



Government of Puducherry
Labour Department
Directorate of Training



ADMISSION TO GOVERNMENT INDUSTRIAL TRAINING INSTITUTES 2024

PROSPECTUS



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1. Training Objectives:

The Objective of the Industrial Training Institutes are,

- To provide state-of-art Technical Skills to the youth of Union Territory 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 **Counselling**.
- Admission to ITI Courses is based on the applicant's marks in eligible examination/test and the reservation policy adopted as per Government norms through counselling on the dates allotted to the applicants.

3. Details of Training:

- Six Months, One-year and Two-year Trade courses are offered in Industrial Training Institutes under National Council for Vocational Education and Training (NCVT) and State Council for Vocational Training (SCVT) Schemes.
- List of Government and Private Industrial Training Institutes in UT of Puducherry and the Trades offered in each ITI's are detailed in Para-22.
- Duration of Training for each Trade and minimum Educational Qualification required for admission are detailed in Para-20 & 21.
- Training in all the Industrial Training Institutes in the UT of Puducherry will commence from **02th September 2024** as per the instructions of Directorate of Training (DGT), Ministry of Skill Development & Entrepreneurship (MSDE), New Delhi.

- For NCVT Trades, All India Trade Test (AITT) will be conducted at the end of every Training Year (Annually) and the successful Trainees will be awarded National Trade Certificates (NTC).
- For SCVT Trades, Final Trade Tests will be conducted at the end of every Training Year (Annually) and the successful Trainees will be awarded Certificates by the State Council for Vocational Training (SCVT).

4. Educational Qualification for Admission:

Eligible qualification for the trades offered in the Government and Private Industrial Training Institutes 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 Constructor) – NSQF Level 3
- Sewing Technology – NSQF Level 3
- Welder – NSQF Level 3
- Wireman – NSQF Level 4
- Driver-cum-Mechanic (SCVT)



However, all the candidates who apply for the above Trades need to write a Common Screening Test and the final admission for these Trades is based on the merit list of screening test 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.

5. Age Limit:

- The applicants should have completed 14 years of age as on 1st August, 2024.
- 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.
- Updated 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 based on the Medical Certificate issued by a Government Medical Practitioner.
- Persons with Disability should necessarily submit his/her photograph of size 125 x 75 mm, clearly showing the disability, with the Medical Certificate issued by a Government Medical Practitioner at the time of admission.

7. Reservation:

Sl. No.	Reservation Category	% of Reservation
1	Open General	50%
2	Other Backward Classes (OBC)	11%
3	Backward Classes Muslims (BCM)	2%
4	Most Backward Classes (MBC)	18%
5	Extreme Backward Classes (EBC)	2%
6	Backward Tribes (BT)	0.5%
7	Scheduled Caste – Origin (SC-Origin)	16%
8	Scheduled Tribe (ST)	0.5%

- To avail the above reservation, the applicant has to submit the original Caste Certificate obtained from the Revenue Official of Government of Puducherry not lower than the rank of Deputy Tahsildar.



8. Horizontal Reservation:

Sl. No.	Horizontal Reservation	% of Reservation
1	Children and Grand Children Fighters of U.T of Puducherry (FF)	4%
2	Children of Ex-Service Man/Women (Ex-Service)	3%
3	Person with Disabilities (PwD) (Subject to approval by the Government of Puducherry)	5%
4	Meritorious Sports Person (MSP)	1%

- To avail the above reservation, the applicant has to submit the necessary Certificate obtained on or after 01-01-2024 from the Officials mentioned below at the time of admission.
 - **For Freedom Fighters Quota:** Welfare Officer, Freedom Fighters Welfare Cell, Chief Secretariat, Puducherry.
 - **For Children of Ex-Service Man/Women 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 UT of Puducherry which is to be submitted at the time of admission.

- The Transfer Certificate issued by the Government School/Government recognized School/ Education Institution in UT of Puducherry in 2024 mentioning the applicant's minimum continuous study of five years till 2024, will suffice for the Residence.
- Residence Certificate obtained from Revenue Officer not lower than the rank of Deputy Tahsildar.



