are:-**

Work as a Mechanic in reputed workshop/service center

Work as a Driver

**Options for self-employment are:-**

Start his own workshop/ Service Station, Spare Parts Shop, Tyre, Tube repair shop, Battery repair shop.

Can work as an Auto Electrician

16. Trade Course: - **Hair & Skin Care** (Duration: 1 year)**Skills acquired:**

(1) Hair Care Skills : Permanent hair straightening, temporary hair straightening, perming, roller setting, waxing, threading, hair sticking, hair cut techniques, hair styles according to dress and occasion, shampooing, hair treatments, magic of hair colour & hair dyes.

(2) Skin Care skills : French manicure, plain manicure, pedicure, pimple treatment, high frequency treatment, different types of facial, preparing mehendi cones, mehendi designs, bridal makeup, hands and arms beautifying, exercises for cellulite, ear piercing, sanitation and sterilization of implements.

**Options for employment are:-**

Beautician in the Beauty Parlours in India and abroad.

Beauticians or Hairdresser in the Film Industries.

Instructors in the gymnasium and Health fitness center/club

Councilor on Beauty Care.

**Options for self-employment are:-**

Open beauty parlour. Offer Hair & Skin treatment & Bridal makeup and dressing at home, Mehendi designing and preparation of herbal cosmetic products. Organize fashion shows.

17. Trade Course: - **Craftsmen Food Production (General)** (Duration: 1 year)

**Skills acquired:** - On completion of the course the trainee prepares, seasons and cooks soups, meats, vegetables, desserts and other foodstuff for consumption in hotels, restaurants and other establishments. Fries, boils, broils, roasts or steams vegetables, meats, fish and other food to prepare dishes listed on the menu and prepare salads sandwiches, cakes fruits, juices and other cold foods. Supervises, prepares vegetables and other foodstuff for cooking. Also supervises dish washing, etc.

**Options for employment are:-**

Top five & three star hotels and resorts in India and abroad. Flight/Railway catering, Restaurants, fast food and pizza joints, Cruise liners, Corporate catering companies.

**Options for self-employment are:-**

Can start their own unit of catering for wedding parties etc. & can have a self owned restaurant.

18. Trade Course: - **Steward** (Duration: 1 year)

**Skills acquired:** - On completion of the course the trainee serves food, snacks, and beverages to customers, guests in hotels, bars and restaurants. Sets the table with clean linen, condiments, containers, glasses, menu card and obtains orders from customers. Collects food, beverages, snacks, etc. from kitchen according to customer order and serves them. Waits on customer periodically for additional requirement of food, etc. Removes plates, cups, saucers, etc. from table and presents bill to customers: Collects cash and hands it over to cashier.

**Options for employment are:-**

Hotels, motels, resorts, airlines, travel agencies, catering companies, clubs, cruise ships, bars, fast food, casinos, etc.

**Options for self-employment are:-**

They can start their own restaurant, bar and catering establishment.

19. Trade Course: - **Mechanic (Diesel)** (Duration: 1 year)

**Skills acquired:** - On completion of the course the trainee becomes a mechanic for maintaining all diesel vehicles in reputed workshops. He shall be able to work on all vehicles, earth movers, stationery engines (industrial) and marine engines. He shall be able to work as Engine Operator and oilman on ships, trawlers and barges. He shall be able to work as Machine Operator in an engine workshop. He can handle repair & maintenance of all types' engines. He will be able to work as Calibration Machine Operator for fuel systems of diesel engines.

**Options for employment are:-**

Work as a Mechanic in reputed workshop/Service Centre.

Work as a Driver

**Options for self-employment are:-**

Start his own workshop, Service Station, Spare Parts Shop, Tyre, Tube repair shop, Battery repair shop, Can work as an Auto Electrician.

20. Trade Course: - **Welder (Gas & Electric)** (Duration: 1 year)

**Skills acquired:** - On completion of the course, the trainee shall be an expert in Electric arc welding, gas welding, CO<sub>2</sub> MIG welding. He shall also be an expert in plasma cutting and gas cutting.

**Options for employment are:-**

Electric arc welder

Gas Welder

CO<sub>2</sub> MIG Welder

TIG welder

Gas Cutter

**Options for self-employment are:-**

Can setup own fabrication workshop, Steel furniture workshop

21. Trade Course: - **Carpenter** (Duration: 1 year)

**Skills acquired:** - On completion of the course the trainee acquires the skills of marking, joining, fitting, assembling, finishing, turning and all other wood-working machine work. Thereafter the trainee is able to do marking of and making any furniture works, as per the drawing such as cabinetwork, house, hotel furniture, etc.

**Options for employment are:-**

Wood Craft Technician in any woodwork Industries or in any Government department for one/two years and can get a job in PWD, MPT, Military, Nehru Science Centre, Zuari furnitures, Gautier furnitures etc.

**Options for self-employment are:-**

They can earn more by starting a small carpentry workshop. It is a highly valuable way of earning by manufacturing different types of furnitures and also giving employment to those who are unemployed skilled workers.

22. Trade Course: - **Wireman** (Duration: 2 years)

**Skills acquired:** - Skilled in industrial and domestic wiring, rewinding, fractional HP motors. Repair of electrical equipment and machinery. Installation and maintenance of overhead lines. Fault finding in machinery like lathe machine, drilling machine used in workshop and factories. Servicing and repairing of Table fan, ceiling fan, exhaust fan, Hair dryer, mixture liquidizer, Grinder, Water pump, washing machine, geyser, heater; A.C./D.C. circuit. Estimate cost of different types of wiring used in domestic and industrial wiring. Work on different types of insulators, earthing used in substation, power station, lighting arrestor, reactor etc. He shall be able to prepare HT/CT panel boards designing of panel boards used for industry/work shop. Fault finding in different types of A.C. and D.C. starter motor used in factories and workshops. Connection of different types of measuring instruments which is available on panel board etc. used in factories and workshops. Assembling and repairing of different types of lamps used in electrical workshop and factories. Expert in hand winding and machine winding of transformers, field coils of DC motors, rewinding of Armature, stator winding, electric bell/buzzer N.U.C., O.L.C., of DC starter etc.

