ITI
2020

Industrial Training Institute

Sk**i**ll India
कौशल भारत - कुशल भारत

ADMISSION TO GOVERNMENT AND PRIVATE INDUSTRIAL TRAINING INSTITUTES
PROSPECTUS - 2020

GOVERNMENT OF PUDUCHERRY
LABOUR DEPARTMENT

CONTENTS

Admission to Government and Private Industrial Training Institutes

PROSPECTUS - 2020

1. Training Objectives:

The objective of the Industrial Training Institutes are,
- to provide state- of- art technical skill to the youth of Puducherry;
- to ensure a steady flow of skilled workers in different trades for the industry;
- to reduce unemployment among the educated youth by equipping them for suitable industrial employment.

2. General Information:

Admission to all the Government and Private Industrial Training Institutes in the Union Territory of Puducherry will be done by receipt of applications from the eligible candidates through online and counselling process. Those who wish to join Industrial Training Institutes are advised to apply "online", after reading this prospectus thoroughly.

- Admission to all the Government and Private ITIs in the UT of Puducherry will be done through **online** only.
- Admission to ITI courses is based on the applicants' marks in eligible test/exam and the reservation policy adopted as per Government norms through counselling on the dates allotted to the applicants.

3. Details of Training:

- One- year and two-year Trades are offered in Industrial Training Institutes under National Council for Vocational Training (NCVT) and State Council for Vocational Training (SCVT) streams.
- List of Government and Private Industrial Training Institutes in UT of Puducherry and the Trades offered in each ITI are detailed in Para-19.
- Duration of Training for each Trade and the educational qualification required for admission are detailed in Para-4.
- Training in all the Industrial Training Institutes in the UT of Puducherry will commence from September 2020 as per Government guidelines.
- For NCVT Trades, All India Trade Test (AITT) will be conducted at the end of every Training Year and the successful Trainees will be awarded National Trade Certificates (NTC).

- For SCVT Trades, Trade Tests will be conducted at the end of every Training Year and the successful Trainees will be awarded Certificates by the State Council for Vocational Training. Such successful candidates can also get National Trade Certificates (NTC) by applying and appearing privately for the All India Trade Test.

4. Educational Qualification for Admission:

Eligible qualification for the trades offered in the Government and Private Industrial Training Institute is 8th Pass and 10th Pass.

- **For 8th Passed Candidates** - Minimum academic qualification required for admission to the following trades are 8th Pass or above:
  - ✓ Mason (Building Construction)
  - ✓ Sewing Technology
  - ✓ Welder
  - ✓ Wireman

  However, all the candidates who apply for the above Trades need to write a Common Admission Test and the final admission for these Trades is based on the merit list and the reservation policy.

- **For 10th Passed Candidates** – Minimum academic qualification for admission to all other Trades is a pass in 10th Standard or above. The admission is based on their 10th Standard marks and reservation policy.

- Candidates waiting for 10th Standard Supplementary results can also apply online before the last date. Successful candidates are to produce an attested copy of mark-list within seven days from the date of declaration of results. Such candidates will be considered for admission for the leftover vacant seats, if any. Applications of candidates who fail to produce 10th standard passed mark-sheets within the stipulated time will be rejected.

5. Age Limit:

- The applicants should have completed 14 years of age as on 1st August, 2020.
- Those who wish to apply for the trade of Mechanic (Motor Vehicle) should have completed 17 years of age as on 1st August, 2020.
- No upper age limit for candidate seeking admission under craftsmen training scheme.

6. Physical Fitness:

- The applicant should neither suffer from any infectious disease nor show symptoms of any pandemic disease. Further, the applicant should be free from push-pull diseases.
- Up-dated Health Record/Medical Fitness Certificate should be produced at the time of admission.
- Person with Disability will be allotted the Trade suitable to his/her disability and based on the Medical Certificate issued by a Government Medical Practitioner.
- Persons with Disability should necessarily upload his/her photograph of size 125 x 75 mm, clearly showing the disability, with the Medical Certificate issued by a Government Medical Practitioner.

