

# Directorate of Technical Education, U.T, Chandigarh

PEC University of Technology Campus, Sector 12, Chandigarh  
(Ph. No. 0172-2740674)

## PROSPECTUS

For admission to

**Government Industrial Training Institute,  
Sector 28-C, Chandigarh, Ph. No. 0172-5025228**

&

**Government Industrial Training Institute for Women,  
Sector 11-C, Chandigarh, Ph. No. 0172-2740250**

## SESSION 2020-2021



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Issued under the authority of Director, Technical Education, Chandigarh Administration Chandigarh.

**Instructions:** Candidates are advised to study the prospectus carefully before applying for admission.

The copy of the prospectus can be downloaded from the website before online registration.

# CHANDIGARH MAP



## CONTENTS

S. NO.	DESCRIPTION	PAGE NO.
1.	Admission and Counseling Schedule	4
2.	Important instructions for the candidates, Procedure to fill/submit on-line application form/Check List	5-8
3.	About Directorate of Technical Education, Union territory, Chandigarh	9
4.	List of courses, duration and qualifications for admission	10-16
5.	An overview of the trades at both Govt. ITIs	
6.	Sanctioned intake capacity and Reservation Tables	17-19
7.	Reservation of seats in admission	20-23
	Scheduled Castes	
	Other Backward Classes	
	Dependents of Defence and Para Military Forces	
	Persons With Disability (Divyang)	
	Children/Grand Children of Freedom Fighter	
	Sports Person	
Women		
8	Concession/Facilities (Stipend/Scholarship)	23
9.	Tuition Fee Waiver Scheme	23-24
10.	General Notes	25
11.	Working Hours, Holiday	25
12.	Attendance and Leave, Absconder, Study Tour, Medical Examination	25-26
13.	Final Trade Test, National Trade Certificate, Apprenticeship	26
14.	Rules & Regulations	27
15.	Procedure to prepare the Merit List	28
16.	About Govt. Industrial Training Institute, Sector 28	29-33
17.	Fee Table for Govt. Industrial Training Institute, Sector 28	34
18.	About Govt. Industrial Training Institute for Women, Sector 11	35-40
19.	Fee Table for Govt. Industrial Training Institute for Women, Sector 11	41

**ADMISSION SCHEDULE FOR GOVERNMENT INDUSTRIAL  
TRAINING INSTITUTE FOR WOMEN SECTOR 11-C, CHANDIGARH &  
GOVERNMENT INDUSTRIAL TRAINING INSTITUTE SECTOR 28,  
CHANDIGARH**

**Important Dates**

<b>Sr. No.</b>	<b>Date</b>	<b>Particulars</b>
1	14 <sup>th</sup> August 2020	Start Date for online Submission of Admission Form.
2	25 <sup>th</sup> August 2020	Last Date for online Submission of Admission Form.
3	27 <sup>th</sup> August 2020	Display of Provisional Merit List by 10 a.m
4	28 <sup>th</sup> August 2020	Notification of Discrepancies by Students upto 3 p.m
5	30 <sup>th</sup> August 2020	Display of Merit List
6	4 <sup>th</sup> September 2020	Display of Final Admission List with Allocated Trade / Institute

**Counseling Dates:**

1st Counseling	5 <sup>th</sup> September 2020
2nd Counseling	9 <sup>th</sup> September 2020

**Note 1: After the display of final list with allocated trade/Institute the applicants should online deposit the admission fee into the allocated Institute Bank Account for which necessary Bank details will be flashed on the Admission web portal on the day of counseling. The applicant will have to however confirm on the counseling day itself the admission fee deposition by sending the proof of the same along with his/her admission form number on the designated Whatsapp no. as flashed on the admission web portal on the counseling date.**

**Note 2: All disputes will be subject to Chandigarh Jurisdiction only.**

## Conditions

- (i) Candidates applying for admission should attain the age of 14 years as on 01.08.2020.
- (ii) Candidate should be physically fit for the work involved in the trade for which they are to be trained.
- (iii) He/she should be of good moral character.

Candidate will get admission on the basis of merit of marks obtained in the qualifying exam mentioned against each trade.

### **(IMPORTANT INSTRUCTIONS FOR THE CANDIDATES):**

- 1. Original certificates, testimonials and two Latest passport size photographs (Coloured) are mandatorily required at the time of Counseling for Admission.**
2. No separate letters will be sent to the candidates for counseling. Candidates should report 15 minutes before the prescribed time and if any candidate does not report on the schedule date and time of counseling, his/her candidature will be debarred.
3. The admission will strictly be made on merit i.e. on the basis of marks obtained in the entry qualification of each trade mentioned in the prospectus.
- 4. Fees will be required to be deposited on the spot at the time of counseling.** Candidates not depositing the same will not be admitted and their seat will be offered to the next candidate in order of merit. Fee schedule for both the institutes is given separately institute wise.
5. The procedure of submitting the application form is given below.
- 6. The seats remaining vacant even after last counseling will be filled on Merit basis subject to availability of seats from \_\_\_\_\_.**
- 7. List of Documents to be uploaded under Document Upload Section of online admission form :**
  - Matric (10<sup>th</sup>) Class Detail Mark Certificate
  - 8<sup>th</sup> Class Detail Mark Certificate if opted for trades based on 8<sup>th</sup> pass.
  - Character Certificate from institution last attended. In case of Gap, Character Certificate to be attested by the Gazette Officer/ Sarpanch/ MC
  - Aadhar Card
  - Category Certificate
  - Income Certificate in case of Economically Weaker Section
  - Sports Gradation Certificate (issued by Directorate of Sports)
  - NCC certificate
  - NSS certificate

### **PROCEDURE TO FILL/SUBMIT ON-LINE APPLICATION FORM.**

#### **STEPS TO FOLLOW:**

##### **Step 1: Online Registration**

- Click on Sign Up to register on website by filling email ID, Mobile Number and Name (Spellings of Name must be same as in Class 8<sup>th</sup> / Class 10<sup>th</sup> marks sheet/certificate, as essential qualification of the respective trade).
- **Mobile Number will be the Login ID and Password will be sent to your registered mobile number through SMS.**

●**In Case SMS is not received by applicant within 15 minutes, Forget Password link can be used to generate password.**

●Candidate can change the password, if he/she desires.

●Candidate will be able to Login to the admission portal by using the password in all future visits to this portal.

●Pay Registration Fee of Rs. 70/- online to proceed further to fill application form. **Registration Fee is not Refundable.**

●Payment verification will take maximum upto 24 hours. You can verify your payment by using the option **Payment Verification** on the website (**Note: Transaction number will be used to verify the status of transaction**).

●**A candidate can apply for Multiple Trades / Institutes with the same User id and Password.**

●Check prospectus for details concerning trades of both the GITI's and Read the rules and regulations thoroughly before filling the Application form.

### **Step 2: Login to apply for courses**

●Click on **APPLICATION FORM** and fill the required information.

●Instruction page will be displayed once the candidate selects the Trades.

●The candidate must check the filled application form thoroughly before submitting.

### **Checklist for Filling Online Application Form**

1. The applicants are required to keep the below listed information/documents ready before filling the form:

- Matric (10<sup>th</sup>) detail mark certificate (as required).
- 8<sup>th</sup> Class detail mark certificate (as required). if opted for trades based on 8<sup>th</sup> pass.
- In order to calculate percentage of marks, refer page no. 28 of prospectus.
- Scanned passport size photo of the applicant (not more than 50kb)
- Scanned signature of the applicant (not more than 50kb)
- Scanned Copies of Testimonials/Documents (.pdf format only)
- Scanned copy of Adhaar Card.
- Email Id of the applicant ( Mandatory)
- Mobile Number of the applicant and the parents (Applicant will receive acknowledgment of the filled Online Form through SMS on his/her mobile number)
- Applicant's Bank Name, Account Number, IFSC Code of Branch (If allotted)

2. The applicants are advised to read the prospectus before filling the online application form.

3. An applicant can apply online only. There is no offline mode for submission of application form.

4. Each section of the online application form should be completed carefully.

5. Give the name of Board from which the qualifying examination has been passed.
6. For admission, fraction of marks less than the requisite percentage shall not be rounded off to the advantage of the candidates i.e. 32.9%,39.9% and 49.9% shall not be rounded of to 33%,40% and 50% etc.
7. No separate communication will be sent to the applicants for attending the physical counselling and all the information/updates will be available on this website and the online prospectus.
8. The admission will be based on merit, which will be calculated on the basis of marks obtained in qualifying examination.
9. The applicant should note the Application Form No. generated after online submission of form.

### **How to Apply Online for Trades / Institutes**

- Login to the website. Click on APPLICATION FORM.
- Instruction page will be displayed once the candidate select the given options.
- After this the application form will be displayed to the candidate.
- Candidate will have to fill details in various columns as required.
- Candidate will have to upload scanned copies all his/her certificates/ testimonials.
- Candidate will also be required to upload his/her photograph as well as scanned signature.
- Candidate will be able to view and can modify the information before final submission of the online application form. No editing is possible in the form by the candidate after the final submission.
- Candidates are required to print the application form and bring the form along with self-attested copies of relevant testimonials along with their originals at the time of admission.

#### **Note :**

•**A candidate can apply for Multiple Trades / Institutes with the same User id and Password**

•**All the information to the Candidates would be sent on his/her Registered Mobile Number**

Applicants can submit their On-Line application form by uploading the details on the web portal, by logging on to admission website after uploading the details, the Registration No. will be conveyed to the applicant by SMS on his/her registered mobile number. However, for the benefit of Candidates helpdesk at Govt. Industrial Training Institute for Women, Sector 11 C and Govt. Industrial Training Institute, Sector 28 Chandigarh will be ready to provide assistance in filling online application form.

- Note:-** (i) If a reserve category applicant falls under general category merit list the applicant will be given admission in the general category only, so the applicant must report as per the admission counselling schedule.
- (ii) Applicants seeking admission against **Sports quota must submit gradation certificate** from Director of Sports.

- (iii) Incomplete application forms submitted online will not be considered.
- (iv) Certificate of dependents of Armed/B.S.F. Forces Personnel killed or disabled in action duly signed and verified from the 1<sup>st</sup> Class Magistrate of area or competent authority of the services concerned.
- (v) Certificate of disabled for handicapped Trainees, duly signed and verified by P.M.O.
- (vi) During training, the trainees will not be allowed to pursue any other course of study.



## **ABOUT DIRECTORATE OF TECHNICAL EDUCATION,**

### **UNION TERRITORY, CHANDIGARH**

Directorate of Technical Education, Union Territory, Chandigarh  
PEC University of Technology Campus,  
Sector 12, Chandigarh-160012  
Tel. No. +91-0172-2740674, Fax No. 0172-2740678

The Directorate of Technical Education was set up on the formation of Union Territory, Chandigarh in November, 1966. This Directorate is headed by Sh. Sachin Rana, IAS, as Director Cum Special Secretary Technical Education. Two Govt. Industrial Training Institutes viz; Govt. Industrial Training Institute, Sector 28-C, Chandigarh and Govt. Industrial Training Institute for Women, Sector 11-C, Chandigarh are running under Aegis of Directorate of Technical Education, UT, Chandigarh. Both these institutes cater to the vast manpower requirements of industry in Chandigarh and neighboring states.