**Options for employment are:-**

Can work as a lineman/Wireman/Wireman supervisor/Wireman sub contractor/ contractor/Technician Wireman in Govt. Sector/Pvt. Sector.

**Options for self-employment are:-**

He may be a wiring contractor, wiring supervisor, Wireman in domestic and industrial wiring.

He can run his own electrical workshop for Rewinding traditional H.P. motors, repairing electrical equipment & machinery.

23. Trade Course: - **Plumber** (Duration: 1 year)

**Skills acquired :-** A trainee shall be able to pay out and install different types of pipes for water supply and drainage, sanitary fittings like wash basin, shower, sink, water closet, urinals using waste and soldering, brazing, gas welding, carpentry and masonry work related to plumbing. Repairing, cleaning and maintenance of valves, cocks and plumbing fixtures. Installation of copper pipes for water, oil and gas. Installation, repairing and maintenance of pumps. Design and construction of chamber and septic tank. Estimation of materials requirement and its cost of plumbing.

**Options for employment are:-**

Plumber in Government departments/PWD, Star hotels, Industries, etc.  
Pump Operator, Plumbing Supervisor and Pipe Fitter in Ship industries and oil refineries.

**Options for self-employment are:-**

Plumbing contract for domestic and industries.  
Establish Hardware shop  
Maintenance contracts of domestic lines and industrial lines.

24. Trade Course: - **Cutting & Sewing** (Duration: 1 year)

**Skills acquired:** - On completion of the course the trainee can independently stitch baby garments, zablas, baby sets. Stitch girl's track, Skirts, Blouse, ladies skirt, school uniforms, etc. Stitch sari blouse, plain sari blouse with yoke, three pieces and five pieces katori, sari petticoat, nighty. Stitch boy's shirt and half pant, school uniform, gent's shirt, half sleeve and full sleeve shirt, kurta and pyjama. Stitch chudidar dresses, ladies tops and pant. Stitch wedding gowns, latest fashion beads and sequence work. Make alterations.

**Options for employment are:-**

The trainee can be employed in Tailoring Industry, Tailoring Shops, Hospitals, Jails, Defence Forces, and Film Industry as a Tailor.

**Options for self-employment are:-**

The trainee can set up his own tailoring shop for stitching ladies and gents garments.

25. Trade Course: - **Hospitality Management (BBBT)** (Duration: 1 Year)**Skills acquired: -**

**Food Production:** - How to prepare stocks, soups and sauces, basic knowledge of Indian/Continental/Chinese cuisine, knowledge of spices, ingredients and other commodities, knowledge of different methods of cooking food and use of latest kitchen equipments and cooking ranges.

**Steward:** - To know different equipments used in Bars & Restaurant, different types of Services, table layouts (Ala-Carte, Table-de-Hotel), different types of breakfasts, basic knowledge of wines, spirits, beers and other non-alcoholic beverages.

**House Keeping:** - To learn how to use latest cleaning equipment, basic functioning of Laundry, setting of different types of beds, cleaning, polishing and removing stains and maintaining rooms, equipment and hygiene.

**Front Office:** - To learn how to receive guests and accommodating, knowledge of different types of rooms, handling different equipment of front office, reservations, booking and ticketing and knowledge of surroundings (Travel & Tourism).

**Basic Computer Applications:** - To learn knowledge of Computer fundamentals, opening of files and folders, knowledge of Internet, E-mail and Fax, knowledge of Visual Aids & Website, Multi Media concepts and printing, scanning web camera and use of CD writers.

**Maintenance (Electrical & Plumbing): -**

Basic Electrical knowledge:- To acquire knowledge in the method of fixing switches, repairs of minor equipments in the hotels, use of testers, connecting different types of equipments and knowledge of circuit/voltage current and resistance.

Basic Plumbing knowledge: - To know how to take up the work of minor repairs of taps and other equipments like geezers, water heaters, showers, bath fittings, etc.

26. Trade Course:- **Hospitality Management -Advanced Module - Food Production** (Duration: 6 months)

**Specialized Training in Food Production:** - To give advance knowledge in the fields of Hotel Management.

**Option for Employment**

Excellent opportunities in the Hotel Industry, Fast Foods, Air Lines, Cruise Liners, Tourism, etc.

**Option for Self Employment**

To start own business such as restaurant, Bar, Catering Establishment, Catering for Wedding parties, Other domestic ceremonies, office meeting & conference, etc.

27. Trade Course:- **Hospitality Management -Advanced Module - Front Office Management** (Duration: 6 months)

**Specialized Training in Front Office:** - To give advance knowledge in the fields of Hotel Management.

**Option for Employment**

Excellent opportunities in the Hotel Industry and Tourism, etc.

**Option for Self Employment**

To start own business such as restaurant, Bar, Catering Establishment, etc.

28. Trade Course:- **Hospitality Management - Advanced Module - Food & Beverage Service** (Duration: 6 months)

**Specialized Training in Food & Beverage Service:** To give advance knowledge in the fields of Hotel Management.

**Option for Employment:**

Excellent opportunities in the Hotel Industry, Fast Foods, Air Lines, Cruise Liners, Tourism, etc.

**Option for Self Employment:**

To start own business such as restaurant, Bar, Catering Establishment, Catering for Wedding parties, Other domestic ceremonies, office meetings & conferences, etc.

29. Trade Course:- **Hospitality Management - Advanced Module - House Keeping** (Duration: 6 months)

**Specialized Training in House Keeping:** To give advance knowledge in the fields of Hotel Management.

**Option for Employment**

Excellent opportunities in the Hotel Industry, Cruise Liners, Tourism, etc.

30. Trade Course: **Production And Manufacturing (BBBT)** (Duration: - 1 year)

**Skills Acquired:**

Familiarize with various safety aspects, environmental factors, and personal safety.

