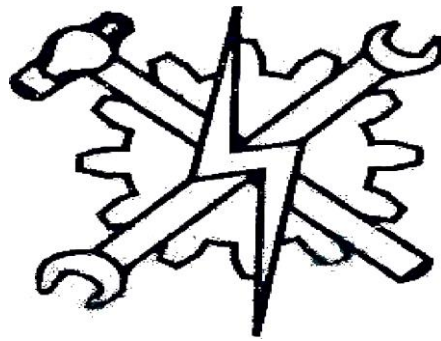




GOVERNMENT OF GOA

**CITIZENS' CHARTER**

2018



FOR

**DIRECTORATE OF SKILL DEVELOPMENT & ENTREPRENEURSHIP**

SHRAMSHAKTI BHAVAN  
3<sup>RD</sup> FLOOR, PATTO PLAZA,  
PANAJI-GOA, 403001

**OFFICES**

1	OFFICE OF THE DIRECTOR OF SKILL DEVELOPMENT & ENTREPRENEURSHIP, SHRAMSHAKTI BHAVAN, 3RD FLOOR, PATTO PLAZA, PANAJI-GOA.	?	2437059/60
2	DEPUTY DIRECTOR (ADMN), SHRAMSHAKTI BHAVAN, 3RD FLOOR, PATTO PLAZA, PANAJI-GOA.	?	2437059
3	ASSTT. DIRECTOR (TRG), SHRAMSHAKTI BHAVAN, 3RD FLOOR, PATTO PLAZA, PANAJI-GOA.	?	2437314
4	ASSTT. DIRECTOR (PURCHASE), SHRAMSHAKTI BHAVAN, 3RD FLOOR, PATTO PLAZA, PANAJI-GOA.	?	2437059
5	ASSTT. ACCOUNTS OFFICER, SHRAMSHAKTI BHAVAN, 3RD FLOOR, PATTO PLAZA, PANAJI-GOA.	?	2437059
6	ASSTT. CONTROLLER OF EXAMINATION, SHRAMSHAKTI BHAVAN, 3RD FLOOR, PATTO PLAZA, PANAJI-GOA.	?	2437059
6	ASSTT. APPRENTICESHIP ADVISOR, SHRAMSHAKTI BHAVAN, 3RD FLOOR, PATTO PLAZA, PANAJI-GOA.	?	2437059
7	TRAINING CUM PLACEMENT OFFICER SHRAMSHAKTI BHAVAN, 3RD FLOOR, PATTO PLAZA, PANAJI-GOA.	?	2437059

<b><u>GOVERNMENT I.T.I's ADDRESSES</u></b>		<b><u>TELEPHONE NOS.</u></b>	
1	Principal, ITI, Farmagudi, Ponda,Goa – 403 401	?	2335023/2980070
2	Principal, ITI, Altinho, Panaji, Goa -403 001	?	2226333
3	Principal, ITI, Pedem, Mapusa, Bardez, Goa - 403 507	?	2262637
4	Principal, ITI, Borda, Margao, Goa - 403 602	?	2714887
	Extension : Aquem Baixo	?	2765846
5	Principal, ITI Cacora, Curchorem 403 706 - Goa	?	2650270
6	Principal, ITI Pernem Goa- 403 512	?	2201238
7	Principal, ITI Valshi, Bicholim, Goa - 403 404	?	2362315
8	Principal, ITI Honda, Sattari, Goa- 403 505	?	2370242
9	Principal, ITI, Mastimol, Canacona, Goa - 403 702	?	2633354
10	Principal, ITI Bogda, Vasco, Goa - 403 802	?	2524030
<b><u>PRIVATE I.T.I.'s</u></b>			
1	Principal, Bhumika ITI, Palye, Pernem-Goa.	?	9823329150
2	Principal, Keerti Vidyalaya ITI, Siolim Goa.	?	2270533/2272047
3	Sesa ITI, Sanquelim-Goa.	?	2365509
4	Mont Fort ITI, Corlim-Goa.	?	2285544
5	Sesa ITI, Panchawadi Goa	?	2659099
6	Indo-German ITI, Marna, Siolim Goa	?	9823932449/7741840535

**DIRECTORATE OF SKILL DEVELOPMENT & ENTREPRENEURSHIP**

SHRAMSHAKTI BHAVAN,  
3<sup>rd</sup> FLOOR, PATTO PLAZA,  
PANAJI-GOA

Directorate of Skill Development & Entrepreneurship is implementing two major programmes of Government of India, viz, Craftsmen Training Scheme (CTS) and Apprenticeship Training Scheme (ATS) (under Apprentices Act, 1961).

The objectives of the above schemes is to ensure steady flow of skilled manpower in industries and also to reduce unemployment amongst the educated youth by equipping them with the required skills, education and discipline for suitable industrial employment as well as self employment.