**LIST OF COURSES, DURATION AND QUALIFICATIONS FOR ADMISSION:  
GOVT. INDUSTRIAL TRAINING INSTITUTE, SECTOR 28-C, CHANDIGARH**

<b>ENGINEERING TRADES:</b>				
<b>S. No.</b>	<b>Name of the Trade</b>	<b>Duration</b>	<b>Units</b>	<b>Qualifying Exam</b>
1.	Carpenter	1 Year	One	Passed 8 <sup>th</sup> class.
2.	Welder	1 Year	Two	Passed 8 <sup>th</sup> class.
3.	Plumber	1 Year	One	Passed 8 <sup>th</sup> class.
4.	Mechanic Motor Vehicle	2 Year	Two	Passed 10 <sup>th</sup> class with Maths & Science
5.	Mechanic Diesel	1 Year	Two	Passed 10 <sup>th</sup> class with Maths & Science
6.	Fitter	2 Year	Four	Passed 10 <sup>th</sup> class with Maths & Science
7.	Machinist	2 Year	Two	Passed 10 <sup>th</sup> class with Maths & Science
8.	Turner	2 Year	Two	Passed 10 <sup>th</sup> class with Maths & Science
9.	Electrician	2 Year	Two	Passed 10 <sup>th</sup> class with Maths & Science
10.	Instrument Mechanic	2 Year	Two	Passed 10 <sup>th</sup> class with Maths & Science
11.	Refrigeration and Air Conditioning Technician	2 Year	Two	Passed 10 <sup>th</sup> class.
12.	Draughtsman Civil	2 Year	One	Passed 10 <sup>th</sup> class.
13.	Electronic Mechanic	2 Year	Three	Passed 10 <sup>th</sup> class.
14.	Tool & Die Maker (Press Tools Jigs & Fixtures)	2 Year	One	Passed 10 <sup>th</sup> class with Maths & Science
15.	Draughtsman Mechanical	2 Year	One	Passed 10 <sup>th</sup> class with Maths & Science
16.	Information & Communication Technology System Maintenance	2 Year	One	Passed 10 <sup>th</sup> class with Maths & Science
17.	Machinist Grinder	2 Year	One	Passed 10 <sup>th</sup> class with Maths & Science
18.	Mechanic Auto Body Repair	1 Year	One	Passed 10 <sup>th</sup> class.
19.	Mechanic Auto Body Painting	1 Year	One	Passed 10 <sup>th</sup> class.
<b>NON-ENGINEERING TRADES :</b>				
<b>S. No.</b>	<b>Name of the Trade</b>	<b>Duration</b>	<b>Units</b>	<b>Qualifying Exam</b>
1.	Computer Operator & Programming Assistant	1 Year	Two + One	Passed 10 <sup>th</sup> class.
2.	Stenographer & Secretarial Assistant (English)	1 Year	One	Passed 10 <sup>th</sup> class.
3.	Stenographer & Secretarial Assistant (Hindi)	1 Year	One	Passed 10 <sup>th</sup> class.
4.	Sewing Technology	1 Year	One	Passed 8 <sup>th</sup> class.
<p>➤ Weightage of 3 credit points will be given to the NCC 'A' Certificate holders.</p> <p>➤ Weightage to NSS Volunteers (NSS Certificate Holder) of Chandigarh will be given on the basis of the Gradation of Certificate as shown below:-</p> <p>Certificate A            2.0    Credit Point            Certificate B            2.5    Credit Point            Certificate C            3.0    Credit Point</p> <p><b>NOTE: 1) There will be no admission in Draughtsman Mechanical, ICTSM, Tool &amp; Die Maker and Machinist Grinder trade during this session 2020-21.</b></p>				

**LIST OF COURSES, DURATION AND QUALIFICATIONS FOR ADMISSION:**  
**GOVT. INDUSTRIAL TRAINING INSTITUTE, SECTOR 11-C, CHANDIGARH**

<b>NON-ENGINEERING TRADES :</b>				
<b>S. No.</b>	<b>Name of the Trade</b>	<b>Duration</b>	<b>Units</b>	<b>Qualifying Exam</b>
1.	Computer Operator & Programming Assistant	1 Year	Two	Passed 10 <sup>th</sup> class.
2.	Stenographer & Secretarial Assistant (English)	1 Year	Two	Passed 10 <sup>th</sup> class.
3.	Stenographer & Secretarial Assistant (Hindi)	1 Year	Two	Passed 10 <sup>th</sup> class.
4.	Stenography Punjabi	1 Year	One	Passed 10 <sup>th</sup> class
5.	Cosmetology	1 Year	Two	Passed 10 <sup>th</sup> class.
6.	Dress Making	1 Year	Two	Passed 8 <sup>th</sup> class.
7.	Human Resources Executive	1 Year	Two	Passed 10 <sup>th</sup> class.
8.	Finance Executive	1 Year	Two	Passed 10 <sup>th</sup> class.
9.	Marketing Executive	1 Year	Two	Passed 10 <sup>th</sup> class.
10.	Sewing Technology	1 Year	Four	Passed 8 <sup>th</sup> class.
11.	Surface Ornamentation Techniques (Embroidery)	1 Year	Two	Passed 8 <sup>th</sup> class.
<p>➤ Weightage of 3 credit points will be given to the NCC 'A' Certificate holders.</p> <p>➤ Weightage to NSS Volunteers (NSS Certificate Holder) of Chandigarh will be given on the basis of the Gradation of Certificate as shown below:-</p> <p>Certificate A            2.0    Credit Point</p> <p>Certificate B            2.5    Credit Point</p> <p>Certificate C            3.0    Credit Point</p>				

## **AN OVERVIEW OF THE TRADES AT BOTH GOVT. ITIs.**

### **ENGINEERING TRADES**

**TOOL & DIE MAKER (PRESS TOOLS, JIGS & FIXTURES)** - The course gives complete knowledge on preparation of Tools, Gauges, Fixtures required for Industries. It covers Bending Tool, Compound Tool, Progressive Tool, Draw Tool, Combination Tool etc. and CNC Programming. The trainee is made able to manufacture different components for jigs, fixtures and press tools by operating different machines like lathe, drilling, welding, milling, grinding and CNC. The trainee can also perform simple repair on machinery. One can take employment with leading Industries and be an entrepreneur as Tool and Die maker (Press Tools, Jig and Fixtures).

**DRAUGHTSMAN (CIVIL)** - The course gives a wide knowledge on construction related manual and CAD drawings, Surveying, Materials, Concrete Technology, and Building Specialization in Construction. One can take gainful employment with construction Industry, Architectural firms/Designers/PWD etc.

**DRAUGHTSMAN (MECHANICAL)**- The course gives a wide knowledge on machinery related manual and CAD drawings, Materials, Construction of machine & its materials. One can take gainful employment with manufacturing Industries of Govt. / Private Sectors.

**ELECTRICIAN**- The course has been designed in order to give in-depth practical and theoretical knowledge of conventional and emerging areas related to electrical engineering along with emphasis on electronics like Electrical Circuits, Basic Electronics, Wiring practice, Electrical machines, Measuring technique, Motor Winding practice, Domestic Appliances & Lighting and Installation service & maintenance of electrical equipment. On successful completion, one can take employment with Govt./Private sectors as well as self-employment.

**ELECTRONICS MECHANIC** - This Trade broadly covers the knowledge & repairs of Home appliances, Digital Electronics, Industrial Electronics, LCD/Plasma/LED Color Televisions, CD & DVD players, CC TV & Cable TV, Communication equipment, Measuring Instruments and Microprocessors & Computers. After successful completion one can take gainful employment with manufacturing and servicing industries of Electronic equipment.

### **INFORMATION & COMMUNICATION TECHNOLOGY SYSTEM MAINTENANCE**

- The role of Information & Communication Technology System Maintenance personnel is to support and maintain computer systems, desktops, and peripherals. This includes installing, diagnosing, repairing, maintaining, and upgrading all hardware and equipment while ensuring optimal workstation performance. The person will also troubleshoot problem areas in a timely and accurate fashion, and provide end user training and assistance where required. Install, maintain and setup network with computers, printers and other peripheral equipment as well as configure broadband equipment.

**MACHINIST GRINDER** - Grinding experience will be in the field of “Tool” Grinding, Machinist (Grinder) setup and operates variety of machine tools, and fits and assembles parts to fabricate or repair machine tools and maintain industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures. The trainees, admitted after successful completion of their training, acquire the skills on various operations in different grinding machines Viz. Centre less grinder, Crankshaft Grinders, Internal & External Grinders, Tool & Cutter grinder apart from basic knowledge on machines. One can take Govt./Private Employments.

**MECHANIC MOTOR VEHICLE** - The course broadly covers the complete functioning, overhauling of Petrol & Diesel Engines of vehicles of all categories being fueled by Petrol, Diesel & Gases. The course has a good demand in the Automobile industry thereby giving advantage for either employment or self-employment.

**MECHANIC DIESEL** - The course broadly covers the complete functioning, overhauling of Diesel Engines of vehicles of all categories being fueled by Diesel. Diesel Mechanics also deal with the repair work and maintenance of heavy motor diesel engines such as trucks, buses, public transport vehicles, heavy industrial and construction machinery and equipment and other diesel driven machines such as tractors, cranes, bulldozers etc. The course has a good demand in the Automobile industry thereby giving advantage for either employment or self-employment.

**REFRIGERATION AND AIR CONDITIONING TECHNICIAN** - The course gives an in-depth knowledge on Repair & Maintenance of Refrigerators, Centrally Air-conditioning system & Air-conditioners available in the market. On Successful completion, trainees can be absorbed in Railways, Govt./Public Sector under takings apart from self-employment.

**FITTER** - In this trade trainees acquire the skill of using metal cutting, shaping, filing & machinist tools perfectly to make metal parts with accuracy. In this trade knowledge of operating various general machines used in mechanical industry is also imparted. The demand of Fitter trade trainees is made by Plumbing, Welding, Smithy Tool Room & Maintenance Department of Industry. Fitter Personnel are able to make precision metal jobs manually as well as on machines. After passing this trade the fitter trainees get jobs in various mechanical industries and also gain self-employment.

**MACHINIST** - In Machinist trade training of operating various important machines of manufacturing industry like shaper, slotter, planer, milling, lathe, drilling, cylindrical and surface grinding, CNC machine is imparted. The skill is generated to do all important operations on these machines. The Machinist is able to machine all types of simple to complex metal parts. The trainees of this trade get jobs in Railway Department, Machine Tool & Automobile Industry etc. and are self-employed.