Expert hand in handling various sophisticated precision measuring tools

Familiarization & handling various tools such as hand tools, marking tools, cutting tools, assembling and dismantling tools.

Expert in handling drilling machines such as Pillar type, Bench sensitive & Radial.

Operation and maintenance of various sheet metal tools equipment such as nibbling machine, pneumatic shear, guillotine shearing machine, presses, and buffing machine.

Expert hand in handling ARC welding machine and gas cutting.

Acquire various skills in operating lathe machine such, plain, face, step, taper, drilling, reaming, knurling etc.

Operation and maintenance of various grinding machine such as cylindrical grinder, surface grinder, drill and tool cutter grinder.

Expert hand in operation & maintenance of milling machine such as universal, vertical & horizontal.

Acquire skill in gear cutting of spur, helical & rack.

Familiarization with hydraulic elements, graphic symbols, construction of simple circuits.

Expert hand in overhauling of hydraulic pumps, gear pumps, control valves, single & double acting cylinders.

Constructions of circuits for pneumatic power press, pneumatic hammer using double acting cylinder directional control valve flow control valves.

Expert in CNC programming & maintenance on Fanuc & Siemens controller.

Data transferring from PC to machine control from DNC software .

Construction of small electronic & electric circuits.

Expert hand in operation & maintenance of AC/DC motors.

Installation of operating systems (Windows/ Linux) & Internet.

**Option for Employment:**

As Production technician in various Production & Manufacturing company in India/Overseas.

As Operator, Programmer, maintenance technician in Auto & mechanical tool industry.

As quality control Inspector in manufacturing company.

As Entrepreneur in starting own production unit.

As Supplier in supply of Tools, Machinery & raw material.

31. Trade Course: **Production And Manufacturing - Advanced Module - CNC Machining** (Duration: - 6 Months)

**Skills Acquired:** - Programming, Operating & Maintenance of CNC Turning Centers & Milling Centers with controllers Fanuc Oi TC, Fanuc Oi MC and Siemens 802D

**Option for Employment:-**

CNC maintenance, CNC Operator cum Programmer, CNC Production Technician, CNC sales Executive in India and Abroad.

**Option for Self Employment :-**

To start a small scale industry having turning and milling centers.

To start training centre for unskilled/ semiskilled workers from manufacturing Industry.

To start dealership for Sales, Service and maintenance of CNC.

**32. Trade Course: Production And Manufacturing - Advance Module - PLC & Automation**

(Duration: - 6 Months)

**Skills Acquired: -**

Expertise in identification of valves/components/parts and drawings as per ISO symbol.

Development and constructions of various pneumatic, hydraulic, electro-pneumatic and electro-hydraulic circuits.

Constructing the ladder diagram on PC and simulating & checking ladder diagram with monitor.

Constructing and fault finding in various pneumatic, hydraulic circuits.

Experience of maintenance of high speed fully automated machines with PLC/ Computer Controlled machines.

Experience in trouble shooting of electro-pneumatics & hydraulics.

**Option for Employment:-**

Technician, Operation Assistant, Plant supervisor in various Production, Pharma and automobile units in India and abroad.

**Option for Self Employment:-**

To start training centre for unskilled/ semiskilled workers from manufacturing Industry in PLC & Automation.

To work as entrepreneur, consultant in PLC and automation machine.

To start dealership for Sales, Service and maintenance of CNC.

**33. Trade Course: Production And Manufacturing - Advanced Module - CAD/CAM**

(Duration:- 6 Months)

**Skills Acquired :-** Assembly designs and surface modeling using Master Cam and Auto Cad.

Transferring the data from the PC to CNC machine.

**Option for Employment:-** Mechanical Draughtsman, CAD/CAM Programmer, CAD Operator, CAD sales executive in India and Abroad.

**Option for Self Employment:-**

To start training centre for unskilled/ semiskilled workers from manufacturing Industry in CAD/CAM.

To work as entrepreneur in designing of Mechanical Components, consultant in designing and Manufacturing of Mechanical Components

**34. Trade Course: Production And Manufacturing - Advanced Module - Quality Engineering**

(Duration:- 6 Months)

**Skills Acquired: -**

Expertise in handling various precision measuring instruments, Sophisticated equipments such as profile projectors, comparators, micro height etc.

Calibration of precision instruments such as micrometers, Vernier Calipers, dial gauges. Awareness on statistical process control ISO quality systems standards.

Expert in problem solving methodology, Inspection & testing of product as receiving stage, in process stage and in finished goods.

**Option for Employment:-**

As Inspectors in Quality Control Department, Quality Control In - charge, Production Technician in various production units in India and broad.

**Option for Self Employment:-**

To start training centre for unskilled/ semiskilled workers from manufacturing Industry in Quality Engineering pertaining Production and Manufacturing Industry.

To work as consultant in Quality Control for Manufacturing Industry, certifying agency for quality of the product in Manufacturing Industry.

To undertake calibration of precision instruments required in Manufacturing Industry and also for Industry implementing ISO standards.

**35. Trade course:- Information Technology (BBT) (Duration:- 1 year)****Skills acquired:****MODULE – I: BASIC ELECTRICAL AND ELECTRONICS**

Carry out soldering and de-soldering of electronic components

Identify and test passive and active electronic components

Able to repair linear power supply and SMPS used in personal computers

Maintain rechargeable batteries

**MODULE – II: BASIC ASSEMBLING AND MAINTENANCE OF PC'S**

Carry out routine maintenance of PC's

Identify hardware and software faults in a PC and to troubleshoot

Assemble, upgrade a PC to a given requirement

**MODULE – III: BASIC COMPUTER NETWORKING**

Prepare straight and cross cables, Install wall outlets

Interconnect computers using switch and establish peer-to-peer, client-server connection

Create user's groups and allocate rights and privileges

**MODULE – IV: BASIC OFFICE AUTOMATION**

Create documents, reports, memos, and such, required in an office situation including mail merge

Create worksheets for a given requirement, manipulate data and give results

Create PowerPoint presentations

Use Outlook for effective planning and scheduling of day to day work

Create illustrative brochures and pamphlets using PageMaker and Corel draw

**MODULE – V: BASIC INTERNET AND MULTIMEDIA**

Establish internet connection and use internet for getting required information in sending mails, download software from internet

Configure and use outlook express for sending and receiving mails

Create simple WebPages, simple animations, graphic files and edit

**MODULE – VI: BASIC DATABASE PROCESSING**

Use MS-DOS commands for creating simple batch files

Design a database and create a table for given requirement.