Both the above programmes are implemented through the following:

- a) Industrial Training Institutes and Expansion Centre - On successful completion of training, a trainee shall get National Trade Certificate by National Council for Vocational Training (NCVT) and Trade Certificate by State Council for Vocational Training (SCVT) as per admissibility.
- b) Apprenticeship Training Scheme – On successful completion of training, and subsequent passing of the corresponding All India Trade Test for Apprentices, an Apprentice shall be awarded an National Apprenticeship Certificate by NCVT.

Industrial Training Institutes and Expansion Centre: Following are the 10 Government I.T.I.'s having total seating capacity of nearly 3972 trainees and 6 private I.T.I.'s having a total seating capacity of 479 trainees.

1. The Government and Private I.T.Is, their location and address together with CTS and COE trades taught and minimum educational qualifications are detailed in Annexure below:-

## ANNEXURE - I

**TRADE-WISE INTAKE CAPACITY AT GOVERNMENT ITIs FOR YEAR 2017-18 IN TRADES AND UNITS RUN UNDER CTS SCHEME AND AFFILIATED TO NATIONAL COUNCIL FOR VOCATIONAL TRAINING (NCVT), NEW- DELHI**

Sr No	ITI	Computer Operator & Programming Assistant	Communication Technology System	Desktop Publishing Operator	Fitter	Turner	Machinist	Electrician	Instrument Mechanic	Mechanic Refrigeration Air Conditioning	Electronics Mechanic	Draughtsman (Mechanical)	Civil Draughtsman	Stenographer & Secretarial Assistant (English)	Secretarial Practice (English)	Mechanic Motor Vehicle	Basic Cosmetology e	Food Production (General)	Food & Beverages Guest Service Assistant	Mechanic Diesel	Welder	Carpenter	Wireman	Plumber	Sewing Technology	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
1	Farmagudi	40*	20	-	*16	*16	12*	*32	20	20	*20	*16	20	-	-	16*	-	-	-	32*	32*	1	-	-	-	312
2	Panaji	-	-	-	*16	-	-	*16	-	-	-	-	-	-	-	16*	-	-	-	32*	32*	-	-	20	-	132
3	Mapusa	40*	20	-	*16	*16	-	-	-	-	*20	-	-	-	20	16*	-	2.	3.	32*	-	-	-	-	-	180
4	Margao/ Aquem Baixo	40*	20	20	*16	-	-	*16	-	-	*20	-	-	-	-	-	40*	20	*16	-	-	-	-	40	32*	280
5	Cacora	20*	-	-	*16	-	-	*16	-	20	-	-	-	-	-	-	-	-	-	32*	32*	-	-	-	-	136
6	Pernem	40*	-	-	*16	-	-	*16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20	-	92
7	Bicholim	40*	-	-	*16	-	-	*32	-	-	-	-	20	20	-	-	-	-	-	32*	-	-	16	-	16*	192
8	Sattari	-	-	20	*16	*16	-	*16	-	20	-	-	-	-	-	-	-	-	-	32*	16*	-	-	40	16*	192
9	Canacona	20*	-	-	*16	-	-	*16	-	-	*20	-	-	-	-	-	-	-	-	16*	16*	20	-	-	16*	140
10	Vasco	20*	-	20	*16	-	-	*16	-	20	*20	-	-	-	-	-	-	-	-	32*	16*	-	16	20	-	196
	<b>Total</b>	<b>260</b>	<b>60</b>	<b>60</b>	<b>160</b>	<b>48</b>	<b>12</b>	<b>176</b>	<b>20</b>	<b>80</b>	<b>100</b>	<b>16</b>	<b>40</b>	<b>20</b>	<b>20</b>	<b>48</b>	<b>40</b>	<b>20</b>	<b>16</b>	<b>240</b>	<b>144</b>	<b>20</b>	<b>32</b>	<b>140</b>	<b>80</b>	<b>1852</b>

\* NSQF Compliant courses As per the DGT norms 30% of the sanctioned strength will be filled as supernumeraries. If the trade is not granted NCVT affiliation, the trainee's admission shall be considered under SCVT.