10. How to Apply:

- To apply for Government and Private Industrial Training Institutes, please apply through the websites <https://www.centacpuducherry.in/itiadmission> or <https://labour.py.gov.in>
- Candidates should register by filling up of the required details and upload recent passport size photograph, 8th or 10th Standard Mark Sheet and other relevant documents.
- Then the Candidates should prioritise the district/region to be he/she wishes to get admission.
- Please pay special attention to the **Mobile Number and E-mail ID**. All communication regarding Screening Test/Counselling, etc. will be sent through SMS to the registered mobile

number alone. No change in Mobile number and E-mail ID allowed till trainees receive NTC. Hence, be attentive on your mobile for messages and E-mails.

- Government/Private ITIs of Puducherry, Karaikal, Mahe and Yanam are going to be filled up by separate counselling.
- In case of any difficulty in applying online application, please contact your nearest Government ITI Help Desk for free Registration.

11. Trainees Selection Procedure:

- Applicants who seek admission in Sewing Technology, Wireman, Welder, Mason (Building Constructor) or Driver-cum-Mechanic have to appear for a Common Screening Test. Details of the Common Screening Test will be communicated to the applicants through SMS and E-mail of your registered mobile number/E-mail I.D.
- For the applicants who seek admission for courses where the minimum qualification is 10th Standard or above, merit list will be prepared by the Centralised ITI Admission Committee, Puducherry based on the guidelines followed by the Education Department, Puducherry.
- Based on the merit list, applicants will be called for counselling and admitted in Trades/Institutes.
- 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 allotted date and time 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 mentioned in the Provisional Admission order, and that 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. 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, if equals.
- Marks in Science will be considered to determine the merit, if equals.
- 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 date mentioned in the Provisional Admission Order.

- 10th Standard Original Mark Sheet or 8th Standard Pass Certificate issued by the School.
- Original Transfer Certificate (TC).
- Original Residence Certificate.
- Original Community 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.
- Copy of Bank pass-book first page.

Note:

- All the originals submitted at the Industrial Training Institute (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 the ITI.

- The Trainees are instructed not to change their mobile numbers and the E-mail ID as they are uploaded in the Trainees Portal of the NCVT website.



14. Certificate Verification:

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

15. Tuition Fee:

- Those who wish to join Government ITI will have to pay ₹240/- (Rupees two hundred and forty only) towards annual tuition fee before 10th August.
- Candidates admitted in Government ITI's under Scheduled Caste (Origin), Physically Challenged Category and all female candidates are exempted from paying the tuition fee.
- All those admitted in Government ITIs will have to pay ₹50/- (Rupees fifty only) towards Caution Money Deposit which will be refundable after completion of the Training.

16. Stipend:

All the Trainees of Government ITIs who are residence of UT of Puducherry will be provided a stipend of ₹1,000/- per month based on their attendance.

17. Merit Scholarship:

A merit test will be conducted for each unit of Trade, and the first rank holder will be awarded additional ₹1,000/- 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 Officers will help the Trainees in getting placements in Private Companies/ Industries/ Factories/ Establishments and Apprenticeship Training in Government Departments and Private Companies.

19. Trainees Code of Conduct and Discipline:

- i It is mandatory for each trainee to wear Trainee Identity Card during the training hours.
- ii All Trainees must come to the Institute on time. The late comers will not be allowed to enter the institute.
- iii All the trainees should attend daily assembly without fail.
- iv The Male Trainees should get their hair cut at regular intervals. Colouring/dyeing hair and wearing of ear pins/rings are strictly prohibited. Free hair/loose hair is prohibited for Female Trainees.
- v Shouting or running in/around the institute building shall be avoided. Decorum of the institute has to be maintained.
- vi Trainees should avoid wearing/bring valuable articles like expensive watches, radios, cameras, mobile phone or any electronic gadgets and jewellery etc. The Institute is not responsible for any article lost. Lending or borrowing of money or valuable articles is strictly prohibited.
- vii Care must be taken of the Tools, Equipment, Instruments and Machineries while handling.
- viii Damages caused by the trainees should be reported immediately to the Instructor or to the Group Instructor/Principal and they will be charged for the damages.
- ix The Institute reserves the right to terminate any Trainee whose conduct is not good.
- x During Training hours no trainees is allowed to leave the class/workshop/lab without valid reason/permission.
- xi Trainees must come to Institute in neat and clean uniform only.
- xii It is compulsory for trainees to wear lab coat/apron during practical hours in workshops/lab, otherwise Trainee(s) will not be allowed to do practical.
- xiii Any kind of gathering/celebration in the classroom/workshop/lab or anywhere inside the campus is not allowed.
- xiv Bullying/Ragging is strictly prohibited inside the institute premises and it is a punishable offense.