**TURNER** - The Turner trade is the backbone of Industry. In this trade the trainees acquire the skill of all various operations on different lathe machine. Apart from the conventional machines the training on CNC-turning centre is also imparted. The trainees of turner get jobs in Railway Department, Machine Tool & Automobile Industry etc. and are self-employed.

**CARPENTER** - The Carpenter trade is of one year duration and is in great demand in this trade trainee is made able to use all wood working hand tools and machinery to do all those exercises required for making wooden articles of various types like (furniture, doors, almirahs etc.). After this carpenter training get jobs and run their own business also.

**WELDER** - The trade broadly covers Arc Welding, Gas Welding, Gas Cutting, Different types of similar and dissimilar ferrous & nonferrous metals welding, Pipe welding, MIG/MAG, TIG Welding, Plasma arc cutting. There is a huge demand in the market for welders both in India & abroad. Govt. organization like ONGC, NTPC, BHEL and ship building Industry has a good demand for welders.

**PLUMBER** - This Trade broadly covers installation, repair and maintenance of plumbing fixtures, systems such as water, drain, waste and vent (DWV), low pressure steam, chemical and irrigation. They are able to install specialized systems such as medical gas, process piping, compressed air, water conditioners, fuel piping, sewage and water treatment, and storage and flow equipment. Plumbers may be employed by plumbing/mechanical contractors, service companies, and maintenance departments of manufacturing, commercial, health care and educational facilities. They may also be self-employed. Plumbers install piping and equipment in residential, commercial, institutional and industrial buildings and sites.

**INSTRUMENT MECHANIC** - Instrument mechanic trade is a combination of Electrical, Electronics and Basis Computer. This trade is of two years. In today's modern era without automation there is no progress and instrument mechanic trade is one of the great example to learn overall skills to progress in modern technology. Training is given on following topics like use of Basic Hand Tools, Electrical House Wiring, Use of Electrical Instrument and Calibration, Complete Electronics and Basic Computer, Control of Process like Temperature, Pressure, Flow, Level and Calibration of Instrument, Process control with automation using PLC, DCS, SCADA Software System etc. We have fully equipped Lab, Workshop & Theory Room of this trade to give proper training in ITI to trainees. After this course trainees are eligible for Jobs in Government Sector and in any Industry or can start their on work, shop of being overall skilled person.

**MECHANIC AUTO BODY REPAIR:** - This trade is coming up at this Institute with the technical support of Maruti Suzuki India Ltd., under Model ITI Project. Advance technology machines and tools have been installed in this trade. The main work profile of trade is to develop skill in trainee as body denting/ dry denting etc, welding/plastic welding, preparation of body surface for painting, Major damage assessment. In Automobile Industry this trade has far signifance and the passed out trainees are in great demand in India and aboard.

**MECHANIC AUTO BODY PAINTING:-**This trade is coming up at this Institute with the technical support of Maruti Suzuki India Ltd., under Model ITI Project. Very Advance World Class painting machines and tools and equipments have been installed in this trade there include ultra paint booth, paint mixing machine, roughness testing machine etc. The main work profile of trade is to develop skill in trainee as body Painting/Dry Sending, Primer Application, Paint Application, Paint Mixing and Plastic Painting. In Automobile Industry trained ITI pass painter are in great demand. The pass out trainees of Mechanic Auto Body Painting trade will be placed in local and Multi National Automobile Organizations/Companies

## **NON-ENGINEERING TRADES**

**MARKETING EXECUTIVE** – This is one of the new trades introduced in response to the changing Job Scenario and successfully placing students for the last 4 years in different industries i.e. Retail, IT, Banking, FMCG, FMCD, Education & Hospitality etc. In this course, trainees are prepared for the Job Profiles like Relationship Officer, Retail Store Sales Executive, Front Office Executive, Data Entry & Computer Operator and Customer Care Executive etc. The course sharpen the skills of a trainee in Basic Computer & Internet Applications, MS Office, Written and Spoken English, Social & Formal Etiquettes, Personality Development and Business Communication. We also provide an in-depth theoretical and practical knowledge about the Marketing Concepts like 4 P's (Product, Price, Place, Promotion), Consumer Behaviour, Market Segmentation, Negotiation, Visual Merchandising, Market Intelligence and CRM. Industrial Training, Case Study, Role Play, Group Discussion, Field Visit and Expert Lecture etc. are the widely used Methodologies for Teaching during the entire course. Marketing Executive is truly one-of-a-kind and wonderful choice for those who are looking for a program that offers industry exposure and job opportunities for a good start in their career.

**FINANCE EXECUTIVE** – In this trade the students are groomed as per the requirements of current employment opportunities by giving practical and theoretical knowledge of computers (MS Word, MS Excel, MS PowerPoint, Internet, Social Media, E-mailing and Searching techniques), Basic Entrepreneur Skills, Quality Parameters, Expert Lectures, Industrial Visits, Case studies and Role plays, imparts knowledge about Banking Policies and Practices, Practical exposure to Banking Procedures, Opening and Operating accounts by visiting the banks, Mobilizing Deposits, Lending and Investment Banking, Role of RBI, Corporate Governance, Mutual Funds, Net Asset Value, Depositories, Derivatives and Stock Market Functioning. The syllabus also includes NCFM Preparatory Modules relating to Derivatives, Depositories, Mutual Funds and Capital Market. We prepare students for interviews and guide them for their grooming and personality development as well as in improvisation of their written and spoken communication skills for better placements in Banks, Financial institutions, Stock Broking, Mutual Fund, Loan, Credit card Departments and Insurance Companies. Moreover trainees find job opportunities in, in Schools, Colleges, Hospitals, Immigration Companies, Consultants, KPOs, BPOs and MNCs as Office Assistants, Back End Operations and other office job profiles. Our previous batch students have been placed in prestigious organizations like Banks, Financial Institutions, Stock Broking, Insurance, Investment and Lending Companies.

**HUMAN RESOURCE EXECUTIVE** - This trade has a vision to train the trainees in office administrative work that includes office operations and documentation in order to be best fit for any sector. The syllabus has been designed in such a manner that the trainee becomes proficient Basic computers and Internet Skills, Soft skills, Office Etiquettes and main focus is on human resource management which includes planning, recruitment and selection, job analysis, job design, job specification, wage, salary and compensation, appraisal system and evaluating manpower, training and development - job enrichment and growth, managing personal issues, negotiating and bargaining, maintenance and integration of HR functions, workers and corporate governance health and safety, trade union, career planning . After the completion of this course, trainees can do all kind of office jobs and operations like organizing recruitment drives, designing job descriptions and specification, model appointment letters, Training and Performance Evaluation Questionnaires, preparing reports, memos, letters, notices and other Office coordination and Office Assistance work and can work in any sector like College, School, Hospitality, Hospital, Bank, Recruitment Consultancy, Immigration, KPO, BPO besides MNCs. The main teaching methodology of this course is personality grooming of the trainee through Soft Skills, Spoken English, Industrial visits, Role Play, Expert lectures, Industrial Training, Workshops and Case studies. This is a new trade which is introduced with a vision to cope up

with the changing industry and service sector job needs and requirement so that the best career opportunities can be provided to the trainees.

**COMPUTER OPERATOR & PROGRAMMING ASSISTANT (COPA)** - This Trade broadly covers Fundamentals of Computers, Hardware and Software concepts, Unix, M.S. Office, SQL and VB .NET, Turbo C, Network & HTML, Internet & IT Act. Can take employment as Assistant Programmer with Govt./Public/Private Enterprises.

**SEWING TECHNOLOGY** - This Trade broadly covers knowledge on stitching garments of male, Female & children both Indian & Western designs. Thus the trainees are prepared for both self-employment as well as wage employment with Garment Exporters. Or they can become upholsters.

**BASIC COSMETOLOGY** - This course broadly covers the basic knowledge of anatomy, physiology and dietetics in relation to beauty, hair dressing and effects of cosmetics on human body. On successful completion trainees become capable to work as beautician, hair dresser, makeup artist, manicurist, pedicurist, hair stylist, slimming assistant, hair colorist and a yoga expert and can work at various beauty salons and hotels. They can open their own beauty salons or practice as beauty consultants.

**DRESS MAKING** - This Trade broadly covers knowledge on stitching garments of male, Female & children both Indian & Western designs. Effectively work as a Designer to a Boutique, Stylist in Boutique, Consultant to a Boutique, Be-Spoke designer, Design Assistant in Export Units, Design services in e-tailing, Assistant Production Merchandiser. Thus the trainees are prepared for both self-employment as well as wage employment with Garment Exporters.

**STENOGRAPHY & SECRETARIAL ASSISTANT (ENGLISH/HINDI/PUNJABI)** - The trade broadly covers and Emphasis on phonetic system, Explanation of consonants and vowels sounds. Short forms (Grammalogues), Note taking technique. Transcription technique and Vocabulary of new outlines on various, Daily transcription, weekly tests. Monthly assessment at the rate of 60, 80 to 100 wpm. After obtaining certificate the candidates are gainfully employed as a Stenographer/ Personal secretary in the various Private/ Public organization, News agencies & Government Department and Advertising Agencies.

**SURFACE ORNAMENTATION TECHNIQUES (EMBROIDERY)** - A course which covers all types of design and embroidery related works like Motifs / patterns and Conceptualization developer, Aari (crewel embroidery) Embroider, Zig -zag (satin embroidery) Machine operator and Hand Embroider. On successful completion, the trainees can be absorbed with leading garment manufactures, Design Coordinator to Fashion Designer etc. in both India & abroad.