## ANNEXURE - II

**TRADE-WISE INTAKE CAPACITY AT GOVERNMENT ITIs FOR 2017-18 IN TRADES AND UNITS RUN UNDER CTS SCHEME AND AFFILIATED TO STATE COUNCIL FOR VOCATIONAL TRAINING (SCVT), PANAJI-GOA**

Sr. No.	ITI	Computer Operator & Programming Assistant	Desktop Publishing Operator	Machinist	Electrician	Electronics Mechanic	Basic Cosmetology	Welder	Wireman	Plumber	Sewing Technology	Mechanic Refrigeration & Air Conditioning	Computer Hardware & Network Maintenance	Attendant Operator (Chemical Plant)	Mechanic Motor Vehicle	Print & Media	Garment & Sales Assistant	Renewable Energy	Driver Cum Mechanic	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1	Farmagudi	-	-	-	-	-	-	-	-	40	-	-	-	-	-	-	-	-	-	40
2	Panaji	20*	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20
3	Mapusa	-	-	12*	16*	-	20*	32*	-	-	-	-	-	-	-	-	-	-	-	80
4	Margao/ Aquem Baixo	-	-	-	-	-	-	16*	-	-	-	20	20	-	-	-	-	-	-	56
5	Cacora	-	20	-	-	-	20*	-	16*	40	16*	-	-	-	16*	-	-	-	-	128
6	Pernem	-	-	-	-	-	-	32*	-	20	-	-	-	-	-	-	-	-	16	68
7	Bicholim	-	-	12*	-	20*	-	32*	-	40	-	-	-	-	-	16	16	16	-	152
8	Sattari	-	-	-	-	20*	-	-	-	-	-	-	-	-	16*	-	-	-	-	36
9	Canacona	-	-	-	-	-	-	-	16*	40	-	-	-	-	-	-	-	-	16	72
10	Vasco	-	-	-	-	-	-	16*	-	-	-	-	-	16	-	-	-	-	-	32
	<b>Total</b>	<b>20</b>	<b>20</b>	<b>24</b>	<b>16</b>	<b>40</b>	<b>40</b>	<b>128</b>	<b>32</b>	<b>180</b>	<b>16</b>	<b>20</b>	<b>20</b>	<b>16</b>	<b>32</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>32</b>	<b>684</b>

\* NSQF Compliant courses As per the DGT norms 30% of the sanctioned strength will be filled as supernumeraries

## ANNEXURE – III

**TRADE-WISE INTAKE CAPACITY AT GOVERNMENT ITIs FOR 2017-18 IN TRADES AND UNITS RUN UNDER C.O.E. SCHEME AND AFFILIATED TO STATE COUNCIL FOR VOCATIONAL TRAINING (SCVT) PANAJI,GOA**

Sr. No	ITI	Hospitality Management (BBBT)	Hospitality Management Advanced Modules				TOTAL
			Food Production	Front Office Management	Food & Beverage Service	House Keeping	
1	2	3	4	5	6	7	12
1	Canacona	96	32	16	32	16	192
	<b>TOTAL</b>	96	32	16	32	16	192

\*As per the DGT norms 30% of the sanctioned strength will be filled as supernumeraries.

## ANNEXURE - IV

**TRADE-WISE INTAKE CAPACITY AT PRIVATE ITIs FOR YEAR 2017-18 IN TRADES AND UNITS RUN UNDER CTS SCHEME AND AFFILIATED TO NATIONAL COUNCIL FOR VOCATIONAL TRAINING (NCVT), NEW- DELHI**

Sr No	ITI	Fitter	Machinist	Electrician	Instrument Mechanic	Electronics Mechanic	Total
1	2	3	4	5	6	7	8
1	Sesa, Sankhali	16	12	16	20	-	64
2	Montfort, Corlim	16	-	-	-	20	36
	<b>Total</b>	32	12	16	20	20	100

\*As per the DGT norms 30% of the sanctioned strength will be filled as supernumeraries

## ANNEXURE - V

TRADE-WISE INTAKE CAPACITY AT PRIVATE ITIs FOR 2017-18 IN TRADES AND UNITS RUN UNDER CTS SCHEME AND AFFILIATED TO STATE COUNCIL FOR VOCATIONAL TRAINING (SCVT), PANAJI-GOA.

	ITI	Computer Operator Programming Assistant	Fitter	Electrician	Mechanic Diesel	Food Production (General)	Food & Beverages Guest Service Assistant	Sewing Technology	Total
1	2	3	4	5	6	7	8	10	11
1	Sesa, Panchwadi	-	16	16	16	-	-	-	48
2	Montfort, Corlim	20	-	16	-	-	-	-	36
3	Keerti Vidhyalaya, Siolim	20	-	-	16	-	-	16	52
4	Bhumika, Palye, Pernem	-	-	16	-	20	16	-	52
5	Indo – German, Marna-Siolim	-	-	16	-	20	16	-	52
	<b>Total</b>	<b>40</b>	<b>16</b>	<b>64</b>	<b>32</b>	<b>40</b>	<b>32</b>	<b>16</b>	<b>240</b>

\*As per the DGT norms 30% of the sanctioned strength will be filled as supernumeraries



## 2. Subjects taught during the training:

<b>Engineering trades:</b>	<b>Non – Engineering trades:</b>
1. Trade Theory	1. Trade Theory
2. Trade Practical	2. Trade Practical
3. Employability Skill	3. Employability Skill
4. IT Literacy	4. IT Literacy
5. Workshop Calculation & Science	5. Cognate English for trade Stenography (English)
6. Engineering Drawing (Except for D'Mech. & D'Man Civil).	6. General English & Business Correspondence and General Knowledge for Secretarial Practice.