Create a query and generate reports.

Use visual basic as front-end, Develop simple application using MS-ACCESS & VB

**Option for Employment:**

Excellent opportunities in Electronic Industries, PC Manufacturing Companies, in the field of Installation and maintenance, in the field of networking, Desktop publishing, Data Entry Operator, Web Designing, Database Developer.

**Option for Self Employment:**

To start an own business for the maintenance of electronic goods, Assembling & Maintenance of PC's, Networking.

To start a business for Desktop publishing, Web designing, Database Processing.

36. Trade Course: **Information Technology - Advanced Module - Repair and Maintenance of Hardware of Computer and Peripherals** (Duration:- 6 months)

**Skills Acquired:** Microprocessors, study of Keyboards, mouse, video Monitors, Printers, Multimedia cards, speakers, Microphones, Model interface, Audio drivers and setup. Study of SMPS and motherboard BIOS and CMOS, RAM, Floppy drive, Hard disk drive. Study of operating system (installation, partitioning & formatting) ,CD ROM Drives, DVD drives Combo drives, installation and minor repairs. Maintenance and repair of ZIP drives, DAT drives, JAZ drives, optical drives. Fault finding and repair of Monitors, Printers, Scanners, Web camera, digitizers, joysticks, etc. Laptop, palm top and Notebook computers.

**Option for Employment:-**

Technician for maintenance & Servicing of different hardware Equipments

Hardware Technician-Assembly, Test, Maintenance, Troubleshooting and Quality control

Assistant to System Engineer, Supervisor in hardware Assembly Units

Sales person in Hardware.

Faculty members or Lab Assistant in Computer Institute.

Start a workshop to carry out repairs of different hardware items

**Option for Self Employment :**

Start a small scale industry.

Setup and maintain Cyber Café.

37. Trade Course: **Information Technology - Advance Module - Multimedia and Webpage Designing**

(Duration:- 6 months)

**Skills Acquired:**

Graphics/Image Data Structures, Vector Graphic illustration Professional Image Editing

Crating & Managing Websites, Developing Animated Web Content & Applications.

Media Rich Website Development. 3D modeling and animation.

**Option for Employment:**

Excellent opportunities for working in IT Industries as a Web Designer.

Assistant Programmer in software development firms.

Internet Operator in Cyber Café, DTP Operator.

Faculty members of Lab Assistant in Computer Institute

**Option for Self Employment:**

To start own business in web designing

Starting a Computer Institute, Cyber Café.

**38. Trade Course: Information Technology - Advance Module - Computer Networking**

(Duration:- 6 months)

**Skills Acquired:**

Networking concepts-serves and Configurations, Network Operating systems and features. Network Cables and Cabling Techniques-Structures cabling and standards

Network protocols TCP/IP services, Principle Functions & uses of Network Components- Hubs/ Switches/Bridges/Routers/Gateways

Planning a simple LAN, Upgrading Server Components, Network WAN Infrastructure.

Administering Windows Server (basics)

Wireless Networking & Network Security

Installing Linux Server and Testing & Configuring Novell Server (basics) and Testing

**Option for Employment:-**

Excellent opportunities for working in IT industries

Assistant to Network Engineer

Sales person in Hardware.

Faculty members or Lab Assistant in Computer Institute.

**Option for Self Employment:-**

To start a own Business in the field of networking

Starting a computer consumable shop, computer institute, Cyber Café.

**39. Trade Course: Fabrication (Fitting & Welding) (BBBT) (Duration:- 1 year)****Skills Acquired:****MODULE – I : BASIC FITTING & MEASUREMENT:-**

Filing, marking, punching, hack sawing, chipping, drilling, reaming, tapping, boring, individually handle precision measurement instruments and read machine drawing, handle various fitter tools, operate drilling machine, grinding machine, power hacksaw, fabricating of different components and assembling with fasteners.

**MODULE-II: BASIC SHEET METAL WORK AND FASTENING:-**

Familiarisation with various safety precautions, identification and use of tools and accessories, marking, cutting sheet metal to different shapes, folding / bending sheet metal, removing dents of spherical and semi spherical articles, Riveting, fastening, seaming, tube bending, making simple railing and door frames, dust pan cover and handle riveting etc.

**MODULE –III: BASIC MACHINE SHOP PRACTICE (Turning, Milling and Grinding):-**

Knowledge of various manufacturing processes, Engine lathe, facing, turning, chamfering, cutting “V” thread, drilling, boring, parting off, knurling, milling on various milling machines and milling cutters, sharpening of turning tools, grinding, preparation of edges for welding.

**MODULE-IV : BASIC WELDING**

Familiarisation with various safety precautions, identification of tools and accessories used for gas and Arc welding, Setting up gas welding Plant, lighting and adjustment of Oxy- Acetylene flame, Beading practice on MS sheet with and without filler rod, Setting up Arc Welding plant, striking an Arc and depositing straight , square butt joints, Setting up Oxy Acetylene cutting plant and practicing gas cutting on M.S. plate, various joints, Brazing, Soldering, Pipe to Pipe Joints in 1G position, pipe to sheet flange joint.

**MODULE- V: METALS AND SURFACE FINISHING TECHNIQUES:-**

Familiarisation with various Industrial safety equipments, identification of various metals, sound test for metal identification, spark test for metal identification, measuring hardness of metals with Rockwell hardness and Brinell hardness testing machine, measuring tensile strength of metals using UM, Impact testing, Operation and control of furnace, temperature measurement instruments, Hardening and Tempering, stress relieving on welded components, identifying various weld defects, Non-destructive testing methods, Dye Penetrant Testing, Magnetic Particle Testing, surface finishing, scrapping, Brush/Dip/Roller/Spray Painting , application of putty, primer, Polishing, Buffing, Phosphating, Powder Coating, dying, Stenciling and Marking, Inspection of paint.