**SANCTIONED INTAKE CAPACITY AND RESERVATION AT GOVT. I.T.I SECTOR 28 C, CHANDIGARH (ADMISSION 2020)**

**UT Pool for Chandigarh: 456 Seats**

S. No.	Name of Course	Total Sanctioned seats (UT & General Pool)	U.T Pool Seats (85%)	General Category Seats		SC (15%)		Dependents of defence personnel (5%)		(DIVYANG) Person with Disability (4%)				Freedom Fighter (2%)		SPORTS (2%)		OBC (27%)		EWS (10%)	
				Open	Women	Open	Women	Open	Women	Open	Women	Open	Sub category Group	Women	Sub Category Group	Open	Women	Open	Women	Open	Women
1.	Stenographer & Secretarial Assistant (English)	24	20	6	2	2	1	1	-	-		1	A	-	-	-	-	4	1	1	1
2.	Stenographer & Secretarial Assistant (Hindi)	24	20	6	2	2	1	1	-	1	D	-		-	-	-	-	4	1	1	1
3.	Electronics Mech.	24	21	5	2	2	1	-	1	1	B	-		1	-	-	-	4	2	1	1
4.	Electrician	20	17	3	2	2	1	1	-	1	A	-		-	-	-	-	4	1	2	-
5.	Fitter	40	34	8	3	3	2	1	1	1	A	1	C	1	-	-	1	6	3	2	1
6.	Draughtsman Civil	24	21	5	2	2	1	1	-	1	E	1	E	-	-	-	-	4	2	1	1
7.	Instrument Mechanic	24	20	6	2	2	1	1	-	1	B	-		-	-	-	-	3	2	1	1
8.	Ref. & AC Technician	24	21	4	2	2	1	1	-	1	B	-		1	-	-	1	4	2	1	1
9.	Turner	20	17	4	2	2	1	1	-	-		-		-	-		1	3	2	1	-
10.	Machinist	20	17	5	2	2	1	-	-	-		-		-	-	-	-	3	2	2	-
11.	Mechanic Motor Vehicle	24	21	6	3	3	-	1	-	1	A	-		-	-	-	-	4	1	2	-
12.	Mechanic Diesel	48	41	10	5	4	2	1	1	1	A	-		1	-	1	-	8	3	3	1
13.	COPA	72	61	15	7	6	3	1	2	2	C	1	D	1	1	-	-	11	5	4	2
14.	Sewing Technology	20	17	3	2	2	1	-	1	1	C	-		-	-	-	-	4	1	1	1
15.	Plumber	24	20	4	2	2	1	1	-	-		1	B	-	1	1	-	3	2	1	1
16.	Welder	40	34	8	3	3	2	1	1	1	C	-		-	1	1		6	3	3	1
17.	Carpenter	24	20	6	2	3	-	1	-	-		-		-	-	1	-	3	2	1	1
18.	Mechanic Auto Body Repair	20	17	4	1	2	-	1	-	-		-		1	-	1	-	4	1	2	-
19.	Mechanic Auto Body Painting	20	17	4	2	2	-	1	-	-		-		-	-	1	-	4	1	2	-
	<b>Total</b>	<b>536</b>	<b>456</b>	<b>112</b>	<b>48</b>	<b>48</b>	<b>20</b>	<b>16</b>	<b>7</b>	<b>13</b>		<b>5</b>		<b>6</b>	<b>3</b>	<b>6</b>	<b>3</b>	<b>86</b>	<b>37</b>	<b>32</b>	<b>14</b>

S. No	Group	Benchmark Disability	S. No	Group	Benchmark Disability
1	A	Locomotor Disability, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack	3	C	Deaf, Hard Hearing
2	B	Blindness, Low vision	4	D	Autism, Intellectual Disability, Specific Learning Disability
5	E	Multiple Disabilities			

Under DIVYANG (Person with Disability) Category, the total 4% reservation has been further sub-divided into the above mentioned Groups A,B ,C,D & E disabilities for the selected list of the eligible trades against each group as per **DGT Letter MSDE-19/02/2018-CD (pt) at URL : [https://dgt.gov.in/sites/default/files/Trade\\_eligibility\\_under\\_RPWD\\_Act\\_2016.pdf](https://dgt.gov.in/sites/default/files/Trade_eligibility_under_RPWD_Act_2016.pdf)**.

**SANCTIONED INTAKE CAPACITY AND RESERVATION AT GOVT. I.T.I SECTOR 28 C, CHANDIGARH (ADMISSION 2020)**

**General Pool for other states: 80 Seats**

S. No.	Name of Course	Total Sanctioned seats (UT & General Pool)	General Pool Seats (15%)	General Category		SC (15%)		ST (5%)		Dependents of defence personnel (5%)		(DIVYANG) Person with Disability (4%)			Freedom Fighter (2%)		Sports (2%)		OBC (27%)		EWS (10%)		
				Open	Women	Open	Women	Open	Women	Open	Women	Open	Sub category Group	Women	Sub category Group	Open	Women	Open	Women	Open	Women	Open	Women
				5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1.	Stenographer & Secretarial Assistant (English)	24	4	1	-	-	1	-	-	-	-	1	B	-	-	-	-	-	-	1	-	-	-
2.	Stenographer & Secretarial Assistant (Hindi)	24	4	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	
3.	Electronics Mech.	24	3	-	1	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	1	-	-
4.	Electrician	20	3	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	1
5.	Fitter	40	6	1	-	1	-	-	-	1	-	-	-	-	-	-	-	-	-	1	1	1	-
6.	Draughtsman Civil	24	3	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	-
7.	Instrument Mechanic	24	4	1	-	-	1	-	-	-	1	-	-	-	-	-	-	-	-	-	1	-	-
8.	Ref. & AC Technician	24	3	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1	-
9.	Turner	20	3	1	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	1	-	-	-
10.	Machinist	20	3	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-
11.	Mechanic Motor Vehicle	24	3	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1	-
12.	Mechanic Diesel	48	7	2	-	-	1	1	-	1	-	-	-	-	-	-	1	-	-	1	-	-	-
13.	COPA	72	11	1	1	1	-	1	1	-	-	1	C	-	-	1	1	-	-	2	1	-	-
14.	Sewing Technology	20	3	-	1	-	1	-	-	-	-	-	-	1	A	-	-	-	-	-	-	-	-
15.	Plumber	24	4	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	-	-
16.	Welder	40	6	1	1	1	-	1	-	-	-	-	-	-	-	-	-	-	-	1	-	-	1
17.	Carpenter	24	4	-	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1	-
18.	Mechanic Auto Body Repair	20	3	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-
19.	Mechanic Auto Body Painting	20	3	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1	-
	<b>Total</b>	<b>536</b>	<b>80</b>	<b>16</b>	<b>7</b>	<b>8</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>2</b>		<b>1</b>		<b>1</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>15</b>	<b>7</b>	<b>6</b>	<b>2</b>

S. No	Group	Benchmark Disability	S. No	Group	Benchmark Disability
1	A	Locomotor Disability, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack	3	C	Deaf, Hard Hearing
2	B	Blindness, Low vision	4	D	Autism, Intellectual Disability, Specific Learning Disability
5	E	Multiple Disabilities			

Under DIVYANG (Person with Disability) Category, the total 4% reservation has been further sub-divided into the above mentioned Groups A,B ,C,D & E disabilities for the selected list of the eligible trades against each group as per [DGT Letter MSDE-19/02/2018-CD \(pt\) at URL : https://dgt.gov.in/sites/default/files/Trade\\_eligibility\\_under\\_RPWD\\_Act\\_2016.pdf](https://dgt.gov.in/sites/default/files/Trade_eligibility_under_RPWD_Act_2016.pdf).

## SANCTIONED INTAKE CAPACITY AND RESERVATION AT GOVT. I.T.I (WOMEN), SECTOR 11- C, CHANDIGARH

Name of Course	Total Sanctioned Seats in all the trades	Total Seats Sanctioned under U.T. Quota 85%	Union Territory Pool for Chandigarh (85% Seats)									Total Seats Sanctioned under General Quota 15%	General Pool for Other States (15% Seats)									
			OBC 27%	SC 15%	Dep. Of Defence 5%	PWD 4 %		F.F. 2%	Sports 2%	EWS Gen 10%	Open		OB C 27%	SC 15%	ST 5%	Dep. Of Defence 5%	PWD 4%		F.F. 2%	Sports 2%	EWS Gen 10%	Open
						No. of Seats	Sub Category										No. of Seats	Sub Category				
Sewing Technology	80	68	18	10	3	3	Group A, B and C	1	1	7	25	12	3	2	1	1	1	Group A	1	1	1	1
Surface Ornamentation (Embroidery)	40	34	9	5	2	1	Group C	1	0	3	13	6	2	1	0	1	0	-	0	0	0	2
Dress Making	40	34	9	5	2	1	Group C	0	1	3	13	6	2	1	1	0	1	Group B	0	0	0	1
Stenography & Secretarial Asstt. (English)	48	41	11	6	2	2	Group A and B	1	1	4	14	7	2	1	1	0	1	Group C	0	0	1	1
Stenography & Secretarial Asstt. (Hindi)	48	41	11	6	2	2	Group A and B	1	1	4	14	7	2	2	0	1	0	-	0	0	1	1
Stenography 'Punjabi'	20	17	5	3	1	1	Group A	0	0	2	5	3	1	0	0	0	0	-	0	0	0	2
Computer Operator & Programming Assistant	48	41	11	6	2	2	Group B and C	1	1	4	14	8	2	1	1	0	0	-	1	0	1	1
Basic Cosmetology	48	41	11	6	2	2	Group A and C	1	1	4	14	7	2	1	0	0	0	-	0	1	1	2
Human Resources Executive	48	41	11	6	2	1	Group D	1	1	4	15	7	2	1	0	0	0	-	0	0	1	3
Finance Executive	48	40	11	6	2	2	Group B and D	1	1	5	12	7	1	1	0	1	0	-	0	0	1	4
Marketing Executive	48	41	11	6	2	1	Group D	1	1	4	15	7	2	1	0	0	0	-	0	0	1	3
<b>Total</b>	<b>516</b>	<b>439</b>	<b>118</b>	<b>65</b>	<b>22</b>	<b>18</b>	<b>-</b>	<b>9</b>	<b>9</b>	<b>44</b>	<b>154</b>	<b>77</b>	<b>21</b>	<b>12</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>-</b>	<b>2</b>	<b>2</b>	<b>8</b>	<b>21</b>

**Note 1.** Admission in Stenography Punjabi will be made under State Scheme & the Examination will be conducted at State Level and Certificates will be issued by the U.T. Chandigarh Administration.

S. No	Group	Benchmark Disability	S. No	Group	Benchmark Disability
1	A	Locomotor Disability, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack	3	C	Deaf, Hard Hearing
2	B	Blindness, Low vision	4	D	Autism, Intellectual Disability, Specific Learning Disability

Under DIVYANG (Person with Disability) Category, the total 4% reservation has been further sub-divided into the above mentioned Groups A,B ,C,D & E disabilities for the selected list of the eligible trades against each group as per **DGT Letter MSDE-19/02/2018-CD (pt) available at URL : [https://dgt.gov.in/sites/default/files/Trade\\_eligibility\\_under\\_RPWD\\_Act\\_2016.pdf](https://dgt.gov.in/sites/default/files/Trade_eligibility_under_RPWD_Act_2016.pdf)**

**RESERVATION OF SEATS IN ADMISSION:** 85% seats of the total sanctioned intake of the institute will be filled up from amongst the Candidates who pass their qualifying examination from School/College recognized by Chandigarh Administration and situated in the Union Territory, Chandigarh as a regular student of the said School/College. (A certificate from the head of School/College to this effect must be attached). Further the National Institute of Open Schooling (NIOS) Secondary/Senior Secondary pass outs from the accredited schools in UT, Chandigarh shall also be included in the 85% seats. These seats will be termed as “U.T. Pool”. The remaining 15% seats will be filled from amongst the Candidates who pass their qualifying examination from the institutions other than those located in the Union Territory, Chandigarh or otherwise. These seats will be termed as ‘General Pool’.

However, the Candidates whether belonging to reserved category or not, who have passed their qualifying examination from the institute located in Union Territory, Chandigarh, but are not eligible for admission under U.T. pool quota, are eligible for admission in General Pool quota.