<b>CoE Non-Engineering course</b>
Hospitality Management
1. Trade Theory
2. Trade Practical
3. Entrepreneurship & Communication Skill (BBBT Modules only)
4. Hotel Accountancy, Hygiene & Language- French/German or any foreign Language (BBBT Modules only)

3. **The syllabus for all the designated trades is prepared and issued by DGT, Government of India, New Delhi ([www.dget.gov.in](http://www.dget.gov.in)).**

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

### 3.1 Certificates on completion of the prescribed period and the course of training (one year course and two years course)

All India Trade Tests of Craftsmen are conducted under the aegis of National Council for Vocational Training and the successful trainees are awarded National Trade Certificates which are recognized for posts under Government of India for which trade certificate in craftsmanship is prescribed as a requisite qualification.

Provided that, for the trades and units run under approval of State Council for Vocational Training the final Trade Test of Craftsmen shall be conducted by State Board of Examinations and the successful trainee of these trades and units shall be awarded Trade Certificates by the State Council for Vocational Training.

#### 4. **Admissions:**

A centralized system of admission procedure is followed and a common merit list is drawn based on the applications received at the Government as well as the Private ITIs. Allotment of seats is done in a centrally located venue decided by the State Director. The admissions are strictly based on merit cum choice and on first come first serve basis to the candidates on the days specified in the Centralized Admission schedule.

Some seats are reserved as per the reservation policy of the Government. The details of the reservation quota is mentioned in the prospectus of the respective years.

#### 5. **All Goa Inter ITI Sports Meet:**

All Goa Inter ITI Sports Meet is organized every year in Cricket, Football and Volleyball events in men and Relay race, Tennicoit/Badminton, Discus throw & Shot Put for women. The participating ITIs from Government and Private centers are grouped into two groups, viz. North zone and South zone and the finals are played among the winners of the respective zones in the individual events.

#### 6. **Examinations:**

1. Semester Examinations / Trade Tests under NCVT are held by annually during July/ August every year as notified by MSDE, New Delhi. Further as per the recommendations of MSDE annual pattern of Examination shall be followed w.e.f. 2018 admissions for all the states.

Supplementary Examinations / Trade Tests are held in January / February every year for all the states on the same dates and same time as notified by MSDE every year.

2. Semester Examinations / Trade Tests under SCVT are held by annually during July/ August every year as notified by DSDE, Goa. Further as per the recommendations of DSDE annual pattern of Examination shall be followed w.e.f. 2018 admissions for all the states.

Supplementary Examinations / Trade Tests are held in January / February every year for all the states on the same dates and same time as notified by DSDE every year.

3. Besides Short Term Course Examinations, All Goa/All India Trade of Craftsmen (BBBT & Advanced Module) All India Trade Test of Apprentices, are held by annually during March/April and August/October respectively every year as notified by DSDE/MSDE, Goa/New Delhi.

Supplementary Examinations / Trade Tests are held in March/April and August/October every year every year for all the states on the same dates and same time as notified by MSDE /DSDE every year.

#### **7. Grading of I.T.I.s**

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

#### **8. Staff position in I.T.I.'s:**

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

#### **9. All India Skill Competition of Craftsmen:**

In order to foster a spirit of healthy competition among the trainees of the Institutes with a view to raise the standard of skill, All India Skill Competitions of Craftsmen are conducted by Government of India, Ministry of Skill Development & Entrepreneurship, DGT, GoI New Delhi, at various Advanced Training Institutes located in the major cities of the country. At present 14 Trade Courses are covered under this programme; namely Fitter, Turner, Machinist, Electrician, Electronic

Mechanic, Instrument Mechanic, Welder (Gas & electric), Mechanic Motor Vehicle, Cutting & Sewing, Mechanic (Diesel), Computer Operator & Programming Assistant, Draughtsman (Mechanical), Draughtsman (Civil) and Mechanic Refrigeration and Air-conditioning.

The All India Skill Competition is conducted in two levels: State Level and All India Level. Merit Certificates is awarded to the best trainee in each of 14 trades at State Level Skill Competition.

Merit Certificate and cash prize of Rs 50,000/- is awarded to the best trainee in each of the 14 trades at All India Skill Competition.

In order to decide best trainee at the State Level in each of the other trades not covered above, All Goa Skill Competition of Craftsmen are also arranged.