**MODULE-VI: BASIC ELECTRICAL, ELECTRONICS & COMPUTER SKILLS:-**

**Basic Electrical and Electronics :** Study and use of multimeters. Simple wiring practice with distribution boards, junction boxes, main switches two way and intermediate switches. Soldering on PCB, cable joints and aluminum conductor. Crimping of wires. Identification of different parts of DC generators, AC motor and transformer.

**Computer skills:** Booting the computer, Opening windows menus, using the mouse, refresh computer desktop, create a directory in XP and Linux, format a floppy, create files using notepad, save the files from hard disk to floppy, change control panel setting for display, using windows explorer, install/remove software, add new hardware, knowledge of Internet, E-mail and fax, MS Word, Excel and Multimedia.

**Option for Employment:-**

Can work as a Fitter, Sheet Metal worker, Turner, Machinist, Welder, Fabricator, Job assembler, Painter, Quality Personnel in Industry, Ships and garages.

**Option for Self Employment:-**

To start a small scale industry in Sheet Metal Fabrication and other Fabricated products.  
 To start a powder coating/ painting unit with metal surface treatment facilities.  
 To start training centre in Welding/ Fabrication for unskilled/ semiskilled workers from manufacturing Industry.  
 To work as consultant for manufacture of jigs and fixture.  
 To start a garage for job work, repairs and maintenance of production machinery.

**40. Trade Course: Fabrication (Fitting & Welding) - Advanced Module - TIG/MIG Welding**

(Duration:- 6 Months)

**Skills Acquired:**

Familiarisation with the machinery used for TIG/MIG welding, safety precautions, various weld joints in different positions, gas welding, gas cutting, plasma cutting, sheet bending to different curvatures, Shielded Metal Arc Welding (SMAW), TIG Welding, root pass welding in plates by TIG in 1G, 2G, 3G and 4G, root pass welding of pipes by TIG in 5G & 6G, pipe flange welding by TIG and ARC, MIG Welding, Submerged Arc Welding, Plasma Welding, Welding Automation, CO2 welding, inspections and testing of weldments, Welding Procedure Specifications (WPS) & Procedure Qualification.

Records (PQR), testing of specimens according to codes and standards.

**Option For Employment:-**

Can work as Welder, Fabricator, Job assembler on ships, workshops and garages.

**Option For Self Employment:-**

- Can start small scale industry in sheet metal fabrication and other fabricated products.
- Can start a training centre in welding / fabrication for unskilled / semi-skilled workers from manufacturing Industry.
- Can work as consultant for manufacturing of jigs & fixtures.
- Can start own garage for job work, repairs and maintenance of production machinery.

41. Trade Course: **Fabrication (Fitting & Welding) - Advanced Module - Pressure Vessel and Pipe Welding** (Duration:- 6 Months)

**Skills Acquired:** Familiarisation with the Machinery, Arc Welding, Gas Cutting, Gauging, Weld Joint, Preparation, Edge Preparation, Welding Fixtures & Clamps, Selection of Electrodes, Groove Welding on the plates in 3G & 4G Position, Uphill Welding, Downhill Welding & Horizontal Welding, Pipe welding in different Positions, Root Welding of Pipes, Inspection & Clearance using LPI Testing, Welding Heavy Wall Pipes in 6G Positions, Welding Symbols, Pipe & Plate, Flange Joint Welding, T & Y Pipe Joint Welding, Beading Practice by TIG on MS Sheet, Root pass Welding of Plates & Pipes in all Position by TIG, CO<sub>2</sub> Welding, Automatic Submerged Arc Welding, Inspection of Weldments, WPS & PQR, Weld Test Specimen on Plates & Pipes according to Codes & Standards.

**Option for Employment:-**

Can work as Welder, Fabricator, Job assembler on ships & pressure vessels manufacturing Industry, Workshops, Pharmaceutical Industry & Hotel Industry.

**Option for Self Employment:-**

Can undertake the Consultancy, can set up Workshop for repairs & Maintenance of Pressure Vessels, can undertake Job-Work in Industry, Pharmaceutical Industry & Hotel Industry for Pipe Welding, Erecting Shades & Structures.

42. Trade Course: **Fabrication (Fitting & Welding) - Advanced Module - Welding Inspection and Testing** (Duration:- 6 Months)

**Skills Acquired:** Handling various measuring instruments, identification of material, markings, TIG /MIG welding, SMAW, Co<sub>2</sub> welding, pipe joints, plate joints, various destructive and non-destructive testing of metals, Brinell Hardness Testing, Rockwell Hardness Testing, impact testing, bend testing of weldments, Universal Testing, Dye penetrant testing, Magnetic particle testing, Evaluation of welding using Ultrasonic Flaw detector, Study of IIW/ASTM reference radiograph, interpretation of radiographic films, X rays, gamma rays, radiation hazard and control, certification methods for welding inspectors, codes and standards for welding inspections, various welding codes, WPS, PQR.

**Option For Employment:-**

Can work as quality Control personnel in any Fabrication Industry and Government workshop, Inspection laboratories.  
Can work in Industry for checking incoming raw material, in process material and finished goods.

**Option For Self Employment:-**

Can work as a quality consultant, can undertake contract of quality testing of material for checking incoming raw material in process material and finished goods in Manufacturing Industry & Workshop, can set up own Quality Control Lab for Welding Inspection

**43. Trade Course:- Automobile (BBBT) (Duration:- 1 Year)****Skills Acquired:****MODULE-I: BASIC FITTING & MEASUREMENT**

Identify and use marking and measuring tools, cutting tools, work holding devices in Fitting Shop, Micrometers, height gauge, dial bore gauge, telescopic gauge.