xv Every Trainee must have at least 80% attendance to appear in the All India Trade Test/Final Trade Test, those who fail to fulfil this criteria, will be debarred.

xvi Transfer Certificate will not be issued until and unless all dues of the institute are settled. Any request for Transfer Certificate must be made at least one month in advance.

20. List of NCVT 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	Computer Operator and Programming Assistant (NSQF-3)	One Year	10 th Standard and above
2	Draughtsman (Civil) (NSQF-4)	Two Years	10 th Standard and above
3	Electrician (NSQF-4)	Two Years	10 th Standard and above
4	Electronics Mechanic (NSQF-4)	Two Years	10 th Standard and above
5	Fitter (NSQF-4)	Two Years	10 th Standard and above
6	Instrument Mechanic (NSQF-4)	Two Years	10 th Standard and above
7	Machinist (NSQF-4)	Two Years	10 th Standard and above
8	Mason (Building Constructor) (NSQF-3)	One Year	8 th Standard and above
9	Mechanic (Diesel) (NSQF-3)	One Year	10 th Standard and above
10	Mechanic (Motor Vehicle) (NSQF-4)	Two Years	10 th Standard and above
11	Plastic Processing Operator (NSQF-3)	One Year	10 th Standard and above
12	Refrigeration and Air-conditioning Technician (NSQF-4)	Two Years	10 th Standard and above
13	Sewing Technology (NSQF-3)	One Year	8 th Standard and above
14	Surveyor (NSQF-4)	Two Years	10 th Standard and above
15	Turner (NSQF-4)	Two Years	10 th Standard and above
16	Welder (NSQF-3)	One Year	8 th Standard and above
17	Wireman (NSQF-4)	Two Years	8 th Standard and above

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

Sl. No.	Trade Name	Training Duration	Educational Qualification
1	Catering and Hospitality Assistant	One Year	10 th Standard and above
2	Computer Operator and Programming Assistant	One Year	10 th Standard and above
3	Cosmetology	One Year	10 th Standard and above
4	Data Entry Operator	One Year	10 th Standard and above
5	Driver-cum-Mechanic	6 Months	8 th Standard and above
6	Drone Technician	6 Months	10 th Standard and above
7	Electrician	Two Years	10 th Standard and above
8	Fashion Design and Technology	One Year	10 th Standard and above
9	Fitter	Two Years	10 th Standard and above
10	Mechanic Electric Vehicle	Two Year	10 th Standard and above
11	Solar Technician (Electrical)	One Year	10 th Standard and above
12	Wireman	Two Years	8 th Standard and above

22. 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)

A) Government Industrial Training Institutes:

I. GOVERNMENT INDUSTRIAL TRAINING INSTITUTES FOR MEN, METTUPALAYAM, PUDUCHERRY:

Sl. No.	Trades	Duration	Educational Qualification	Units	No. of Seats
NCVT Trades:					
1	Computer Operator and Programming Assistant	1 Year	10 th Standard	1 Unit	24
2	Draughtsman (Civil)	2 Years	10 th Standard	1 Unit	24
3	Electrician	2 Years	10 th Standard	1 Unit	20

