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Industrial Training Institute

Directorate General of Employment & Training, Govt. of India

Baba Saheb Ambedkar (P) Industrial Training Institute

ISO 29990 : 2010 Certified

Affiliated to NCVT Department of Training & Technical Education Govt. of Delhi



CRAFTSMAN TRAINING SCHEME

(ENTREPRENEURSHIP LOAN UNDER MUDRA SCHEME / JOB GUARANTEED)

RECOGNIZED BY GOVERNMENT OF INDIA



ISO 29990 : 2010 Certified

"Life should be **GREAT** rather than **LONG**"

Dr. Bhimrao Ambedkar

Bhimrao Ramji Ambedkar (14 April 1891 - 6 December 1956), popularly known as Babasaheb, was an Indian jurist, economist, politician and social reformer who inspired the Dalit Buddhist movement and campaigned against social discrimination against Untouchables (Dalits), while also supporting the rights of women and labour. He was Independent India's first law minister and the principal architect of the Constitution of India.

Ambedkar was a prolific student, earning a law degree and various doctorates from Columbia University and the London School of Economics, and gained a reputation as a scholar for his research in law, economics and political science. In his early career he was an economist, professor, and lawyer. His later life was marked by his political activities; he became involved in campaigning and negotiations for India's independence, publishing journals advocating political rights and social freedom for Dalits, and contributing significantly to the establishment of the state of India. In 1956 he converted to Buddhism, initiating mass conversions of Dalits. In 1990, the Bharat Ratna, India's highest civilian award, was posthumously conferred upon Ambedkar. Ambedkar's legacy includes numerous memorials and depictions in popular culture.



NATIONAL TRADE CERTIFICATE

DIRECTORATE GENERAL OF EMPLOYMENT & TRAINING (DGE&T)

INTRODUCTION

The **Directorate General of Employment & Training (DGE&T)** in Ministry of Labour is the apex organisation for development and coordination at National level for the programmes relating to vocational training including Women's Vocational Training and Employment Services. Employment service is operated through a countrywide network of Employment Exchanges. Industrial Training Institutes are under the administrative and financial control of State Governments or Union Territory Administrations. DGE&T also operates Vocational Training Schemes in some of the specialised areas through field institutes under its direct control. Development of these programmes at National level, particularly in the area concerning common policies, common standards and procedures, training of instructors and trade testing is the responsibility of the DGE&T. But, day-to-day administration of employment Exchanges and Industrial Training Institutes rests with the State Governments/ Union Territories Administrations. Distribution of responsibilities between Central Govt., State Govts and Industry.

EVOLUTION OF DGE&T

The Directorate General of Resettlement and Employment (DGR&E) now known as Directorate General of Employment and Training (DGE&T) was set up in July 1945 for the purpose of resettling demobilised Defence service personnel and discharged War Workers in civil life. After Independence, the Directorate was also called upon to handle work relating to displaced persons from Pakistan. Subsequently, the scope of the Directorate was extended to cover, employment services to all categories of job seekers in early 1948, and the training services to all civilians in 1950. In pursuance of the recommendations of the Training and Employment Service committee (Shiva Rao Committee set up in 1952) the day-to-day administrative control of the Employment Exchanges and Industrial Training Institutes (ITIs) was transferred to the State Governments/Union Territory Administrations with effect from 1.11.1956. Cost sharing by the Centre with the State Governments to the extent of 60% of the cost of the organisation was continued upto 31-03-1969 after which the scheme was discontinued based on the decision taken by the National Development Council in May, 1968. Thus full financial responsibility for Manpower and Employment Schemes and the Craftsmen Training Scheme (Industrial Training Institutes) was transferred to the State Governments/Union Territory Administrations with effect from 01-04-1969. With each successive Five Year Plan there had been considerable expansion of the activities of the Employment Service and Training Service in the Centre and the States.