**1. SCHEDULED CASTE (SC) CANDIDATES: 15% of seats are reserved for the scheduled caste candidates in each pool.**

“Scheduled Caste candidates from all over India will be eligible for admission who have Certificates issued in the candidate’s name only from the competent authority.”

**2. OTHER BACKWARD CLASS (OBC) CANDIDATES: 27% Seats are reserved for trainees of UT/General Pool.**

“Benefit of reservation to this category will be extended on the pattern of Central govt. wherein the OBC candidate’s caste would have to be as is included in the Central list and the Union Territory-Chandigarh list and the Certificate is issued in candidates name only.

The list is given below:

1. Aheria, Aheri, Heri, Naik, Thori or Turi
2. Berrer/Barra
3. Beta/Teta, Hansi/Hensi or Hesi/Hasi
4. Chamgar/Changar
5. Chirimar/Chrimar
6. Daiya
7. Gwaria, Gauria or Gwar
8. Kanjar or Kanchan, Kanohan
9. Kummi/Kurmi
10. Nar
11. Rehar, Rehare/Rehard or Rer/Re, Rehara
12. Ghirath including Chahng and Bahti
13. Kahar, Jhinwar or Dhinwar/Dhinear
14. Ghai/Ghazi, Goasiara/Ghasiara or Ghosi, Ghosia
15. Bagria, Bagaria
16. Weavers (Jullaha), Julaha (excluding those in Scheduled Caste)
17. Labana
18. Kumhars/Kumahars/Kumahar
19. Nais/Nai
20. Dhobis/Dhobi
21. Kamboj
22. Rai Sikh
23. Barwar
24. Barai, Tarboli/Tomboli/Tamboli

25. Batera/Battera
26. Bairagi/Baregi/Baragi
27. Bahrbunja, Bharbhujja/Bharbhurja
28. Bhat, Bhatra, Darpi, Ramiya
29. Bhuhalia-Lohar/Bhubalia-Lohar
30. Chahang/Chang
31. Chimba/Chiba/Chhimba, Chippi, Chhippi/Chimpa/Darji/darj, Tank, Chhipi
32. Dahakaut/Dakaut
33. Dhimar, Laliah/Mallah, Kashyap Rajput/KasyoRajputs
34. Faquir
35. Dhosali/Bhosali, Dosali
36. Gawla, Gawala, Gowala/Yadav/Ahir, Gwala/Gowale
37. Gadderia/Gadaria/Gaddaria
38. JhangaraBrahaman/Jhangra Brahman/Jangra Brahman/Jhangara-Brahman
39. HazamNai, HajjamNai, Hajjam/Hazam
40. JogiNath, Jogi, Nath
41. Khati
42. Rechban/Reehhand
43. Khanghera
44. Kuchband/Kuch Band
45. Thathera/Thethera, Tamera
46. Lakhera, Kanihar/Maninar
47. Vanzara
48. Madari
49. Lohar
50. Mochi
51. Mirasi
52. Noongar
53. Nalband
54. Shorgir
55. Pinja, Pemja/Penja
56. Soi
57. Singhikar/Singhikant, Singhwala/Singiwala/Singhiwala
58. Teli
59. Christian converted from scheduled caste
60. Daula, Soni, Bardar/Soni
61. Gujjar
62. Sunar/Swarankar/Swarnakar
63. Bhar/Rajbhar
64. Ramgarhia
65. Saini

**3. DEPENDENTS OF DEFENCE AND PARA MILITARY FORCES etc:** 5% seats in each pool would be filled from the following categories of Trainees, in order of following preference:

(Ref to Letter No. F.No.6(1)/2017/D(Res.II) dated 21 May 2018 Govt. of India and Letter No.19/1/3-IH (10)-2019/10048 dated 25 June 2019 of Home Department, Chandigarh Administration).

Priority I : Widows/Wards of Defence personnel killed in action.

Priority II : Wards of disabled in action and boarded out from service.

Priority III : Widows/Wards of Defence personnel who died while in service with death attributable to military service.

Priority IV : Wards of disabled in service and boarded out with disability attributable to military service.

Priority V : Wards of Ex-Servicemen and serving personnel who are in receipt of Gallantry Awards:

I. ParamVir Chakra

II. Ashok Chakra

III. MahaVir Chakra

IV. Kirti Chakra

V. Vir Chakra

VI. Shaurya Chakra

VII. Sena , Nau Sena , Vayu Sena Medal

VIII. Mention –in- Despatches

Priority VI : Wards of Ex-Serviceman

Priority VII : Wives of Ex-Serviceman

i. Defence personnel disable in action and boarded out from service.

ii. Defence personnel disabled in service and boarded out with disability attributable to military service.

iii. Ex- servicemen and serving personnel who are in receipt of Gallantry Awards.

Priority VIII : Wards of Serving Personnel.

Priority IX : Wives of of Serving Personnel.

**4. CRITERIA FOR PERSONS WITH DISABILITY:** For DIVYANG (Person with Disability) Category, the total 4% reservation has been further sub-divided into Groups A,B ,C,D & E disabilities for the selected list of the eligible trades against each group as mentioned in DGT Letter MSDE-19/02/2018-CD (pt) dated 02 July 2019 at URL: [https://dgt.gov.in/sites/default/files/Trade\\_eligibility\\_under\\_RPWD\\_Act\\_2016.pdf](https://dgt.gov.in/sites/default/files/Trade_eligibility_under_RPWD_Act_2016.pdf). Under this category, the eligible candidates will furnish a medical certificate issued by the Principal Medical officer/ Civil Surgeon of Chandigarh or the concerned district clearly indicating percentage and type of disability, name of the diseasecausing handicap, whether handicap is temporary or permanent, whether handicap is progressive or non-progressive. The Trainees having temporary handicap would not be considered against the reserved seats for person with disability. Where the certificates are issued by any authority other than the Principal Medical Officer of Chandigarh and the candidate's turn comes for admission against reserved seat for person with disability, the concerned head of institution shall refer the candidates to the Principal Medical Officer, Chandigarh and shall admit the candidate only after confirmation from the P.M.O. Chandigarh.

#### **5. CRITERIA FOR CHILDREN/GRAND CHILDREN OF FREEDOM FIGHTER:**

2 % seats in each pool would be filled from the children and grandchildren of freedom fighters.

#### **Note:**

(i) A freedom fighter is a person who has either been granted freedom fighter pension by the Chandigarh Administration or been awarded Tamar Petra for his political sufferings. No person other than the above mentioned persons will be considered as freedom fighters for the purpose of reservation in admission. The requisite certificate will be issued by the Deputy Commissioner, Chandigarh and the certificate issued by any other authority will not make the children and grandchildren of the freedom fighter eligible for seeking admission in the institutions of U.T. Chandigarh. The certificate issued by the Deputy Commissioner in Chandigarh will be taken into consideration irrespective of the form in which it is issued, if the meaning otherwise is clear.

(ii) Grand Children means son's sons/daughters or daughter's sons/daughters.

(iii) The certificate of the candidates who apply under this category from the Chandigarh pool should be verified by the Deputy Commissioner, U.T. Chandigarh. The outside candidates who apply against this quota will have to submit their freedom fighter certificate from their concerned Deputy Commissioner of the state.

## 6. CRITERIA FOR SPORTS PERSON:

2% Seats in each pool would be filled from the sports quota. Application seeking admission against sports quota must submit Gradation Certificate from Director of Sports.

## 7. CRITERIA FOR WOMEN:

30% seats for women candidates are reserved based on the general reservation policy of U.T, Chandigarh.

### CONCESSION/FACILITIES:

1. Stipend @ Rs. 100 PM will be paid to all the trainees as per their attendance
2. Merit scholarship of Rs. 125 per month to 4% trainees will also be awarded on the basis of result of internal examination which will be conducted after three months training.
3. No Tuition fee will be charged from SC/ST & Persons with disability, even if he/she takes admission against any other category.
4. Every trainee will give his/her **AADHAR LINKED BANK ACCOUNT NUMBER** along with IFSC Code immediately after the admission for disbursal of funds i.e. Stipend/Scholarship etc.

### TUITION FEE WAIVER SCHEME:

- 1) 10% of seats from amongst the total seats are reserved for Economically Weaker Sections (EWS). They will get Full tuition fee waiver benefit in order of their merit. The candidates seeking admission under this quota will have to submit income certificate based on the economic index and issued by competent authority as mentioned in the table given below.
- 2) 3% Seats from amongst the seats reserved for UT Pool will be reserved for Women candidates in order of their merit.
- 3) However, all the SC/ST/Physically Challenged candidates are exempted from deposition of tuition fee.

### INCOME CERTIFICATE ISSUING AUTHORITY IN VARIOUS STATES/UNION TERRITORIES

S. NO.	STATE/UNION TERRITORY	INCOME CERTIFICATE ISSUING AUTHORITY
1	Andaman & Nicobar	Tahsildar
2	Andhra Pradesh	Tahsildar
3	Arunachal Pradesh	District Magistrate & Collector
4	Assam	Revenue Circle Officers
5	Bihar	Circle Officer of Circle Office
6	Chandigarh	Sub Divisional Magistrates
7	Chhattisgarh	Naib Tahsildar
8	Daman & Diu & Dadra & Nagar Haveli	Mamlatdar, Daman and Mamlatdar, Diu
9	Delhi	SDM of Govt. of NCT of Delhi
10	Goa	Mamlatdar of all Talukas
11	Gujarat	District Collector/Deputy Collector/Asst. Collector/ Prant Officer/Mamlatdar

12	Haryana	CRO (Tehsildar / Naib Tehsildar concerned)
13	Himachal Pradesh	Tahsildar of Revenue Department
14	Jammu & Kashmir	Sub-Divisional Magistrate (not below the rank of Tehsildar)
15	Jharkhand	Sub-Divisional Officer in each District
16	Karnataka	Tahsildar
17	Kerala	Village Officers
18	Lakshadweep	Deputy Collectors in Agatti and Minicoy and SDOs in the remaining Islands
19	Madhya Pradesh	Tahsildars / Naib Tahsildars
20	Maharashtra	Tahsildar
21	Manipur	District Authorities i/c DC / ADC / SDO (not below the rank of SDO/SDM)
22	Meghalaya	Employer in case of Govt. employee and by the MP/MLA/DC/SDO Civil in case of others.
23	Mizoram	District Magistrate or any other Officer authorized by District Magistrate
24	Nagaland	Dy. Commissioners, Addl. Dy. Commissioners and Sub-Divisional Officers ( C )
25	Odisha	Revenue Officers
26	Punjab	CRO (Tehsildar / Naib Tehsildar concerned)
27	Pondicherry	Tahsildar, Deputy Tahsildar
28	Rajasthan	Tahsildar / Notary
29	Sikkim	Special Executive Magistrate (Block Development Officers, Rural Management & Development Deptt.)
30	Tamil Nadu	Zonal Deputy Tahsildar
31	Tripura	Deputy Commissioner of respective Districts
32	Uttar Pradesh	Tahsildar
33	Uttarakhand	Tahsildar/SDM/City Magistrate
34	West Bengal	1. Dist. Magistrate or Addl. Dist. Magistrate - District Level 2. Sub-Divisional Officer of the concerned - Sub-Divisional Level 3. Block Development Officer of the concerned Blocks - Block Level 4. The Collector, Kolkata - Kolkata Municipal Corpn. 5. The Collector, Kolkata - Students residing within civil Jurisdiction of Hon'ble High Court, Kolkata 6. Other areas covered in Kolkata Police are concerned i.e. areas over which Collector, Kolkata does not exercise jurisdiction - Concerned District Magistrate or any other Officer authorized by the District Magistrate of the respective districts i.e. South 24 Paraganas and North 24 Paraganas.