File the surface to the accuracy of  $\pm 0.1$  mm

Tap the hole manually and by machine

Remove broken studs and bolts from the holes using stud extractor

**MODULE II: BASIC SHEET METAL & WELDING**

Identify and use tools and equipment used in sheet metal working and welding following safety precautions.

Make simple riveted joints, simple welding joints in horizontal and vertical positions by arc Welding.

Do brazing, soldering on sheet metal, perform basic skills of sheet metal working and welding

**MODULE III: BASIC ELECTRICAL & ELECTRONICS**

Make joints on conductor and solder joints

Simple maintenance of batteries.

Build circuits with thyristors and transistors.

**MODULE IV: BASIC MICROPROCESSOR & COMPUTER OPERATION**

Identify Microprocessor controlled systems in Automobiles.

Understand Computer Fundamentals and its parts.

Using Windows and DOS operating system and working in MS Word and Excel.

**MODULE V: BASIC OF PETROL & DIESEL ENGINE**

Dismantle and assemble 2 and 4 stroke petrol engines.

Dismantle and assemble 4 stroke diesel engines.

Tuning of engines.

**MODULE VI: BASIC OF TRANSMISSION, SUSPENSION, STEERING SYSTEM & BRAKES**

Understand the working of mechanical, hydraulic and pneumatic brake system.

Understand the working parts of hydraulic and pneumatic system.

Adjust and bleeding of hydraulic brake.

**44. Trade course : Automobile - Advanced Module – Servicing & Overhauling of Automobiles ( Petrol ) (Duration 6 Months)**

**Skills Acquired:-** Dismantle and reassembly of various Petrol engines, overhauling of Petrol Engines, Preventive maintenance of Petrol engine vehicles. Driving practice on Motor car / LCV and issue of Licence from competent authority.

**45. Trade course : Automobile - Advanced Module – Servicing & Overhauling of Automobiles ( Diesel ) (Duration 6 Months)**

**Skills Acquired:-** Complete overhauling of Diesel Engine and performance testing, checking and repair of different systems of Diesel engines vehicles. Trouble shooting in clutch, Gear box, fuel

injection system, brake system etc. driving practice on Motor Car/ LCV and issue of Licence from the competent authority.

**46. Trade course : Automobile - Advanced Module - Auto Electrical Electronics & Air conditioning in Automobiles (Duration 6 Months)**

**Skills Acquired:-** Automobile wiring systems. Different Electrical systems used in Automobiles, Electronic Ignition system, engine scanner, electronic control module, sensors and actuators, maintenance of batteries, automobile Air conditioning system etc.

**47. Trade course : Automobile - Advanced Module - Overhauling of Fuel Injection System & Steering Mechanism (Duration 6 Months)**

**Skills Acquired:-** Fuel injection pumps, injectors, phasing and calibration, steering geometry, dismantling and assembling of steering gear box, checking Toe in Toe out, Camber & caster angle, Multi point Fuel injection system etc.

**48. Trade course : Automobile - Advanced Module - Denting, Painting & Welding (Duration 6 Months)**

**Skills Acquired:-** Practice on Gas welding, Gas brazing, Gas soldering, Arc welding, MIG/MAG Welding, TIG Welding, Resistance spot welding, Plastic welding etc. Body construction of Automotive repair and different painting process.

**49. Trade Course:- Electrical (BBBT) (Duration:- 1 year)**

**Skills acquired:-**

**MODULE I: BASIC ENGINEERING SKILLS**

Use different type of tools used for carpentry, fitting, drilling, and plumbing etc.

Perform soldering & brazing etc., Make sample sheet metal articles.

Cut conduit pipe and make threading on it.

**MODULE II: BASIC ELECTRICAL ENGINEERING**

Wire & test simple electrical circuits, in different types of wirings with suitable controlling & protective devices, observing I-S Standards & I.E rules.

Define & measure electrical quantities like voltage current resistance power & energy using appropriate & different instruments like voltmeters, ammeters, multimeter , watt meters, etc.

Test wiring installation for insulation resistance faults-using appropriate instruments & Rectify faults.

Test, charge & door outline maintenance of different types of batteries.

Define Magnetism, Electromagnetism, and magnetic field etc.

Check a capacitor and identify the HT & LT winding of transformer and able to find output of transformer.

Testing of contactors & alarm circuits.

**MODULE III: BASIC ELECTRONICS**

Use the hand tools correctly & safely. Use wire gauge, feeler gauge, read colour code of resistors etc., Capacitors, verify ohms law, series, parallel connections etc., voltmeter, ammeter, ohm meter & multimeter correctly, observing safety precautions in handling them. Use of wheat-stone bridge, Icr bridge to measure I c & r Solder wires on PCB, using proper soldering iron of different wattages correctly. Identify & test hf, af coils, wind small coils & test them.

Read data book for semiconductors, connect them properly in circuits, plot characteristics.

Use of oscilloscope, signal generator, transistor tester etc. Trace circuit diagrams & interpret circuit diagrams.

#### **MODULE IV: BASIC ELECTRICAL WIRING & WINDING**

Understand different types of wiring, i.e. Rules, cable joints, soldering, etc.

Testing and installation for motors.

Understand the procedure of batten wiring system, casing capping wiring system, conduit pipe wiring system for domestic & industrial, fault tracing in various wiring system.

Re-wind a transformer/simple motor of small size.

Understand different types of AC/ DC Windings of motors & transformers.

#### **MODULE V: BASIC POWER GENERATION, TRANSMISSION & DISTRIBUTION**

Work on various sources of power generation.

Erect the transmission of different voltages. Find faults in transmissions lines.

Install circuit breaker / switch gear.

Test and replace the safety measures of transformers.

Install and find faults in different types of distribution systems.

Test relays in various protection schemes.

Test and maintain power & distribution transformer.

#### **MODULE VI: BASIC COMPUTER OPERATING SKILL & ITS APPLICATION**

Have operational skill of computer, To enter data, prepare bills, prepare tool list etc.,

Download information from internet.