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4	Electronics Mechanic	2 Years	10 th Standard	1 Unit	24
5	Fitter	2 Years	10 th Standard	3 Units	60
6	Mason (Building Constructor)	1 Year	8 th Standard	1 Unit	24
7	Mechanic (Motor Vehicle)	2 Years	10 th Standard	2 Units	48
8	Plastic Processing Operator	1 Year	10 th Standard	1 Unit	20
9	Refrigeration and Air-conditioning Technician	2 Years	10 th Standard	1 Unit	24
10	Welder	1 Year	8 th Standard	1 Unit	20
11	Wireman	2 Years	8 th Standard	1 Unit	20
SCVT Trades					
12	Drone Technician	6 Months	10 th Standard	1 Unit	24
13	Electrician	2 Years	10 th Standard	1 Unit	20
14	Mechanic Electric Vehicle	2 years	10 th Standard	1 Unit	24
TOTAL				17 Units	376

II. GOVERNMENT ITI FOR WOMEN, VAMBAKEERAPALAYAM, PUDUCHERRY

Sl. No.	Trades	Duration	Educational Qualification	Units	No. of Seats
NCVT Trades					
1	Computer Operator and Programming Assistant	1 Year	10 th Standard	1 Unit	24
2	Draughtsman (Civil)	2 Years	10 th Standard	1 Unit	24
3	Electronics Mechanic	2 Years	10 th Standard	1 Unit	24
4	Sewing Technology	1 Year	8 th Standard	1 Unit	20
SCVT Trades					
5	Cosmetology	1 Year	10 th Standard	1 Unit	24
6	Solar Technician (Electrical)	1 Year	10 th Standard	1 Unit	20
TOTAL				6 Units	136

III. GOVERNMENT ITI, NETTAPAKKAM, PUDUCHERRY

Sl. No.	Trades	Duration	Educational Qualification	Units	No. of Seats
NCVT Trades					
1	Fitter	2 Years	10 th Standard	1 Unit	20
2	Sewing Technology	1 Year	8 th Standard	1 Unit	20
SCVT Trades					
3	Computer Operator and Programming Assistant	1 Year	10 th Standard	1 Unit	24
4	Cosmetology	1 Year	10 th Standard	1 Unit	24
5	Driver-cum-Mechanic	6 Months	8 th Standard	1 Unit	20
6	Electrician	2 Years	10 th Standard	1 Unit	20
TOTAL				6 Units	128

IV. GOVERNMENT ITI, VILLIANUR, PUDUCHERRY

Sl. No.	Trades	Duration	Educational Qualification	Units	No. of Seats
NCVT Trades					
1	Draughtsman (Civil)	2 Years	10 th Standard	1 Unit	24
SCVT Trades					
2	Catering and Hospitality Assistant	1 Year	10 th Standard	1 Unit	20
TOTAL				2 Units	44

V. GOVERNMENT ITI, BAHOUR, PUDUCHERRY

Sl. No.	Trades	Duration	Educational Qualification	Units	No. of Seats
SCVT Trades					
1	Fitter	2 Years	10 th Standard	1 Unit	20
2	Wireman	2 Years	10 th Standard	1 Unit	20
TOTAL				2 Units	40

VI. GOVERNMENT ITI FOR MEN, T.R. PATTINAM, KARAİKAL

Sl. No.	Trades	Duration	Educational Qualification	Units	No. of Seats
NCVT Trades					
1	Computer Operator and Programming Assistant	1 Year	10 th Standard	1 Unit	24
2	Electrician	2 Years	10 th Standard	1 Unit	20
3	Fitter	2 Years	10 th Standard	2 Units	40
4	Instrument Mechanic	2 Years	10 th Standard	1 Unit	24
5	Mason (Building Constructor)	1 Year	8 th Standard	1 Unit	24
6	Mechanic (Diesel)	1 Year	10 th Standard	2 Units	48
7	Mechanic (Motor Vehicle)	2 Years	10 th Standard	1 Unit	24
8	Refrigeration and Air-conditioning Technician	2 Years	10 th Standard	1 Unit	24
9	Machinist	2 Years	10 th Standard	1 Unit	20
10	Welder	1 Years	8 th Standard	1 Unit	20
11	Wireman	2 Years	8 th Standard	2 Units	40
TOTAL				14 Units	308