MAJOR FUNCTIONS OF DGE&T

- a. To frame overall policies, norms, and standards for vocational training.
- b. To diversify, update and expand training facilities in terms of craftsmen and crafts instructors' training.
- c. To organise and conduct specialised training and research at the specially established training Institutes.
- d. To implement, regulate and increase the scope of training of apprentices under the Apprentices Act, 1961.
- e. To organise vocational training programmes for women.
- f. To provide vocational guidance and employment counselling.
- g. To assist scheduled castes/scheduled tribes and persons with disabilities by enhancing their capabilities for wage employment and self employment.
- h. To conduct regular training programmes for Employment Officers and develop staff training material for use by the Employment Service personnel.
- i. To collect and disseminate information concerning employment and unemployment and prescribe uniform reporting procedures.

NATIONAL COUNCIL FOR VOCATIONAL TRAINING (NCVT)

In pursuance of the recommendation of the All India Council for Technical Education, the Government of India in the Ministry of Labour Resolution No. RTA-428(5)/dated the 22nd May, 1951, appointed a committee called the National Trade Certification Investigation Committee with instructions to prepare a scheme for the establishment of an All India Trades Board which would award certificates of proficiency to craftsmen in the various engineering and building trades. The report of this committee as also the recommendation of the Training and Employment Services Organisation Committee (known as the Shiva Rao Committee) have been considered by the Government of India. The Government agreed with both the committees that there is need for setting up a central agency for co-ordinating the training programmes in the country bringing about uniformity of standards and awarding certificates of proficiency in craftsmanship on an All India basis. Such a step is the interest of both the industry and the workers in as much as it ensures that the holders of National Certificates possess a minimum Recognised degree of skill. In addition, it facilitates mobility of tradesmen and their employment.

The Government of India have also decided to transfer the administration of the training organisation under the Directorate General of Resettlement and Employment to the control of the State Government concerned, retaining for themselves the functions of co-ordinating craftsmen training and laying down the training policy. This decision has further accentuated the need for central agency for assisting or advising the Central Government in the discharge of their responsibilities regarding Craftsmen Training. It has accordingly been decided, in consultation with the State governments and other concerned parties, to set up a National Council for Vocational Training. Accordingly with a view to ensure and maintain uniformity in the standards of training all over the country, the National Council for Vocational Training, an advisory body, was set up by the Government of India in the year 1956. The Council has been entrusted with the responsibilities of prescribing standards and curricula for Craftsmen Training, advising the Government of India on the overall policy and programmes, conducting All India Trade Tests and awarding National Trade Certificates. The National Council is chaired by the Minister of Labour, with members representing Central and State Government departments, employers' and workers' organisations, professional and learned bodies, All India Council for Technical Education, scheduled castes and scheduled tribes, All India Women's Organisation, etc. The State Council for Vocational Training at the State level and the Trade Committees have been established to assist the National Council.

Method for discharging functions:

1. Meeting of NCVT is conducted once in a year to discuss various issues on vocational training. Recommendations made during the meeting are accepted by Govt. of India for implementation.
2. Meeting of Sub-committee of NCVT dealing with affiliation is conducted three to four time in year to deal with affiliation and other issues of Craftsmen Training.
3. Approval /comments from members of NCVT on syllabi & other urgent issues are sought through circulation of documents before implementation .

OBJECTIVE : The Council shall functions as a central agency to advise the Government of India in framing the training policy and co-ordinating vocational training throughout India.

FUNCTIONS OF NCVT

The functions of the council shall be to

1. Establish and award National Trade Certificates in engineering, building, textile and leather trades and such other trades as may be brought within its scope by the Government of India
2. Prescribe standards in respect of syllabi, equipment, and scale of accommodation, duration of courses and methods of training;
3. Arrange trade tests in various trade courses and lay down standards of proficiency required for a pass in the examination leading to the award of National Trade Certificate;
4. Arrange for ad-hoc or periodical inspections of training institutions in the country to ensure that the standards prescribed by the council are being followed;
5. Recognise training institutions run by government or by private agencies for purposes of the grant of National Trade Certificates and lay down conditions for such recognition;
6. Co-opt, if necessary, any person or persons to advise the council in connection with its work;
7. Prescribe qualification for the technical staff of training institutions;
8. Prescribe the standards and conditions of eligibility for the award of National Trade Certificates;
9. Generally control the conditions for the award of National Trade Certificates;
10. Recommend the provision of additional training facilities wherever necessary & render such assistance in the setting up of additional training institutions or in the organisation of additional training programmes as may be possible;
11. Advise the Central Government regarding distribution to State Governments of the contribution of the Government of India towards expenditure on the Craftsmen Training Scheme;
12. Perform such other function as may be entrusted to it by the Government of India;
13. Perform such functions as are assigned by or under the Apprentices Act, 1961.