7. Reservation:

Sl. No.	Reservation Category	Quota
1	Scheduled Caste – Origin (SC-Origin)	16%
2(a)	Most Backward Class (MBC)	18%
2(b)	Extreme Backward Class (EBC)	2%
2(c)	Other Backward Class (OBC)	11%
2(d)	Backward Class Muslim (BCM)	2%
2(e)	Backward Tribe (BT)	1%
3	Economically Weaker Section (EWS) (Subject to approval by the Government of Puducherry)	10%

- To avail the above reservation, the applicant has to upload Caste Certificate obtained on or after 01-01-2020 from a Revenue Official of Government of Puducherry not lower than the rank of Deputy Tahsildar.
- Permanent Integrated Certificate renewed for the current year by a Revenue Official not lower than the rank of Deputy Tahsildar has to be uploaded along with the application.

8. Horizontal Reservation:

Sl. No.	Horizontal Reservation	Quota
1	Children and Grand Children of Freedom Fighters of U.T. of Puducherry (FF)	4%
2	Children of Ex-Service Man/Woman (Ex-Service)	3%
3	Physically Challenged (PC) (Subject to approval by the Government of Puducherry)	4%
4	Meritorious Sports Person (MSP)	1%

- To avail the above reservation, the applicant has to upload the necessary Certificate obtained on or after 01-01-2020 from the Officials mentioned below.
- **For Freedom Fighters Quota:** Welfare Officer, Freedom Fighters Welfare Cell, Chief Secretariat, Puducherry.

- **For Children of Ex-Service Man/Woman Quota:** Secretary, Rajya Sainik Board, Puducherry.

- **For Meritorious Sports Persons Quota:** Principal Physical Education Inspector, Puducherry. (The Certificate should clearly state the applicant's participation in the National/State/Regional Level Sports activities)

9. Residence Certificate:

The candidate should fulfil any one of the following criteria as a proof of Residence of Puducheery.

- If the applicant has continuously studied for five years till May/June 2020 in a Government School/Government recognized School/Education Institution in UT of Puducherry, the Transfer Certificate issued by the School in 2020 mentioning the applicant's minimum continuous study of five years till 2020, will suffice for the Residence.
- An applicant who cannot provide a Transfer Certificate as above has to upload a Residence Certificate obtained from a Revenue Officer not lower than the rank of Deputy Tahsildar on or after 01-01-2020.

10.   How to Apply:

- To apply for Government and Private Industrial Training Institutes, please apply through the websites https://www.centacpuducherry.in/ or https://labour.py.gov.in/

- First register as Candidate by entering the Personal deatails, upload all relevant documents, verify, submit and get an acknowledgement.

- Please pay special attention to the mobile number and e-mail ID. All communication regarding Counselling, etc. will be sent through SMS to the registered mobile number alone. Hence, watch your mobile for messages by keeping the Inbox of your mobile relatively free.

- As seats in Government and Private ITI of Karaikal, Mahe and Yanam are going to be filled up by separate counselling, applicants are requested to apply separately for each ITI.

- In case of any difficulty in applying online for ITI admission, please contact your nearest Government or Private ITI Officials for help.

11.   Trainees Selection Procedure:

- A Common Screening Test will be conducted for the applicants who seek admission for courses where the minimum educational qualification is "8th Standard or above". In other words, applicants who seek admission in Sewing Technology, Wireman, Welder or Mason (Building Construction) have to appear for a Common Screening Test. Details of the Common Screening Test will be communicated to the applicants through SMS.

- For the applicants who seek admission for courses where the minimum qualification is 10th Standard or above, separate merit list for each ITI will be prepared based on their 10th Standard Marks.

- Based on the merit list, applicants will be called for counselling in groups to select their choice of Trades.

- Applicants are requested to appear for counselling with all the originals on the date and time allotted for them.

- Applicants are not entitled to attend counselling on dates and time other than the one allotted to them.