VII. GOVERNMENT ITI FOR WOMEN, T.R. PATTINAM, KARAİKAL

Sl. No.	Trades	Duration	Educational Qualification	Units	No. of Seats
NCVT Trades					
1	Computer Operator and Programming Assistant	1 Year	10 th Standard	1 Unit	24
2	Draughtsman (Civil)	2 Years	10 th Standard	1 Unit	24
3	Sewing Technology	1 Year	8 th Standard	2 Units	40
SCVT Trades					
4	Cosmetology	1 Year	10 th Standard	1 Unit	24

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5	Data Entry Operator	1 Year	10 th Standard	1 Unit	24
6	Fashion Design & Technology	1 Year	10 th Standard	1 Units	20
TOTAL				7 Units	156

VIII. RAJEEV GANDHI GOVERNMENT ITI, MAHE

Sl. No.	Trades	Duration	Educational Qualification	Units	No. of Seats
NCVT Trades					
1	Fitter	2 Years	10 th Standard	1 Unit	20
2	Refrigeration and Air-conditioning Technician	2 Years	10 th Standard	1 Unit	24
TOTAL				2 Units	44

IX. NETHAJI SUBASH CHANDRA BOSE GOVERNMENT ITI, YANAM

Sl. No.	Trades	Duration	Educational Qualification	Units	No. of Seats
NCVT Trades					
1	Electrician	2 Years	10 th Standard	1 Unit	20
2	Electronics Mechanics	2 Years	10 th Standard	1 Unit	24
SCVT Trades					
3	Computer Operator and Programming Assistant	1 Year	10 th Standard	1 Unit	24
4	Fashion Design and Technology	1 Year	10 th Standard	1 Unit	20
5	Fitter	2 Years	10 th Standard	1 Unit	20
TOTAL				5 Unit	108

Total No of Seats at Government ITIs: 1340

B) Private Industrial Training Institutes:

I. INDIRA GANDHI PRIVATE ITI, THIRUKANUR, PUDUCHERRY

Sl. No.	Trades	Duration	Educational Qualification	Units	No. of Seats
NCVT Trades					
1	Electrician	2 Years	10 th Standard	1 Unit	20
2	Wireman	2 Years	8 th Standard	1 Unit	20
TOTAL				2 Units	40

II. PONDY PRIVATE ITI, ORLEANPET, PUDUCHERRY

Sl. No.	Trades	Duration	Educational Qualification	Units	No. of Seats
NCVT Trades					
1	Electrician	2 Years	10 th Standard	1 Unit	20
2	Fitter	2 Years	10 th Standard	1 Unit	20
3	Wireman	2 Years	8 th Standard	1 Unit	20
TOTAL				3 Units	60

III. RAJEEV MEMORIAL PRIVATE ITI, MULLAI NAGAR, PUDUCHERRY

Sl. No.	Trades	Duration	Educational Qualification	Units	No. of Seats
NCVT Trade					
1	Electrician	2 Years	10 th Standard	1 Unit	20
TOTAL				1 Unit	20

IV. WORTH PRIVATE ITI, THENGAITHITTU, PUDUCHERRY

Sl. No.	Trades	Duration	Educational Qualification	Units	No. of Seats
NCVT Trade					
1	Turner	2 Years	10 th Standard	1 Unit	20
TOTAL				1 Unit	20

V. THIRUMALAYAN PRIVATE ITI, AMBAGARATHUR, KARAIKAL

Sl. No.	Trades	Duration	Educational Qualification	Units	No. of Seats
NCVT Trades					
1	Electrician	2 Years	10 th Standard	2 Units	40
2	Fitter	2 Years	10 th Standard	2 Units	40
3	Surveyor	2 Years	10 th Standard	2 Units	48
4	Wireman	2 Years	8 th Standard	2 Units	40
TOTAL				8 Units	168

Total No of Seats at Private ITIs: 328

23. Contact Details:

For any information about Online Admission in Government and Private ITIs please contact:

Office Address	The Assistant Director (Training), Directorate of Training, Labour Department Complex, Vazhudhavour Road, Gandhi Nagar, Puducherry 605 009.
Telephone	0413-2273275
Mobile Number	9003538089
email id	adtpdy@gmail.com
Website address for submission of on-line application.	https://www.centacpuducherry.in/itiadmission/ or https://labour.py.gov.in/