CRAFTSMAN TRAINING

The Directorate General of Employment & Training (DGE&T) in the Ministry of Labour, Government of India initiated Craftsmen Training Scheme (CTS) in 1950 by establishing about 50 Industrial Training Institutes (ITIs) for imparting skills in various vocational trades to meet the skilled manpower requirements for technology and industrial growth of the

country. The second major phase of increase in ITIs came with the oil-boom in West-Asia and export of skilled manpower to that region from India. Several new private ITIs were established in 1980's in southern states mostly in Kerala, Karnataka and Andhra Pradesh, etc. from where trained craftsmen found placement mainly in Gulf countries. In 1980, there were 830 ITIs and the number rose to 1900 ITIs in 1987. During 1990's, the growth of ITIs had been steep and presently there are over 4971 ITIs (1869 in Govt. & 3102 in Private Sector) having a total seating capacity of 7.18 lakhs.

Under the constitution of India, Vocational training is the concurrent subject of both Central and State Governments. The development of training schemes at National level, evolution of policy, laying of training standards, norms, conducting of examinations, certification, etc. are the responsibilities of the Central Government, whereas the implementation of the training schemes largely rests with the State Govts./UT Administrators. The Central Govt. is advised by the National Council of Vocational Training (NCVT), a tripartite body having representatives from employers, workers and Central/State Governments. Similar Councils known as State Councils for Vocational Training are constituted for the same purpose by the respective State Governments at state levels.

SALIENT FEATURES OF THE SCHEME

- Training is imparted in 49 Engineering and 49 Non-Engineering trades.
- ITIs are functioning under the administrative control of the respective State Govts./UTs / Private Organisations.
- The period of training for various trades varies from six months to three years and the entry qualification varies from 8th to 12th class pass, depending on the requirements of training in different trades.
- The institutes / trades having necessary infrastructural facilities as per the norms, are granted affiliation.
- These institutes are required to conduct training courses as per the curriculum prescribed by National Council for Vocational Training (NCVT). The admission to the new courses are made in the month of August every year.
- The trainees after completion of the training period are required to appear in the All India Trade Test conducted under the aegis of National Council for Vocational Training. The successful trainees are awarded National Trade Certificate which has been recognized by Govt of India for the purpose of recruitment to subordinate posts and services under the Central Govt.
- About 70% of the training period is allotted to practical training and the rest to theoretical training relating to Trade theory, Workshop Calculation & Science, Engineering Drawing, Social Studies including environmental science & family welfare.
- Syllabi of various trades are periodically revised to keep pace with changing technology in industry.
- Seats are reserved for SC/ST candidates in proportion to their population in respective State/ UT. Guidelines for reserving 3% seats for physically handicapped and 25% for women candidates have been issued to State Governments and these could be filled based on the general reservation policy of each State/UT and total reservation is limited to 50%. Seats are also reserved for the wards of defence personnel.
- Broad based modular training is offered in four Central Model Industrial Training Institutes (MITIs). This pattern of training has the advantage of re-orienting the training modules as per the changing skill requirements of the Industry in lesser time.
- Introduction of eco-friendly refrigerants and phasing out of ozone damaging ones and retro-fitting of equipment needs new inputs in training and equipment. DGE&T is availing assistance from Swiss Agency for Development and Co-operation (SDC) and has requested them to provide demonstration kits, to upgrade machinery and equipment in DGE&T Institutes / ITIs and also update syllabi for Refrigeration & Air Conditioning courses.