Draw electrical layouts, drawing, wiring diagrams, Simulate simple electrical circuits

#### **Option for employment:-**

Can be employed in various factories, Companies because of the Multiskill knowledge.

Also they can be absorbed by the Government or Semi Government as lineman, Wireman,

Electrical Supervisor, Service Technician, Lab Technician, Electrical Maintenance Foreman etc.

#### **Option for Self employment:-**

The trainee passing out can become a contractor of domestic and industrial wiring, will have the knowledge of designing and erecting of panel boards.

Can set up own shop for rewinding different types of AC/DC Motors, generators, transformers etc.

#### 50. Trade course : Electrical - **Advanced Module – Repair & maintenance of Domestic applications (Duration 6 Months)**

**Skills acquired:-** Working principle, construction and fault finding of Electrical appliances such as, Fan, Oven, Washing machines, Vacuum cleaners, Dish washer, Microwave oven, Geyser, Water pumps, Automatic water level controller, Various control devices, MCBs,

#### 51. Trade course : Electrical - **Advanced Module – Operation & Maintenance of equipments used in HT, LT, Substation and cable jointing (Duration 6 Months)**

**Skills acquired:-** Cable jointing procedures, Operation and maintenance of equipments used in transmission lines and Sub-station. Maintenance of Transformer equipments, circuit breakers, electrical measuring instruments, installation of fuses in LT & HT lines.

#### 52. Trade course : Electrical - **Advanced Module – Repair & maintenance of electrical machine and power supply (Duration 6 Months)**

**Skills acquired:- Repair and maintenance of active and passive components, measuring instruments, Rectifiers and fuses, CRO, Voltage stabilizers, voltage regulators, relays and protection circuits, Invertors, Battery chargers, on-line, off-line UPS, CCTV,s, SMPS, Power control circuits, motor control circuit etc**

53. Short term Course:- **Data Entry Operator** (Duration:- 6 months)

**Skills Acquired:** Computer Fundamentals, Operating System - DOS, Windows, MS Office like Word, Excel, PowerPoint, Access, PageMaker, Tally, LAN, Internet, Data Entry Practice, Practice on Printer & Scanner.

**Option For Employment:-**

Work as an Accountant, Data Entry Operator or Computer Operator in Industry, Offices, etc.  
Internet Operator in Cyber Cafe.  
Lab Assistant in Computer Institutes or Schools.

**Option For Self Employment:-**

Starting a Computer Institute.  
Take up data processing jobs.

54. Short term Course: - **Driver cum Mechanic** (Duration:- 6 months)

**Skills Acquired:** On completion of the course, the trainee becomes skilled driver by acquiring complete skills in driving by following norms of driving laid down by transport department from time to time. He will be able to inspect & maintain the vehicle in preliminary stage, locate the faults in the vehicle, carry out minor repairs in the vehicle in case of emergency which saves vehicles to be off the road, drive the vehicle with difference in driving on highways and in city roads.

**Option for employments: -**

He can work as a driver in any workshop, factory or in service centre.

**Option for self employment: -**

Start own taxi business.  
Starts own hire tempo business.  
Starts his own workshop, service centre, driving school

**ANNEXURE-I****TRADE-WISE INTAKE CAPACITY OF EACH ITI DURING 2010-11****(A) EXISTING TRADES AND UNITS AFFILIATED TO NATIONAL COUNCIL FOR VOCATIONAL TRAINING (NCVT), NEW DELHI**

Sr. No.	ITI	Computer Operator & Programming Assistant	Information Technology & Electronics System Maintenance	Desktop Publishing Operator	Fitter	Turner	Machinist	Electrician	Instrument Mechanic	Mechanic Refrigeration & AC	Electronics Mechanic	Draughtsman (Mechanical)	Draughtsman (Civil)	Stenography (English)	Secretarial Practice	Mechanic Motor Vehicle	Hair & Skin Care	Craftsmen Food Production (Gen)	Steward	Mechanic (Diesel)	Welder (Gas & Electric)	Carpenter	Wireman	Plumber	Cutting & Sewing	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
1	Farmagudi	32	16	-	16	12	12	32	16	16	16	16	16	-	-	-	-	-	-	-	24	-	-	-	-	224
2	Panaji	-	-	-	16	-	-	16	-	-	-	-	-	16	-	16	-	-	-	16	24	-	-	16	-	120
3	Mapusa	32	16	-	-	-	-	16	-	-	16	-	-	-	16	16	16	-	-	16	-	-	-	-	-	144
4	Margao/ Aquem Baixo	16	-	16	16	-	-	16	-	-	16	-	-	-	-	-	32	16	16	-	-	-	-	32	32	208
5	Cacora	16	-	-	16	-	-	16	-	16	-	-	-	-	-	-	-	-	-	-	24	-	-	-	-	88
6	Pernem	32	-	-	-	-	-	16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	16	16	80
7	Bicholim	-	-	-	16	-	-	-	-	-	-	-	16	16	-	-	-	-	-	16	-	-	16	-	16	96
8	Sattari	-	-	16	16	-	-	16	-	16	-	-	-	-	-	-	-	-	-	-	12	-	-	32	16	124
9	Cancaona	16	-	-	16	-	-	16	-	-	16	-	-	-	-	-	-	-	-	16	12	16	-	-	16	124
10	Vasco	16	-	16	16	-	-	16	-	16	16	-	-	-	-	-	-	-	-	16	12	-	16	16	-	156
	<b>Total</b>	<b>160</b>	<b>32</b>	<b>48</b>	<b>128</b>	<b>12</b>	<b>12</b>	<b>160</b>	<b>16</b>	<b>64</b>	<b>80</b>	<b>16</b>	<b>32</b>	<b>32</b>	<b>16</b>	<b>32</b>	<b>48</b>	<b>16</b>	<b>16</b>	<b>80</b>	<b>108</b>	<b>16</b>	<b>32</b>	<b>112</b>	<b>96</b>	<b>1364</b>