- Provisional Admission Order will be issued to applicants, for the vacant seats, who attend the counselling on the date and time allotted to them based on their rank in the merit list.

- Selected candidates have to report for training in the ITI allotted to them before the last date mentioned in the Provisional Admission Order. The Provisional Admission Order stands cancelled automatically if the candidate fails to report for training on or before 5.00 p.m. on the date of joining the ITI, and seat will be considered vacant.

12.   Equal Score in the Ranking:

Merit list will be prepared based on total marks and category of the applicants belong to. In case more applicants fall under one rank, the following yard-stick will be applied in the order mentioned below to arrive the merit-list.

- Marks in Mathematics will be taken to determine the merit.
- Marks in Science will be considered to determine the merit.
- Date of Birth will be the final factor, and the merit is based on the seniority.

13.   Original Certificates to be Submitted:

Those who get the Provisional Admission Order, should submit the following applicable originals to the Office of the Principal of the ITI allotted to them before the last date.

- 10th Standard Original Mark Sheet or 8th Standard Pass certificate issued by the School.
- Original Transfer Certificate.
- Original Residence Certificate.
- Original Community Certificate.
- Permanent Integrated Certificate.
- Physically handicapped certificate mentioning 40% or above disability.
- Freedom Fighters Certificate issued by the Freedom Fighters Cell.
- Ex-Service man/woman Certificate.
- Meritorious Sports Person Certificate.
- Copy of Aadhaar registered in Puducherry State.
- Copy of Bank pass-book first page.

Note:

- All the originals submitted at the ITI at the time of admission will be returned to the Trainees only after completion/discontinuation of the Training. Hence, sufficient number of copies/Xerox of the originals may please be taken before submitting the originals at ITI.
- The Trainees are advised not to change their mobile numbers and the email id as they are uploaded in the Trainees Portal of the NCVT website.

14.   Certificate Verification:

At the time of admission, the originals of the applicant's certificates will be verified for their authenticity. In case of any forgery, the admission will be cancelled and criminal action will be initiated.

15.   Tuition Fee:

- Those who join Government ITI will have to pay ₹240/- (Rupees two hundred and forty only) towards annual tuition fee.
- Candidates admitted in Govt. ITI under Scheduled Caste Origin and Physically Challenged Category are exempted from paying the tuition fee.
- All those admitted in Govt. ITI will have pay ₹50/- (Rupees fifty only) towards Caution Money Deposit which is refundable after completion of the Training.

16.   Stipend:

All the Trainees of Govt. ITI, will be provided a stipend of ₹150/- per month.

17.   Merit Scholarship:

A merit test will be conducted for each unit of Trade, and the first rank holder will be given ₹300/- per month till the end of the Training.

18.   Placement Cell and Job Opportunities:

A placement cell is functioning in each Government ITI. The placement cell Officer will help the Trainees in getting placements in private companies and Apprenticeship Training in Government Departments and Private Companies.

19. List of Trades, Training period and its Educational qualification in the Government and Private ITIs of U.T. of Puducherry:

Sl. No.	Trade Name	Training Duration	Educational Qualification
1	Basic Cosmetology	One Year	10th Standard and Above
2	Catering and Hospitality Assistant	One Year	10th Standard and above
3	Computer Operator and Programming Assistant	One Year	10th Standard and Above
4	Data Entry Operator	One Year	10th Standard and above
5	Desk Top Publishing Operator	One Year	10th Standard and Above
6	Draughtsman (Civil)	Two Years	10th Standard and above
7	Electrician	Two Years	10th Standard and Above
8	Electronics Mechanic	Two Years	10th Standard and above
9	Fashion Design and Technology	One Year	10th Standard and Above
10	Fitter	Two Years	10th Standard and above
11	Information and Communication Technology System Maintenance	Two Years	10th Standard and Above
12	Instrument Mechanic	Two Years	10th Standard and above
13	Machinist	Two Years	10th Standard and Above