ADMISSIONS TO INDUSTRIAL TRAINING INSTITUTES

- (a) **AGE:** The candidates of 14 - 40 years of age as on date of start of admission session are eligible for admission in ITIs
- (b) **AGE RELAXATION:**
- (i) There is No objection to the State Government/ Union Territory Administration making necessary relaxation of upper age limit up to 45 years in case of ex-servicemen.
 - (ii) Relaxation of upper age limit up to 45 years permissible in case of war widows.
 - (iii) Widows/separated women would be allowed to join various training programmers under C.T.S. up to the age of 35 years.
 - (iv) The upper age limit of physically handicapped candidates has been relaxed by 10 years and kept as 35 years on the date of start of admission session.
- (c) **QUALIFICATION:** The academic qualification prescribed for the trade varies from class VIII pass to Class XII pass depending upon the trade. The trade wise prescribed qualification are given in the list of the trades covered under CTS.
- (d) **RESERVATION OF SEATS:** This should be as follows:
- (i) For candidates belonging to the Scheduled Castes/Tribes in proportion to their population in each state/union territory.
 - (ii) 25% seats will be reserved for women candidates and these seats can be filled up based on the general reservation policy of each State/UT, the total reservation being limited to 50%. If the seats meant for them are not utilised fully, the same can be filled in by men candidates subsequently.
 - (iii) For boys and girls sponsored by the recognized orphanages, if specific reservation is not possible at least preference should be given to them at the time of admission to the Industrial Training Institutes/Centres.
 - (iv) 50% Seats in ETX, DTP, HSI, Copa and DMM has been reserved for SCPwD and in other courses three percent of the seats for admission into the Craftsmen Training Scheme and Apprenticeship Training Scheme should be reserved for candidates who are handicapped but have aptitude and are otherwise fit to undergo the required training. Attempts may be made by the States/UTs to ensure that 3% of the seats reserved for Physically handicapped are fully utilised. Steps should also be taken to give wide publicity in this regard, also by bringing the fact to the notice of associations/organisations of physically handicapped person & located in the states.
 - (v) Directorate General of Resettlement have confirmed the inclusion of Ex-servicemen category in the revised priorities for reservation up to 10 seats in each of the ITIs. As such the revised priorities for admission of wards of Defense personnel etc. would henceforth be as under:
 - 1. Children of deceased/disabled ex- servicemen, including those killed/disabled during peace time.
 - 2. Children of ex-servicemen.
 - 3. Children of serving jawans.
 - 4. Children of serving officers.
 - 5. Ex-servicemen
- (e) **SELECTION :** Selection of candidates for admission in Industrial Training Institutes/Centres start well in advance of the commencement of each session. Admission should as far as possible, be completed by the date of starting of the session. Where it may be necessary to continue admission beyond the date of commencement of the session for filling vacant seats, it should not in any case go beyond one month of the date in the case of two-year trades and 15 days in case of one-year trades.
- (f) **SELECTION OF THE CANDIDATE :** As per the recommendation of NCVT admission in ITIs are to be made purely on merit based on the marks secured by the candidate in the public examination of the minimum qualification prescribed for the individual trade . Where ever there is no public examination at the minimum qualification level the merit may be made on the marks obtained by the candidate in the written examination conducted by the State Directorate for the purpose of admission.
- (g) **PROSPECTUS / PROFORMA FOR ADMISSION:** Performa for admission may be obtained from the respective State Directorate dealing with Craftsmen Training Scheme or from the Principals of the concerned Industrial Training Institutes/ centers conducting training programme under Craftsmen Training Scheme.
- (h) **START OF SESSION :** Session in ITI s starts from 1st February and 1st August every year.