The toppers of these competitions are felicitated and awarded Merit Certificates at the State Level function.

## **10. Scholarships**

1. 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) the marks scored for internal tests. (ii) assessment of the sessional work, discipline and punctuality three months after admissions.

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.

2. Below Poverty Line (BPL) Scholarship at the rate of Rs. 250/- per month is awarded to the trainees belonging to BPL, SC/ST categories and to the trainees whose family's annual income is less than Rs. 1,50,000/- on the production of an income certificate issued by the competent authority

## **11. Infrastructure:**

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

Nearly 75% of the instructional staff including supervisory staff (Group Instructors) are trained by the central agency namely Advance Training Institute (ATI) at Mumbai, Calcutta, Bhopal, Chennai, Hyderabad, Calicut and Delhi and Central staff Training & Research Institute (CSTRI) and courses conducted by trained Group Instructors of I.T.I.'s under Principles of Teaching (POT). Some short-term special training programmes are also arranged by the central agency (DGT).

12. **Structure and Functions at Headquarter (Directorate of Skill Development & Entrepreneurship):**

(A) Directorate of Skill Development & Entrepreneurship is functioning in Shramshakti Bhavan, 3<sup>rd</sup> floor, Patto Plaza, Panaji-Goa.

State Director of Skill Development & Entrepreneurship		
1.	Head of the Department	
2.	Assistant Director (Training) -	02 Posts
3.	Assistant Director (Admn).	01 Post
4.	Assistant Director (Purchase)	01 Post
5.	Assistant Controller of Examination	01 Post
6.	Assistant Accounts Officer	01 Post
7.	Assistant Apprenticeship Advisor	01 Post
8.	Training cum Placement Officer	01 Post

All the matters of Craftsmen Training and Apprenticeship Training Schemes are implemented and co-coordinated by Directorate of Skill Development & Entrepreneurship.

13. **Apprenticeship Training Scheme under Apprentices Act, 1961.**

1. **Trades offered under Apprentices Training Scheme:**

This scheme is implemented in Goa presently covering 280 industries located in the State. Apprenticeship Training facilities are available in 44 designated trades offered under the Apprenticeship Rules 1992. As per the minimum prescribed number of Apprentices to be engaged, which is fixed within the band of minimum 2.5% to maximum 10% of the Establishments total employee strength, minimum number 1895 seats are accordingly available, both in the Government and Private Sector Establishments out of which, 1005 seats have been utilized by Apprentices undergoing Apprenticeship Training in the below mentioned designated trades.

Sr. No.	Trade
1	Fitter
2	Turner
3	Machinist
4	Welder
5	Mechanic Diesel
6	Mechanic Motor Vehicle
7	Electrician
8	Instrument Mechanic
9	Mechanic Ref. & Air Conditioning
10	Boiler Attendant

11	Laboratory Assistant
12	Attendant Operator (Chemical)
13	Mechanic Electronics
14	Plumber
15	Food Production
16	Steward
17	House Keeper
18	Draughtsman (Civil)
19	Draughtsman (Mechanical)
20	Carpenter
21	IT & ESM
22	Lineman /Wireman
23	Marine Diesel Engine Mechanic
24	Auto Electrician
25	Front Office Assistant / Receptionist
26	Health Slimming Assistant
27	CNC Operator cum Operator
28	Programming & Systems Administration Assistant (PASSA)
29	Desk Top Publishing Operator
30	Beautician
31	Auto Mechanic (Two wheeler)
32	Operator PLC System
33	CAD / CAM Operator cum Programmer
34	Quality Assurance Assistant
35	Mech. Automobile Advance Petrol Engine
36	Mech. Automobile Advance Diesel Engine
37	Mech. Auto Electrician
38	Mech. Denting, Painting & Welding
39	Food Production (Cookery) (CoE)
40	Food & Beverage Service (Stewardship) (CoE)
41	Assistant Front Office Manager (CoE)
42	House Keeper (Hotel) (CoE)
43	Bakery and Confectionery
44	Tig /Mig Welder

- 2 . Stipends payable to Apprentices, as per last notified Central Ministry guidelines, are as follows:

The employer shall pay stipend per month to the trade apprentices at the minimum rates, as per the provision of rule 11, sub-rule (1) of the Apprenticeship Rules, 1992:

(a)	During 1st year of training	Seventy per cent of minimum wage payable to a semi-skilled worker of that trade, as notified by the respective State or Union territory.
(b)	During 2nd year of training	Eighty per cent of minimum wage payable to a semi-skilled worker of that trade, as notified by the respective State or Union territory.
(c)	During 3rd and 4th year of training	Ninety per cent. of minimum wage payable to a semi-skilled worker of that trade, as notified by the respective State or Union territory:

Provided that in the case, where the minimum rate of wage for a trade is not notified by the State Government or Union territory, then, the maximum of minimum wages of the Scheduled Employment notified by such State Government or Union territory for semi-skilled workers shall be taken into account for paying the stipend in respect of that trade:

Provided further that in the case of trade apprentices referred to in clause (a) of section 6 of the Act, the period of training already undergone by them in a school or other institution recognised by the National Council, shall be taken into account for the purpose of determining the rate of stipend payable”.