- 4) \* In the remaining States/Union Territories, the Income Certificate issuing authority/ies are yet to be designated.



## GENERAL NOTES

If the requisite numbers of candidates of the reserved seats in U.T. Pool are not available, the seats will be thrown open to the candidates belonging to general category of the said pool and similarly in general pool also.

The student who has applied in one or more than one reserved category is to be considered in General Category first in order of his/her merit and then be given chance in other categories.

**Medical Aid:** The Institute has its own dispensary and the services of qualified and experienced part-time Doctor for providing necessary medical facilities to the Trainees are available. Full time pharmacist and Dresser are also available.

**N.C.C. and Games:** The interested trainees can take part in NCC (subject to availability) and Games. Facilities for certain numbers of games exist at present and interested trainees can take part in one or more of the items of which facilities are available.

**Library and Reading Room:** There is a library containing Technical Books which can be used for reference by the Trainees

**Working Hours:** The trainees will undergo training work for **Forty (40) hours** per week as per the latest trade syllabus issued by DGT, New Delhi.

The timings are as follows:

From 9:00 AM to 5:00 PM with half an hour lunch break from 1:00PM. to 1:30 PM. All Saturday and

Sunday will be observed as holidays.

**Holiday:** The Institute will observe all the gazetted and two restricted holidays during the calendar year as declared by the Chandigarh Administration Chandigarh from time to time. However two holidays will be at the discretion of the Principal of the Institution which shall be granted as and when the occasion arises.

**Attendance and Leave:** The minimum compulsory attendance for the trainees in regard of their eligibility for the final test is 80 percent of the actual number of working days. The shortage of attendance below 80 percent but not below 75 per cent shall be condoned by the Principal; in exceptional cases provided that the trainee has not missed the essential training and the absence was due to unavoidable circumstances reasons beyond his/her control.

**Note:-**If the trainee absents himself for more than the half the number of days i.e. 50% attendance, for whatever reasons his name will automatically struck off from the institute.

**Leave.** In addition to holiday, casual leave upto the limit of 12 days during 1 year course and 24 days during the 2 years course will be admissible to trainees subject to maximum 10 days at any one time. If trainee is stipend holder he will continue to draw stipend at the full rate during such leave.

**Medical Leave** Besides above trainees will be granted medical leave upto 15 days in a year; leave for further period not exceeding 3 Weeks in continuation or in addition to 15 days absence will be granted on producing the Medical certificate from Medical Officer or a Registered Medical Practitioner.

**Special Leave** Extraordinary leave will be allowed to the trainee upto 15 days. Stipend will not be admissible during such leave. In case, overstay Leave the name of the trainee will be struck off from the rolls and treated as absconder.

**Absconder:** A trainee who absents himself from Training Institute/Centre for 10 Consecutive days without permission and without informing the Principal will be treated as an absconder and his/her name will be struck off from the rolls with effect from the 1<sup>st</sup> day of his absence. However, readmission can be given at the discretion of the Principal with readmission fee of Rs.200/-. No attendance and other benefit will be given on account of re-admission.

**Study Tour:** For the purpose of obtaining an idea of the actual working conditions, the trainees nearing completion of their training will be sent to nearby Industrial Workshops.

**Medical Examination:** The trainees seeking admission in any regular course, in any Branch or in the hostel are required to obtain Medical Certificate from a MBBS Doctor, as required under Training Manual of DGE&T, Govt. of India, New Delhi and submit the same on the date of finalization of their admission at the concerned institute.

**Final Trade Test:** A trainee has to undergo final trade test examination which is being conducted by the Directorate General of Training (DGT), New Delhi. The certificate issued to him will be National/State level certificate. The examination question papers supplied by the DGT will probably be in both the language (viz; English and Hindi). The examinee can reply in English or Hindi or regional language Punjabi also. Annual exams will be conducted for the trainees admitted from the session August, 2020 and their first annual exam has to be conducted in the month of June/July, 2021 after completing the training as per NSQF syllabus of respective trade. Similarly, for two year programmes exam has to be conducted in the month of June/July, 2022 after completing the training as per syllabus.

Apart from above final trade tests, regular fortnightly test and other classroom activities will be conducted and performance of the same will be highlighted in the formative assessment chart prepared by the concerned trade instructor and will be taken into account while assigning Final Formative Marks. Improvement in any subject is not available.

- Final Trade Test fee will be charged as per the guidelines received from DGT, New Delhi during the academic session.
- The failed trainees of all the trades will have to deposit the reappear forms and fees within prescribed time from the declaration of the Result. No forms and fees shall be accepted thereafter.

**National Trade Certificate:** After the deceleration of the result by DGT, New Delhi, e-Marksheets and e-NTC are issued through NCVT MIS portal.

**Apprenticeship Training:** A trainee who passes All India Trade Test under Craftsman test Scheme is eligible to join the industry as apprenticeship. He/she may contact the Apprenticeship Cell at Govt. ITI, Sector 28 C, Chandigarh for signing the contract as Apprenticeship and further he/she can join the local industry as per vacancy.

**Provision To Appear As Private Candidate:** The Candidate can also appear in the All India Trade Test under Craftsman Training Scheme as a private candidate as per DGT, New Delhi guidelines. The guidelines for private candidates are available at URL <https://ncvtmis.gov.in>

## **RULES AND REGULATIONS**

- (i) Each student may enjoy the full benefits of the facilities placed at his disposal but he has to abide by the rules and regulations of the Institute also. These rules are solely designed to safeguard the welfare of Trainees and are liable to change/modify without any prior notice from time to time. The Trainees are advised to keep themselves informed and aware about the day to day instructions and updations in the Institute. A plea of ignorance of any rules cannot be accepted as an excuse of breaking it. Trainees are expected to maintain the decorum and to pay the due respect to all faculty members. Every staff member has authority to point out the indiscipline created by the trainees even of other trades also.
- (ii) Loud talking, loitering or congregating in the corridor, being a source of destruction is not permitted.
- (iii) Late arrival and early departures from the class are recorded as absence from the class.
- (iv) The trainees are advised to work in the workshop as per the instructions of the class in-charges.
- (v) No student has any authority over the employees of the Institution.
- (vi) Tools and other machinery must be left in good order after use. If damaged, the fact of the same must be immediately reported for necessary action.
- (vii) No responsibility can be accepted for any loss or damage to student's property.
- (viii) The studies at the Institute require attention and diligence on the part of Trainees. A student neglecting his studies and showing unsatisfactory progress will be given two warnings after which if he/she fails to improve, he/she will be liable for expulsion from the Institution.
- (ix) Trainees shall observe all safety precautions. The Institution is not responsible or accidents of whatever natures in the Institute, Hostel, Workshop and Playground.
- (x) Trainees are issued Smart Card at the time of admission. Loss of the card must be reported immediately and duplicate identity card will be issued on payment of Rs. 50. Failure to inform about the loss will be seriously taken.
- (xi) Trainees are advised to deposit all cash with local Post Office / Bank and draw their requirements from time to time. The Institute is not responsible for any loss by the theft or otherwise.
- (xii) Trainees are not allowed to take part in the ragging Politics or go to Press if any student found violating the rules, he will be expelled from the Institute.
- (xiii) Vehicles and their accessories brought by the Trainees in the Institute campus will be at their own risk and responsibility. Institute will not be responsible for any theft or loss. However, if the trainees need the facilities of parking/security of their vehicles, the same are to be requested to the Principal through their class incharge and nominal charges will be taken from them.
- (xiv) The Trainees must inform their change of address, otherwise the institute will not be responsible in any event arising thereof.
- (xv) For Govt. ITI, Sector 28C, Chandigarh it is compulsory to wear the Grey Colour Trouser and Sky Blue Colour Shirt for all the Trainee of Engineering trades and Grey Colour Trouser and white Colour Shirt for all the Non Engineering trades during all working days from 9.00 AM to 5.00 PM.
- (xvi) Caution money deposited by the trainee will be refunded to them on completion of institutional training. Caution money will be forfeited in the case of trainees who discontinue their training after one month of commencement of training.
- (xvii) Late deposit of fees will be fined @ of Rs. 1/- per day for first 15 days after which the name will be removed from the rolls However, readmission can be granted at the discretion of the Principal with re-admission charges of Rs. 200/-.

## **PROCEDURE TO PREPARE THE MERIT LIST:**

1. **U.T. Pool:** 85% seats of the total sanctioned intake of the institute will be filled up from amongst the Candidates who pass their qualifying examination from School/College recognized by Chandigarh Administration and situated in the Union Territory, Chandigarh as a regular student of the said School/College. (A certificate from the head of School/College to this effect must be attached). Further the National Institute of Open Schooling (NIOS) Secondary/Senior Secondary pass outs from the accredited schools in UT, Chandigarh shall also be included in the 85% seats.
  - i. **10<sup>th</sup> Class** total of first five subjects in the detail marks certificates will be considered for preparing merit list for admission in various trades with 10<sup>th</sup> as entry qualification.
  - ii. **8<sup>th</sup> pass** Indicated grand total (marks obtained / total marks) are taken for preparing the merit list. If grand total is not given total of first five subjects in the detail marks certificates will be considered for preparing merit list for admission in various trades with 8<sup>th</sup> as entry qualification.
  - iii. In case CGPA has been awarded then percentage of marks obtained will be calculated by multiplying CGPA by 9.5 (multiplication factor).
  - iv. If there are more than one candidates with same indicative percentage, preference will be given to the candidates on the basis of **Date of Birth**. If still there are more than one candidate having same Date of Birth preference will be given to the candidate having obtained higher Maths and Science Marks/ Grade Points. If still there are more than one candidates even after applying this method, the candidates having obtained higher Marks/Grade Points in English subject, will be given preference.

**General Pool:**15% seats will be filled from amongst the Candidates who pass their qualifying examination from the institutions other than those located in the Union Territory, Chandigarh or otherwise. These seats will be termed as ‘General Pool’.