**Annexure-II****“CENTRE OF EXCELLENCE”**

(Affiliated to National Council for vocational Training (NCVT) New Delhi)

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Sr. No.	ITI	Hospitality Management (BBBT) Broad Base Basic Training				Hospitality Management Advance Modules				Information Technology (BBBT) Broad Base Basic Training				Information Technology Advanced Modules				Production Manufacturing (BBBT) Broad Base Basic				Production Manufacturing Advanced Modules				Fabrication (Fitting & Welding) Advance d Modules				Automobile (Advance Modular)				Electrical (Advance modular)				Total
		Food Production	Front Office Management	Food & Beverage Service	House keeping	Information Technology (BBBT) Broad Base Basic Training	Repair & maintenance of Hardware & Multimedia & Web Designing	Computer Networking	Production & Manufacturing (BBBT) Broad Base Basic	CNC Machining	CAD/CAM	PLC & Automation	Quality Engineering	Fabrication (Fitting & Welding)(BBBT) Broad Based Basic	TIG/MIG Welding	Pressure Vessel & Pipe Welding	Welding Inspection & Testing	Automobile(BBBT) Broad Based Basic Training	Servicing and Overhauling of automobile ( (Diesel)	Servicing and Overhauling of automobile (Diesel)	Auto electrical, Electronics & Air Conditioning	Overhauling of fuel injection system and steering Mechanism	Denting, painting and welding	Electrical (BBBT) Broad Based Basic Training	Repair & maintenance of Domestic	Operation and maintenance of equipment used in HT, LT substation and Cable jointing	Repair and maintenance of electrical machines and power supply											
1	Panaji	96	32	16	32	16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	192				
2	Margao	-	-	-	-	-	96	32	32	32	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	192					
3	Mapusa	-	-	-	-	-	-	-	-	-	96	32	16	32	16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	192					
4	Pernem	-	-	-	-	-	-	-	-	-	-	-	-	-	96	32	32	32	-	-	-	-	-	-	-	-	-	-	-	-	-	-	192					
5	Sattari	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	96	32	32	-	32	-	-	-	-	-	-	-	-	-	-	192					
6	Farmagudi	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	96	32	32	32	-	-	-	-	-	-	-	-	-	-	-	192					
7	Cacora	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	96	-	32	32	32	-	-	-	-	-	-	-	-	-	-	192					
8	Bicholim	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	96	32	32	32	-	-	-	-	-	-	192					
9	Canacona	96	32	16	32	16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	192						
	<b>Total</b>	192	64	32	64	32	96	32	32	32	96	32	16	32	16	96	32	32	32	288	64	96	64	32	32	96	32	32	32	32	1728							

**ANNEXURE-III**  
**TRADE-WISE INTAKE CAPACITY OF EACH ITI DURING 2010-11**

**(B) EXISTING TRADES UNITS UNDER THE AEGIS OF STATE COUNCIL FOR VOCATIONAL TRAINING (SCVT), PANAJI-GOA.**

Sr. No.	ITI	Computer Operator & Programming Assistant	Desktop Publishing Operator	Machinist	Electronics Mechanic	Hair & Skin Care	Welder (Gas & Electric)	Wireman	Plumber	Cutting & Sewing	Refrigeration & A.C. Mechanic	Short term courses		Total
												Data Entry Operator	Driver Cum Mechanic	
		1	2	3	4	5	6	7	8	9	10	11	12	13
1	Farmagudi	-	-	-	-	-	-	-	-	-	-	-	-	0
2	Panaji	-	-	-	-	-	-	-	-	-	-	-	-	-
3	Mapusa	-	-	-	-	-	-	-	-	-	-	-	-	-
4	Margao/ Aquem Baixo	-	-	-	-	-	-	-	-	-	16	16(*16)	-	48
5	Cacora	-	16	-	-	16	-	16	32	16	-	-	-	96
6	Pernem	-	-	-	-	-	-	-	-	-	-	-	16	16
7	Bicholim	16	-	12	16	-	12	-	16	16	-	-	-	88
8	Sattari	-	-	-	16	-	-	-	-	-	-	-	-	16
9	Canacona	-	-	-	-	-	-	16	32	-	-	-	16	64
10	Vasco	-	-	-	-	-	-	-	-	-	-	-	-	-
	<b>Total</b>	<b>16</b>	<b>16</b>	<b>12</b>	<b>32</b>	<b>16</b>	<b>12</b>	<b>32</b>	<b>80</b>	<b>32</b>	<b>16</b>	<b>32</b>	<b>32</b>	<b>344</b>

\* Since the Data Entry Operator course is of 6 months duration, the second batch will start in the month of February 2011

### **SCHEDULE OF ADMISSION PROCESS**

<b>Sr. No.</b>	<b>Activity / Event &amp; Places</b>	<b>Date &amp; Time</b>
1	Sale of Prospectus at All Govt. ITI s	31 <sup>st</sup> May 2010 – 31 <sup>st</sup> Aug 2010
2	Last day for receiving Application forms at admission centre complete in All respect.	09 <sup>th</sup> July 2010
3	Display of Merit List by ITI's on their notice board.	15 <sup>th</sup> July 2010
4	Date of admission of candidates belonging to all reserved categories.	19 <sup>th</sup> July 2010 & 20 <sup>th</sup> July 2010
5	Date of admission of candidates belonging to general categories	21 <sup>st</sup> July 2010 & 24 <sup>th</sup> July 2010
6	First Round of Admission for vacant seats	26 <sup>th</sup> July 2010
7	Second Round of Admission for vacant seats	28 <sup>th</sup> July 2010
8	Third Round of Admission for vacant seats	30 <sup>th</sup> July 2010
9	Fourth and last round of Admission for vacant seats of 1 year trades	16 <sup>th</sup> August 2010
10	Fourth and last round of Admission for vacant seats of 2 year trades	31 <sup>st</sup> August 2010

N.B.: Vacant seat for reserved categories shall be allotted to general category from 21<sup>st</sup> July, 2010 onwards.