The Apprentices engaged in the Industries, are thus eligible to get a minimum of:

Trade Classification	State Govt. Prescribed Minimum Wage (Considering at least 26 days per month )		Apprenticeship Year	Stipend	
	Unskilled Worker	Semi skilled Worker		Fresher / Unskilled Candidate	ITI / Semi skilled Candidate
Non Engineering	307	368	1 <sup>st</sup>	5587.4	6697.6
			2 <sup>nd</sup>	6385.6	7654.4
			3 <sup>rd</sup>	7183.8	8611.2
Engineering	307	368	1 <sup>st</sup>	5587.4	6697.6
			2 <sup>nd</sup>	6385.6	7654.4
			3 <sup>rd</sup>	7183.8	8611.2

### 3 **Launch of a new National Apprenticeship Promotion Scheme (NAPS):**

#### 1. Objectives :

1. Sharing of stipend with Employers to a maximum limit of Rs.1,500/-, per month, per Apprentice.
2. Sharing of Basic Training Cost, with Basic Training Providers, subject to a maximum limit of Rs.7,500/- for 500 hours/3 months, per Apprentice.

2. Eligibility and Requirements for Employers to avail of NAPS:
  1. Employer validation through TIN/TAN and EPFO/ESIC/LIN/ any other identifier decided by the Government.
  2. Aadhaar linked bank account.
3. Eligibility and Requirements for Apprentices engaged by Establishments opting to avail of NAPS benefits:

Category of Apprentice	Minimum Age (years)	Maximum Age (years)	Minimum Educational Qualification	Aadhaar Number	Aadhaar linked Bank Account
ITI Pass out	14	Not applicable	As per trade	Mandatory	Mandatory
Dual Mode Trainee of ITI	14	Not applicable	As per trade	Mandatory	Mandatory
PMKVY / MES Pass out	14	Not applicable	As per trade	Mandatory	Mandatory
Fresher	14	21	As per trade	Mandatory	Mandatory

#### **4 Eligibility and Requirements for Establishments opting to enroll as Basic Training Providers (BTP):**

1. Government and Private ITIs, having spare seats (with in overall sanctioned seats).
2. Establishments with in-house basic training facilities.
3. BTP set up/supported by industry clusters.
4. Physical verification of basic training facilities and related clearance by the Regional Directorate of Apprenticeship Training.
5. Establishment/BTP must have Aadhaar linked bank account.

#### **General**

1. Mandatory for Establishments, Apprentices and BTPs to register and engage Apprentices through the National Portal, namely: [www.apprenticeship.gov.in](http://www.apprenticeship.gov.in).
2. Contract registration through this portal is a must, both for Designated and Optional Trades.

#### **5 STRUCTURE AT HEAD QUARTERS (Apprenticeship Training Scheme)**

1. The Head of Department, acts as the Ex-Officio State Apprenticeship Advisor, who is the Competent Authority to oversee the implementation of the Apprenticeship Training Scheme
2. Assistant Apprenticeship Advisor.
3. Surveyor/Group Instructor.
4. Upper Division Clerk.
5. Lower Division Clerk.



## **6 MAIN FUNCTIONS OF THE APPRENTICESHIP CELL UNDER ATS:**

1. Monitoring and Liaisoning with Establishments to support them to comply their statutory obligations under the Apprentices Act 1961.
2. Inspection of Establishments for the purpose of monitoring and motivating due implementation of their obligations under the Apprentices Act 1961, including enrollment of Apprentices, within a band of 2.5 to 10% of the total employee strength of that Establishment, preferably twice in a year, i.e.: around February/March and August/September, with the ultimate objective of gradually achieving engagement of optimum Apprenticeship Training capacity of 10% of the Establishment's total employee strength.
3. Scrutiny and Registration of Electronic/Offline Contract/s under the corresponding norms of the Apprentices Act 1961.
4. Conduct of Surveys/Re-Surveys of Establishments and All India Trade Tests of Apprentices, with due assistance of the Exam Cell of this Department, twice in a year, i.e.: around April/May and November/December, as per the guidelines and schedules announced by the Central Ministry from time to time.
5. Issuing of Provisional Apprenticeship Certificates to passed out Apprentices, with due assistance of the Exam Cell of this Department.
6. Maintaining of all records, including meeting minutes, relevant to implementation of the Apprenticeship Training Schemes and related statistics, particularly covering intake capacity of Apprentices in Establishments and the number of Apprentices currently undergoing training.