Ministry of
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SCVT - CRAFTSMAN TRAINING SCHEME - ITI



Industrial Training Institute

Board of Technical Education, Govt. of Delhi
Approved by: State Council for Vocational Training (SCVT)

S. No.	Trade(s)	Seats	Eligibility Available	Programme Fees		
				Registration	Training	OJT
1	Scooter & Auto Cycle Mechanic	32	10th Pass	5000/-	10000/-	5000/-
2	Computer Hardware & Networking	32	10th Pass	5000/-	10000/-	5000/-
3	House Wiring & Electrical Appliances Repairing	32	10th Pass	5000/-	10000/-	5000/-
4	Household Refrigeration & Air Conditioning Repairing	32	10th Pass	5000/-	10000/-	5000/-
5	Plumbing & Sanitary Fitting	32	10th Pass	5000/-	10000/-	5000/-





Department of Training & Technical Education Society
Approved by : National Council for Vocational Training (NCVT)

S. No.	Course Code	Course	Seats Available	Duration	Eligibility	Uniform (One Time)	Registration Fees	QTY Tuition	OJT FEES
1	ELE	Electrician	72	2 Years	10th (Sc. & Maths)	2000/-	5000/-	8000/-	10000/-
2	ETX	Electronics Mechanic	72	2 Years	10th (Sc. & Maths)	2000/-	5000/-	8000/-	10000/-
3	RAC	Refrigeration & A/C Mechanic	72	2 Years	10th (Sc. & Maths)	2000/-	5000/-	8000/-	10000/-
4	FT	Fitter	72	2 Years	10th Pass	2000/-	5000/-	8000/-	10000/-
5	DMM	Draughtsman (Mechanics)	72	2 Years	10th (Sc. & Maths)	2000/-	5000/-	8000/-	10000/-
6	DTT	Dental Technician	72	2 Years	10th Pass	2000/-	5000/-	8000/-	10000/-
7	HSI	Health & Sanitary Inspector	60	1 Year	10th Pass	2000/-	5000/-	8000/-	10000/-
8	COPA	Computer Operator & Programming Assistant	40	1 Year	10th Pass	2000/-	5000/-	8000/-	10000/-

*25% fees discount for PWD Candidate, Additional discount of 10% for BPL candidates with PWD.





AUTONOMOUS SKILL DEVELOPMENT COURSES



Entrepreneurship & Employable Skill Training Ministry of Labour and Employment (Govt. of India)

No. DGET - 4(16) 2005-CD(Part) Dated 25-11-2005
No. DGET-1/3/2006 /SDIS/MESS Dated - 01-08-2006
RDK/MES/UP/1108 Dated : 27-8-2008

S. No.	NSQF QP Code	Programme Name	Duration (Month/ Hrs.)	Eligibility	Programme Fees		
					Registration	Training	OJT
1.	ADM	Auto CAD Draughtsman (Mechanical)	2 Years/1000 hrs.	10th Pass	2000/-	10000/-	2500/-
2.	ADC	Auto CAD Draughtsman (Civil)	2 Years/1000 hrs.	10th Pass	2000/-	10000/-	2500/-
3.	MLT	Medical Laboratory Technician	2 Years/1000 hrs.	10th Pass	5000/-	15000/-	5000/-
4.	RGT	Xray & Radiography Technician	2 Years/1000 hrs.	10th Pass	2000/-	12000/-	5000/-
5.	CFD	Fashion Designing	1 Year/700 hrs.	10th Pass	2000/-	12000/-	5000/-
6.	CPA	Pharmacy Assistant (Stores)	1Year/800 hrs.	10th Pass	2000/-	12000/-	5000/-
7.	CTT	Cutting & Training	1 Year/800 hrs.	10th Pass	2000/-	12000/-	5000/-
8.	AUT 1	2 & 3 Wheeler Repair Mechanic	1 Year/600 hrs.	8th Pass	2000/-	12000/-	5000/-
9.	AUT 2	4 Wheeler Repair Mechanic	1 Year/600 hrs.	8th Pass	2000/-	15000/-	2000/-
10.	FAB	Fitter Fabrication (Welder)	1 Year/1000 hrs.	8th Pass	2000/-	15000/-	2000/-
11.	AUTE	Auto Electrician	1 Year/800 hrs.	8th Pass	2000/-	12000/-	2000/-

*The assessment will be done by approved assessment bodies of Govt. of India, Under Compliance with IEC 17024 : 2012 of National Accreditation Board of Education & Training (NABET)



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