- a. Indicated grand total (marks obtained / total marks) are taken for preparing the merit list. If grand total is not given total of first five subjects in the detail marks certificates will be considered for preparing merit list for admission in various trades with 10<sup>th</sup> or 8<sup>th</sup> as entry qualification.
- b. In case CGPA has been awarded then percentage of marks obtained will be calculated by multiplying CGPA by 9.5 (multiplication factor for CBSE board only).
- c. In case of Haryana Board if grand total is not given and GPA is given, then multiplication factor of 10 will be taken into account for considering the merit.
- d. If there are more than one candidates with same indicative percentage, preference will be given to the candidates on the basis of Date of Birth. If still there are more than one candidate having same Date of Birth preference will be given to the candidate having obtained higher Maths and Science Marks/ Grade Points. If still there are more than one candidates even after applying this method, the candidates having obtained higher Marks/Grade Points in English subject, will be given preference.



**ABOUT GOVERNMENT INDUSTRIAL TRAINING INSTITUTE,**  
**SECTOR 28 C, CHANDIGARH**



The Industrial Training Institute was set up in 1962 in the erstwhile State of joint Punjab. At present Industrial Training Institute Sector: 28-C, Chandigarh is run by the Chandigarh Administration, Chandigarh under the control of Directorate of Technical Education, UT, Chandigarh.

The Institute is headed by Sh. Madan Lal Rana, as Principal (Additional Charge).

The Institute is one of the oldest in this region of the country.

It has presently 23 Trades viz., Plumber; Welder; Fitter; Turner; General Carpenter; Electrician; Instrument Mechanic; Information & Communication Technology System Maintenance, Mechanic Refrigeration & Air Conditioning, Draughtsman Civil; Draughtsman Mechanical, Electronics Mechanic, Tool & Die Maker, Machinist Grinder, Machinist, Computer Operator and Programming Assistant, Sewing Technology, Stenographer & Secretarial Assistant (English), Stenographer & Secretarial Assistant (Hindi), Mechanic Motor Vehicle, Mechanic Diesel

Engine, Mechanic Auto Body Repair, Mechanic Auto Body Painting. The overall strength of this institute is 848 trainees.

### AIMS AND OBJECTIVE

The aim of the I.T.I. is to create a learning environment for the trainees and provide opportunities for them to realize their complete potential. Emphasis is laid on development of individual aptitudes for learning and ability to adapt to the practical working. Our main objective is to provide a curriculum designed to develop a trainee so that he/she emerges as technically skilled citizen who can adjust him/herself in the modern industry as well as be a skilled and successful entrepreneur. Aims of the Institute are:-

- i) To ensure a steady flow of skilled workers in different trades for the industry,
- ii) To raise the quality and quantity of industrial production by systematic training of workers
- iii) To reduce the unemployment among the educated youth by equipping them for suitable industrial employment.

### FACULTY

The institute has highly-qualified, trained and dedicated faculty with ample experience. They are innovative well-versed in use of modern technology to enhance the teaching learning process. Faculty members are regularly sent to participate in workshop and refresher courses in order to keep in touch with the latest development and change in technology and industry.

### CURRICULUM

The curriculum of each trade is uniformly sub-divided into activities and tasks to be carried out every week. The curriculum of most of the trades has been revised and updated by the trade wise committees constituted by the Directorate General of Training (DGT). The curriculum also shows the achievement level at the end of each unit.

### TRAINING FRAME WORK

- (a) Technical Training in Engineering trades such as Welder, Mechanic Diesel, Plumber and General Carpenter, Mechanic Auto Body Repair, Mechanic Auto Body Painting for a period of one year, Mechanic Electronics, Mechanic Motor Vehicle, Electrician, Fitter, Turner, Machinist, Draughtsman Civil, Draughtsman Mechanical, Instrument Mechanic, Mech. Ref. and AC, Machinist Grinder & Tool and Die Maker **for 2 years duration.**
- (b) Training in Non-Engineering Trades such as Computer Operator and Programming Assistant, Stenographer & Secretarial Asstt. (English), Stenographer & Secretarial Asstt. (Hindi) and Sewing Technology **for one year duration.**

## INSTITUTE MANAGING COMMITTEE (IMC):

The Chandigarh Administration has constituted an Institute Management Committee under the Chairmanship of Sh. Deepak Thukral, Vice President, Supply Chain, Maruti Suzuki India Ltd., Old Delhi Gurugram Road, Gurugram with a primary objective of increasing the relevance of training and has close Industry Institute interface by participating in the admission, examination, industrial and placement of trainees. The Institute Managing Committee has all powers as per the guidelines received from the Director General Training, Ministry of Skill & Entrepreneurship Development, New Delhi from to time.

### Members:-

1	Sh. Deepak Thukral, Vice President, Supply Chain, Maruti Suzuki India Ltd., Old Delhi Gurugram Road, Gurugram	Chairman
2	Sh. Rajesh Mahajan (Owner CM Auto), CM Auto, Plot No. 17, Industrial Area, Phase-I, Chandigarh	Member
3	Sh. Manish Bansal, Owner Auto Vogue, (MSIL NEXA-Chandigarh), Plot No. 191, Industrial Area, Phase-II, Chandigarh	Member
4	Sh. Nitin Mehan, CEO, M/s Auto Pace Network Pvt. Ltd., Plot No. 112-113, Industrial Area, Phase-I, Chandigarh	Member
5	Sh. SidharthaGarg, CEO, M/s Tricity Auto Pvt. Ltd., Zirakpur Patiala Highway, Dakshin Marg, Industrial Area, Phase-II, Chandigarh	Member
6	Director Industries, Department of Industries, Industrial Area, Phase-II, U.T., Chandigarh	Member
7	Director Technical Education, Sector 12, PEC Campus, U.T., Chandigarh	Member
8	Assistant Labour Commissioner, Labour Department, Sector 30, U.T., Chandigarh	Member
9	Principal, Govt. Polytechnic for Women, Sector -10, Chandigarh	Member (Women Representative)
10	Principal, Govt. Industrial Training Institute for Women, Sector -11, Chandigarh	Member
11	Principal, Govt. Industrial Training Institute, Sector - 28 C, Chandigarh	Member Secretary

## ACHIEVEMENTS

The Institute has following achievements to its credit in the recent past:

1. **Best ITI award by the DGET:-** The institute has been awarded the best ITI award in the year 1995, 2003, 2005 by the Directorate General of Employment and Training, New Delhi.
2. **State Level Best Craftsman Award in following Trades:-**The trainees of following trades stood first in the state level competition conducted by the Directorate General of Employment and Training, New Delhi.
  - 1 Machinist
  - 2 Electronic Mechanic
  - 3 Instrument Mechanic
  - 4 Sewing Technology
  - 5 Electrician
  - 6 Draughtsman Civil
  - 7 Draughtsman Mechanical
  - 8 Fitter
3. **Regional Test Centre for CII Work Skills Competition:-** The institution has the distinction of continuously being selected as Regional Test Centre for CII Work Skills Competition in Northern Region to its credit from 2000 to 2009.
4. **Office of the State Apprenticeship Advisor:** GITI is the office of State Apprenticeship Advisor since 2013 and guidelines of National Apprenticeship Promotion Scheme laid down by Ministry of Skill Development & Entrepreneurship, Govt. of India are very well followed by the designated officials of Apprentice Department, U.T., Chandigarh and staff of GITI, Chandigarh
5. **Participation in Regional of World Skill Competition:** The trainees of GITI, Sector 28, Chandigarh participated in Regional of World Skill Competition (North) 2018 and trainee of Carpenter trade bagged 2<sup>nd</sup> position.

## **PREVIOUS PLACEMENTS:**

The placement record of the institute is very impressive. Many reputed companies recruited our Trainees through campus interviews.

- Birla Textile Mills, Baddi (H.P.)
- Bosch Ltd, New Delhi.
- Cooper Automotives Ltd., Panchkula.
- Denso Haryana Pvt., Ltd., Gurugram, (Haryana)
- Diplast Plastics Ltd., Mohali.
- Drish Shoes Ltd, Panchkula.
- Essen Deinki, Chandigarh.
- Godrej & Boyce Mfg., Co. Ltd., Mohali
- Groz-Beckert Asia Pvt. Ltd, Chandigarh.
- Hero Honda Motors Ltd, Dharuhera.
- Hyundai Motor India Ltd., New Delhi.
- IFB Industries Ltd., Chandigarh.
- Larsen & Turbo Ltd., Chandigarh
- LG Electronics India Pvt., Greater Noida.
- Mahindra First Choice Wheels Ltd. New Delhi.
- Micron Instrument, Chandigarh.



- MOI Engg. Ltd, Mohali.
- Nestle India Ltd., Samalkha (Haryana).
- New Holland Tractors (India) Pvt., Ltd., Greater Noida (U.P.)
- Procter & Gamble hygiene and Health Care Ltd., Mandideep (M.P.)
- Synergy Telecommunications, Chandigarh.
- T & G Pure Aqua Pvt. Ltd, Chandigarh.
- Tube Product of India, Mohali.
- Voltas Ltd., International Operation Business Group, Chennai.
- Winsome Knitwear, Chandigarh

#### 4. Memorandum of Understanding (MOU's)

The Institute has signed MOU with the following companies for training and placement to trainees of respective trades:

- 1) Engineers Auto (EA) \_\_\_\_\_ (for Fitter, Turner, Machinist, Welder and Instrument Mechanic).
- 2) LG electronics India Pvt. Ltd \_\_\_\_\_ ( for Ref & A/C ICTSM and Electronics Mechanic).
- 3) International Switchgear Pvt. Ltd \_\_\_\_\_(for Electrician trade).
- 4) Architects Inc. (TAI) \_\_\_\_\_ ( for Draughtsman Civil).
- 5) Diplast Plastic Ltd. \_\_\_\_\_ (for Plumber)
- 6) CNC Precision Panchkula \_\_\_\_\_ (for Machinist)

## **GLIMPSE OF G.I.T.I, SECTOR 28 C, WORKSHOP**



**FEE STRUCTURE FOR ADMISSION 2020-21**

**GITI, SECTOR 28.**

Sr. No.	DESCRIPTION	DURATION OF THE COURSE	
		1 Year (12 Months)	2 Years (24 Months)
<b>A.</b>	<b>Govt. Revenue (Non-Refundable)</b>		
	Tuition fee @ Rs. 100 PM	1200/- Per Year	1200/-Per Year
<b>B.</b>	<b>PLA Account:</b>		
	<b>01 Security: (Refundable)</b>		
a	Caution Money	250	250
b	Library Security	100	100
	<b>02 Fund: (Non-Refundable)</b>		
a	Student Fund	240	480
b	Smart Card	200	200
c	Maint. of Play Ground Fund	60	120
d	Magazine/Brochure Fund	100	200
e	Stationery Fund/Class Examination	50	100
<b>C.</b>	<b>IMC Account: (Non-Refundable)</b>		
	Placement Registration Fee	50	50
	<b>Total</b>	<b>2250</b>	<b>2700</b>

In case the name is struck off due to some reasons, readmission can be given at the discretion of the Principal with **Readmission fee of Rs.200/-**

Tuition fee for 2<sup>nd</sup> year of two year trades will be charged after the completion of 1<sup>st</sup> year.