## **14. CENTRE OF EXCELLENCE SCHEME:**

“Centre of Excellence” is special institute for vocational training characterized by close links between Institutes, other training providers, industry, other employment interests and communities. It aims to produce appropriately qualified and skilled workers with excellent employment and career prospects, which meet the needs of the economy.

Centre of Excellence will focus on enhancing the skills and careers of those already in work, enhancing the employability of new entrants to the labour market, and the employment prospects of those seeking employment (including self-employment). It will enable development, maintenance and delivery of high quality, specialist vocational training across a range of new and traditional occupations. It will be innovative in delivering training that develops both specialist and related general skills.

Center of Excellence will work closely with business and industry to deliver industry-relevant, economically important provision of a high standard.

**Objectives of the Scheme:** The main objective is to upgrade the existing ITIs in “Centers of Excellence” for producing multi skilled workforce of world standard by:

- Introduction of new multi-skilling modular courses as per needs of industry and to provide employable skills.
- Improvement of physical infrastructure facilities like buildings, equipment etc.
- Adoption of new training technology with close involvement of industry and other stakeholders in planning and implementation of training programmes.
- Empowering these centers by providing sufficient autonomy in academic, administrative, financial and management matters.
- Generating income and investment for institutional development.
- Introducing short-term training programme for industrial/service sector personnel as per their specific requirements.
- Building up partnership with the nearby industries & setting up of Institute Management Committee (IMCs) to make training wholly demand driven.
- The Certificates shall be jointly awarded by Industry and Government to encourage Industry involvement and participation.

#### **15. UPGRADATION OF I.T.I.'s:**

- 1) Panaji Govt ITI has been upgraded under domestic funding catering for Hospitality Management Trades.
- 2) Mapusa Govt ITI has been upgraded under domestic funding catering for Production and Manufacturing trades.
- 3) Govt ITIs Farmagudi, Cacora, Margao, Canacona, Permen, Bicholim and Sattari have been upgraded under World Bank Assistance.
- 4) ITI Vasco is being upgraded under PPP Scheme.

#### **16. INSTITUTE MANAGEMENT COMMITTEES:**

Based on the instructions and guidelines from DGT, New Delhi, Institute Management Committees have been constituted in all the Government I.T.Is and the first Institute Management Committee has been constituted in ITI Vasco followed by ITI Margao. The Institute Management Committee played important role in organizing various programmes for the trainees, such as workshops/programmes in order to improve their ability, develop their skill and to build confidence in themselves. The Chairman of Institute Management Committee advised to take the trainees to the Industries so that they learn and know the latest technologies.

17. **PRODUCTION ORIENTED TRAINING SCHEME (POTS) :**

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

1. Fabrication work.
2. Job work on lathe, milling machine and CNC machines.
3. Electrical wiring, repairs, motor winding etc.
4. A/C repairs, freezers repairs etc.
5. Maintenance and repairs / servicing of automobile vehicles.
6. Repairs and Assembly work of TV, Radio and Electronic equipment.
7. Mechanical and Civil drafting work.
8. Data entry and Computer training.
9. Typing work.
10. Molding of different plastic items.
11. Stitching of garments.
12. Beauty Parlor work.
13. Construction work and building maintenance work.
14. Plumbing work and tap repairs.
15. Short tern courses in all the trades.
16. Lending idle machinery of the institute.
17. Consultancy as per requirement.

18. **HUMAN RESOURCE DEVELOPMENT FOUNDATION (HRDF):**

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

- Carrying out the inspection of the Private Institutes who would like to register under this Society (Registered Society of Government of Goa.).
- Affiliation is granted to the Institutes after conducting a thorough inspection after verifying the availability of infrastructure, tools and equipments as per the norms/standards expected to conduct training for a batch of 20 students.
- Conducting Examination of the Trainees Enrolled in Private Institutes Registered under HRDF Society in the month of July & February.