Sl. No.	Trade Name	Training Duration	Educational Qualification
14	Mason (Building Construction)	One Year	8th Standard and above
15	Mechanic (Diesel)	One Year	10th Standard and Above
16	Mechanic (Motor Vehicle)	Two Years	10th Standard and above
17	Plastic Processing Operator	One Year	10th Standard and Above
18	Refrigeration and Air-conditioning Technician	Two Years	10th Standard and Above
19	Sewing Technology	One Year	8th Standard and above
20	Turner	Two Years	10th Standard and Above
21	Welder	One Year	8th Standard and above
22	Wireman	Two Years	8th Standard and Above

20. List of Government and Private ITIs in the U.T. of Puducherry and the Trades available in each ITI:

(Female candidates may apply for any ITI in the UT of Puducherry)

Government Industrial Training Institutes:

Sl. No.	Name of the ITI	Trades
1	Govt. ITI for Men, Mettupalayam, Puducherry	• Computer Operator and Programming Assistant • Data Entry Operator (SCVT) • Draughtsman (Civil) • Electrician • Electronics Mechanic • Fitter • Mason (Building Construction) • Mechanic (Motor Vehicle) • Plastic Processing Operator • Refrigeration and Air-conditioning Technician • Welder • Wireman
2	Govt. ITI for Women, NSC Bose Road, Vambakeerapalayam, Pondicherry.	• Basic Cosmetology (SCVT) • Computer Operator and Programming Assistant • Desk Top Publishing Operator • Draughtsman (Civil) • Electronics Mechanic • Information and Communication Technology System Maintenance • Sewing Technology
3	Govt. ITI, Nettapakkam, Puducherry.	• Computer Operator and Programming Assistant (SCVT) • Electrician (SCVT) • Fitter • Sewing Technology
4	Govt. ITI, Bahour, Puducherry	• Fitter (SCVT) • Wireman (SCVT)
5	Govt. ITI, Villanur, Puducherry	• Catering and Hospitality Assistant (SCVT) • Draughtsman (CIVIL)

Sl. No.	Name of the ITI	Trades
6	Govt. ITI for Men, T.R.Pattinam, Karaikal	• Computer Operator and Programming Assistant • Electrician • Fitter • Instrument Mechanic • Machinist • Mason (Building Construction) • Mechanic (Diesel) • Mechanic (Motor Vehicle) • Refrigeration and Air-conditioning Technician • Welder • Wireman
7	Govt. ITI for Women, T.R.Pattinam, Karaikal.	• Basic Cosmetology (SCVT) • Computer Operator and Programming Assistant • Data Entry Operator (SCVT) • Sewing Technology
8	Rajiv Gandhi Govt. ITI, Mahe	• Fitter • Refrigeration and Air-conditioning Technician
9	NSC Bose Govt. ITI, Yanam	• Electrician • Electronics Mechanic • Fashion Design and Technology (SCVT)

Private Industrial Training Institutes:

Sl. No.	Name of the ITI	Trades
1	Indira Gandhi Private ITI, Thirukanur, Puducherry	• Electrician • Wireman
2	Jaiamman Private ITI, Mathikrishnapuram, Puducherry.	• Electrician • Wireman
3	Pondicherry Private ITI, Orleanpet, Puducherry.	• Electrician • Fitter (SCVT) • Wireman
4	Rajive Memorial Private ITI, Orleanpet, Puducherry.	• Electrician • ஃபிட்டர் – Fitter (SCVT)
5	Sri Vivekananda Private ITI, Nellithoppu, Puducherry.	• Electrician • Wireman
6	Worth Private ITI, Thengaithittu, Puducheery.	• Turner

21. Contact Details:

For any information on online admission to Government and Private ITIs please contact:

Office Address	**The Nodal Officer –cum- Principal, Government Industrial Training Institute for Women, NSC Bose Road, Vambakeerapalayam, Puducherry 605 001.**
Telephone, Mobile and WhatsApp Numbers	**0413-2341764 8300838089**
email id	**gitiw.pon@nic.in**
Website address for submission of on-line application.	**https://www.centacpuducherry.in/ or https://labour.py.gov.in/**