## GOVERNMENT INDUSTRIAL TRAINING INSTITUTE FOR WOMEN, SECTOR 11-C, CHANDIGARH



### 1. BRIEF INTRODUCTORY BACKGROUND

The Government Industrial Training Institute for Women is situated in Sector 11-C, Chandigarh. It was established after the partition of the Punjab as a result of amalgamation of the Zenana Industrial School and Lady Maynard Industrial School for Girls, Lahore. It is the research Institute of trades/crafts in Industrial School for Girls.

The Institute is under the control of the Chandigarh Administration and runs on the pattern laid down by the Director-General of Employment and Training, Government of India. The Director of Technical Education, Union Territory, Chandigarh, is the overall incharge of the institute.

The Institute is headed by Er. Rajan Dogra, as Principal

## 2. SCOPE AND OBJECTIVES:

The objectives of the institute are linked up with the following activities:-

- (i) To ensure a steady flow of skilled workers in different trades for Industry.
- (ii) To raise the quality and quantity of Industrial production by the systematic training of workers.
- (iii) To create employment opportunities among educated young women by equipping them for suitable Industrial employment.
- (iv) Computer Operator & Programming Assistant will enable the women in acquiring skill and expertise in operating computers. This is helping women in finding jobs in many fields such as Offices, Banks, Publishing Houses, Newspapers etc. or starting their own ventures. Rate of employment is very high.
- (v) Basic Cosmetology trade will enable the women to work in Beauty Parlours/Saloons or open their own Parlours to become self-employed.
- (vi) **INTRODUCTION OF NEW JOB ORIENTED COURSES: Three new highly in demand and highly paid courses viz. Human Resources Executive, Finance Executive and Marketing Executive have been recently introduced.**

## 3. STAFF

The Institute is provided with adequate staff in accordance with the norms fixed by Director-General of Training.

## 4. FEE AND OTHER CHARGES

**A. (i) Tuition fee:-**Rs 100 p.m. is chargeable from each category of trainee. Fee for the entire session is payable at the time of admission to the First Year. However tuition fee waiver as per tuition fee waiver scheme of Chandigarh Administration shall be given to eligible candidates.

**(ii) Caution Money:-**Rs. 250 is chargeable from each trainee at the time of admission.

**(iii) Final Trade Test Fee :**

- (a) Regular Trainee (1<sup>st</sup> Attempt) : (Final Trade Test fee will be charged as per the guidelines from DGT, New Delhi the academic session.)
- (b) Failed Trainee (Second and during Subsequent attempt)

- B.** Class Examination/Stationary Fund : Rs. 50 at the time of Admission.
- C.** Room Rent for Hostel Students : Rs. 100 p.m. (to be charged for whole year at the time of Admission)
- D.** Hostel Rent for Electricity, Water and Furniture Charges. : Rs. 150 p.m. (to be charged for whole year at the time of Admission)

<b>E.</b>	Smart Card Fee	:	Rs. 200 at the time of Admission.
<b>F.</b>	<b>Funds:-</b>		
a)	Student Fund	:	Rs. 375 for the entire session at the time of Admission.
b)	Maintenance of Play Grounds: and Lawns	:	Rs. 40 per month per trainee (at the time of Admission).
c)	Magazine/Brochure Fund	:	Rs. 100 per annum.
<b>G.</b>	Placement Registration Fee	:	Rs. 50

**All the above dues are payable on the spot at the time of admission in CASHLESS MANNER ONLY** by using Debit/Credits Cards/Net banking through Axis Bank special counter failing which the admission **shall not be granted** and the same seat shall be offered to the next eligible candidate in the merit list and fees once paid are non-refundable.

Every student will be required to deposit on admission a sum of Rs. 250 as Caution Money. A second deposit may also be asked for, if the first has been exhausted. The Caution Money is refundable to the trainee on the completion of the complete course of one year duration after deduction of Government dues, if any. Caution Money will be forfeited in the case of trainees who discontinue training after one month of admission.

**Note:** - In case of default in submitting fees and other charges at the time of admission, admission will not be granted.

## 5. Hostel Facilities

Students desirous to join hostel should apply for the same on the prescribed form. Admission forms for hostel must have photos and signatures of parents and local guardians.

12.5% seats are reserved for Scheduled Caste and 5% for Scheduled Tribes.

### Hostel Rules

- (i) Mess is managed on contract basis on the rate contract duly approved by the Principal and the Hostel Mess Committee at the time of commencement of new session.
- (ii) Each student has to bring health certificate at the time of admission to the hostel.
- (iii) Students must not bring costly Jewellery or keep excessive money with them. No complaint regarding any loss shall be entertained
- (iv) Students are expected to bring with them their bedding, bed linen, books, a tumbler, two plates, a spoon and a tube light.
- (v) The hostel students are not permitted the use of any private electrical appliances, radio etc. In case of default, the electrical appliance will be confiscated from the defaulter to be returned only when she leaves the hostel.
- (vi) The Principal reserves the right of censorship of all correspondence, if felt necessary.
- (vii) Normally no student will be allowed to go out of city except on second Saturday and that too with the permission of Parents/Guardians/Principal and she must reach back hostel in time.

(viii) Parents/Guardians must write to the Principal for permission before hand in case they want to take their daughters home during the session.

(ix) Students are required to take meals in the Dining Room in proper dress. No student can bring food to her room.

Visitor's Days ..... Thursday and Sunday

Timings ..... (i) 5.00 p.m to 6.00 p.m (Thursdays)  
(ii) 10.00 a.m to 1.00 p.m and 3.00 p.m to 5.30 p.m (Sundays)

Visiting days and time will be strictly observed.

### **Visitors and leave from Hostel**

(i) At the time of admission, each admitted student is required to bring an approved list of visitors (Local and Outsiders) from their Parents/Guardians duly signed along with their photographs.

(ii) No student is allowed to see a visitor without the permission of either Principal or the Hostel Superintendent.

(iii) No guest paying or otherwise can be accommodated in the student's room.

(iv) Students are not allowed to spend nights out of the hostel unless permitted by the Parents/Guardians.

(v) Students are allowed to go out for shopping in groups of not less than four on every Saturday from 10.00 A.M to 5.00 P.M. Persistent late arrivals from shopping or locals will be dealt with in the following manner:

Ist Occasion : Warning and written intimation to Parents/Guardians.

2<sup>nd</sup> Occasion : Written Intimation to Parents/Guardians to see the Principal Personally

3<sup>rd</sup> Occasion : Expulsion from the hostel

(vi) The permission for pictures, outings, concerts etc, shall be granted at the discretion of the Hostel Superintendent.

(vii) No student is allowed to enter hostel during class hours except sickness or has a signed chit from her class teacher or Hostel Superintendent.

(viii) For the upkeep of the general tidiness, cleanliness, no student shall be allowed to leave the hostel on the last Sunday of the month.

(vii) The Hostel students going out to the Parents/Local Guardians must get a 'Pass' before they leave and return this 'Pass' back to the Hostel Superintendent on their return duly signed by the Parents/Local Guardians. These signatures will be matched with the signatures on Hostel Admission Forms.

### **RECRUITERS AT GITIW**

S.NO	NAME OF THE COMPANY
1	ACCESS INFOTECH PVT. LTD., MOHALI
2	ADI GROUP, MOHALI
3	AXIS BANK, CHANDIGARH
4	COMPETENT SYNERGIES PVT. LTD., MOHALI
5	CONNECT BROADBAND, MOHALI
6	CROMA, CHANDIGARH

7	CRM SERVICES INDIA PVT. LTD, MOHALI
8	DR. I.T. GROUP, CHANDIGARH
9	EASY WEB SOLUTIONS, PANCHKULA
10	FATBIT TECHNOLOGIES, MOHALI
11	GODREJ, MOHALI
12	GRAYCELL TECHNOLOGIES, MOHALI
13	HDFC BANK, CHANDIGARH
14	I NEXT SOLUTIONS WEB SERVICES, MOHALI
15	ICICI BANK, CHANDIGARH
16	IDS INFOTECH LTD., MOHALI
17	IFBI, CHANDIGARH
18	IMPACT ENGINEERS, MOHALI
19	INDO SURPLUS WEB SMITHS, CHANDIGARH
20	KABERA GLOBAL TECHNOLOGIES PVT. LTD., MOHALI
21	KOTAK MAHINDRA, CHANDIGARH
22	MEGRISOFT LTD., MOHALI
23	MIND ROOTS PVT. LTD, ZIRAKPUR
24	NET SOLUTIONS, IT PARK, CHANDIGARH
25	NOISY ROCK.COM
26	NOVO ELIXIR INC, MOHALI
27	PINGAKSHO TECHNOLOGIES, MOHALI
28	PURPLE INTELLECT PVT. LTD., MOHALI
29	RELIANCE PVT. LTD.
30	SERCO BPO PVT. LTD. , MOHALI
31	SNA POWER ENGG. PVT. LTD., CHANDIGARH
32	TATA AIG, CHANDIGARH
33	TATA BUSINESS SUPPORT SERVICE, MOHALI
34	TATA MOTORS, CHANDIGARH
35	TATA STRIVE, MOHALI
36	TECH MAHINDRA, IT PARK, CHANDIGARH
37	TECHSTERS WEB PRIVATE LTD. MANIMAJRA, CHANDIGARH
38	TITAN, CHANDIGARH
39	VEE SOFTWARE SOLUTIONS PVT. LTD., MOHALI
40	VIAOPIA TECHNOLOGIES, MOHALI
41	VISTAR SOLUTIONS, CHANDIGARH
42	VOLTAS, CHANDIGARH
43	WEB TECHNOLOGIES, CHANDIGARH
44	WEBX TECHNOLOGY, CHANDIGARH
45	WESTSIDE, CHANDIGARH

## ACTIVITIES AT GITIW



## RECRUITERS AND PROUD TRAINERS



## FEE STRUCTURE FOR ADMISSION 2020-21



**GITIW-SECTOR 11.**

<b>S.No.</b>	<b>DESCRIPTION</b>	<b>AMOUNT (Per annum)</b>
<b>A.</b>	<b>Govt. Revenue(Non-Refundable)</b>	
	Tuition fee @ Rs.100 PM	1200
<b>B.</b>	<b>PLA Account:</b>	
	1 <b>Security: (Refundable)</b>	
	a Caution Money	250
	2 <b>Fund: (Non-Refundable)</b>	
	a Student Fund	375
	b Smart Card Fund	200
	c Maint. Of Play Ground Fund @ Rs 40 PM	480
	d Magazine/Brochure Fund	100
	e Stationery Fund / Class Examination	50
<b>C.</b>	<b>IMC Account: (Non-Refundable)</b>	
	Placement Registration Fee	50
	<b>TOTAL</b>	<b>2705</b>

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