- Examination is conducted as per streamlined syllabus of the HRDF Society.
- Issuing Certificates to the Trainees who have successfully passed the examination conducted by the HRDF Society.
- Following are the 59 private Institutes registered under HRDF Society having total seating capacity of nearly 1340 trainees of 01 year duration for 28 courses & 1880 trainees of 06 months duration for 25 courses. The details of Institutes registered under HRDF Society are as under:-

Sr. No.	Name of Institute
1	Bhumika Tehnical Institute, Palyem, Pernem – Goa.
2	Keerti Vidyalaya Technical Institute, Siolim, Bardez – Goa.
3	Pilar Industrial Training Institute, Amrutsthan, Pilar – Goa
4	International Institute of Medical Technology, Colvale Bardez, Goa
5	Shri. Bhumika Technical Institute, Parye, Sanquelim – Goa.
6	Comtech Computer Academy, Tisk, Ponda Goa.
7	Infotech Computer Education, Curchorem – Goa.
8	3rd Millenium Computers, Marcela – Goa.
9	Stenodac Commercial Training Institute, Panaji – Goa.
10	City Computer, Sanquelim – Goa.
11	Society for Youth Development, Bandora, Ponda Goa.
12	GNS Computers, Old – Goa.
13	St. Bridget's Institute of Home Science, Aldona, Bardez - Goa.
14	Stenodac Commercial Training Institute, Margao, Salcette, Goa.
15	Academy of Culinary Education, Vainguinim Beach, Goa.
16	International Cruises Culinary Academy Pvt. Ltd., Margao Goa.
17	Svenska Institute of Technology, Kundaim, Ponda Goa.
18	DASYA. Alto De Porvorim Goa.
19	St. Anthony's Academy of Food Service Management, Curtorim, Salcete Goa.
20	Technical Institute, Vaddem, Vasco-da-Gama, Goa
21	Pixel Point, Tisk, Ponda-Goa.
22	Xanthus Institute, Porvorim-Goa.
23	IMS CAD CENTRE, Ponda Goa.
24	Pilar Sisters Association, Loutulim, Salcette Goa.
25	Travco Aviation Academy, Margao-Goa.
26	Sneha Mandir, Bandora, Ponda Goa.
27	Institute of Hotel & Restaurant Management, Dona

	Paula Goa.
28	Ponda Institute of Carving & Catering Technology, Ponda Goa.
29	Goa Montessori & N.T.T. Study Centre, Alto Porvorim Goa
30	Digicom Computer Education., Margao Goa
31	Kunjai Computer Academy, Bicholim Goa
32	Shirodkar's, Curchorem Goa.
33	Indigoa Institute of Hotel & Tourism Management, Porvorim Goa
34	Deltin Institute of learning, Porvorim, Bardez Goa
35	Incredible English, Benaulim Goa
36	JTEC Computer Institute, Comba, Margao, Goa
37	Holy Cross Indo German Techno Centre, Marna- Siolim Goa
38	Sai Para Medical Institute, Sankhali - Goa.
39	JTEC Computer Institute, Margao, Goa
40	JTEC Computer Institute, Ponda, Goa
41	Alpineswiss Business Schools Pvt. Ltd., Utorda Goa
42	Sharvani Computer Service, Sanquelim Goa.
43	Digicom Computer Education, Canacona Goa
44	Lawande Computer Academy, Sanquelim Goa
45	SRS Educational Academy, Ponda Goa.
46	Don Bosco Vocational Training Institute, Igramol, Quepem – Goa
47	Orchid Home Science Academy, Borda, Margao Goa.
48	Oorja Training & Research Academy, Comba, Margao Goa.
49	Stenosis Institute of Secretarial Language Studies, Panjim Goa.
50	Universal Institute of English Language, Panaji Goa.
51	Eurologia Institute, Miramar Goa.
52	In Goa Academy, Alto Porvorim Goa.
53	R. P. Computers, Ponda Goa.
54	Samarth Computer Academy, Sanquelim Goa.
55	Vinsan Academy, Panaji Goa.
56	Brighter Info Train, Valpoi, Sattari Goa
57	Digicom Computer Academy, Curchorem Goa.
58	Infotaq Computer's, Valpoi, Sattari Goa.
59	The Guest, Pilar Goa.

19. **GRIEVANCES HANDLING:**

In terms of Office Memorandum No. 12/4/2005-DPG dated 16 Mar 2005, Shri Alexio F. da Costa, State Director of Skill Development & Entrepreneurship is the Public Grievances Officer in respect of the Directorate of Skill Development & Entrepreneurship, at the State level. Deputy Director (Admn.) shall be Public Grievances Officer in respect of State Director of Skill Development &

Entrepreneurship at District Level North and Asstt. Director (Training) shall be Public Grievances Officer in respect of State Director of Skill Development & Entrepreneurship at District Level South.

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

The Director of Skill Development & Entrepreneurship and Public Grievances Officer will receive and hear the public grievances between 10:00 hrs and 13:00 hrs on every Tuesday, in his chamber. Every Tuesday shall be a meeting less day.

The Assistant Director (Training) and Public Grievances Officer will receive and hear public grievances between 10:00 hrs and 13:00 hrs on every Tuesday at ITI Borda, Margao. Every Tuesday shall be a meeting less day.

**The telephone numbers of Public Grievance Officer are as follows:**

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

\*\*\*\*\*