

No. DGE&T- 19/09/2013-CD (Pt.)
Government of India
Ministry of Labour & Employment
Directorate General of Employment & Training (DGE&T)

Shram Shakti Bhawan, New Delhi
Dated: 04th March, 2014

OFFICE MEMORANDUM

Subject: Implementation of Recommendation of the Working Group for revamping all DGE&T Schemes.

A Working Group had been constituted for revamping of all DGE&T schemes. The 2nd Meeting of the Working Group held on 28th January, 2014 at Shram Shakti Bhawan, New Delhi.

2. The following recommendations of the working group have been accepted by the competent authority for implementation:


- a) Every State Government should constitute a committee, with representation from the DGE&T/ NCVT, to stipulate norms for maximum fee chargeable by private ITIs. The fee model should be tied to grading of ITIs and trade.
- b) States follow different methods of admission. To bring uniformity across the country, all the entrance examinations for admission to ITIs should be phased out over the period of next 2-3 years. All the States should move to centralised admission based on marks of qualifying examinations. This will reduce the delay in admission and students will apply to single entry point. The states can use their own/DGE&T web portal for online application and admission.
- c) On the job training/ project work is to be made mandatory for Craftsman Training Scheme (CTS) courses to ensure that pass-outs from ITIs are market ready.
- d) In all the ITI courses, there will be a break of one week between two semesters to facilitate maintenance of workshops and skill upgradation of trainers etc.
- e) Contractual faculty should be hired against all vacant sanctioned posts in Government ITIs till these are filled up by regular appointments. ITIs / IMCs be delegated the authority to hire them.
- f) In order to ensure that the quality of contractual instructors hired in ITIs also remain at par, it is made mandatory that instructor training be conducted by the State Governments for all contractual instructors who have served for more than 3 years.
- g) Regular skill upgradation is must for trainers. Hence one or two weeks of refresher training may be made mandatory for trainers, at least every three years.
- h) In order to ensure that vocational training is accessible to all, affordable Government infrastructure needs to be provided to candidates so that they do not have to rely purely on private institutions. States therefore, need to take

steps for promoting establishment of private ITIs in areas where the density of ITIs is less than the national average and at the same time continue setting up more ITIs in public sector, especially in trades requiring higher investment and for which private sector is not much willing.

- i) In order to build capacity and ensure consistent availability of quality manpower for jobs such as paper setting, invigilation, tabulation, paper checking for various examinations, a pool of Paper Setters, Examiners, Moderators, Tabulators and Checkers should be created. A transparent process of inviting online applications for these jobs should be developed. For the assessment of practical examination, retired instructors of ITIs as well as workshop faculties of polytechnics etc. may be empaneled as assessors and prepared for assessment procedures.
- j) The placement tracking should be done by State Government at State Directorate level. IVRS tracking and online portal may be used for this purpose.
- k) As per the NCVT guidelines issued in October, 2012 affiliation granted to Government and Private ITIs is valid for a period of five years from the date of affiliation and after every five years, the institute will be inspected afresh. It was also informed that inspection of trades/ units already affiliated which are more than five years old shall be carried out in phased manner. It has now been decided that State Governments should ensure that all Government ITIs (affiliated more 5 years ago) should apply for re-affiliations through the year 2014-15 as per details below:

Timeframe	Percentage of ITIs applying
Quarter 1, 2014-15	10%
Quarter 2, 2014-15	20%
Quarter 3, 2014-15	30%
Quarter 4, 2014-15	40%

It is further informed that all private ITIs (affiliated more 5 years ago) must apply for re-affiliation latest by the end of 2nd quarter of 2014-15.



(Alok Kumar)

Director General/ Joint Secretary

To

1. Secretaries/ Principal secretaries of all the State Governments / UT Administrations dealing with Vocational Training;
2. Directors dealing with Vocational Training of all the State Governments / UT Administrations;

Copy to:

1. Directors, ATI Chennai, Hyderabad, Mumbai, Kolkata, Kanpur, Ludhiana, CSTARI Kolkata, ATI(EPI) Hyderabad & Dehradun, FTI Bangalore & Jamshedpur and NIMI Chennai

2. RDAT Kanpur, Mumbai, Kolkata, Chennai, Faridabad & Hyderabad
3. Principal CTI Chennai, MITI Haldwani, Calicut, Jodhpur, Choudwar, NVTI, Noida and all RVTIs.
4. Coordinators/ Mentors of all the Mentor Councils
5. All officers of level JDT and above at DGE&T (HQ)