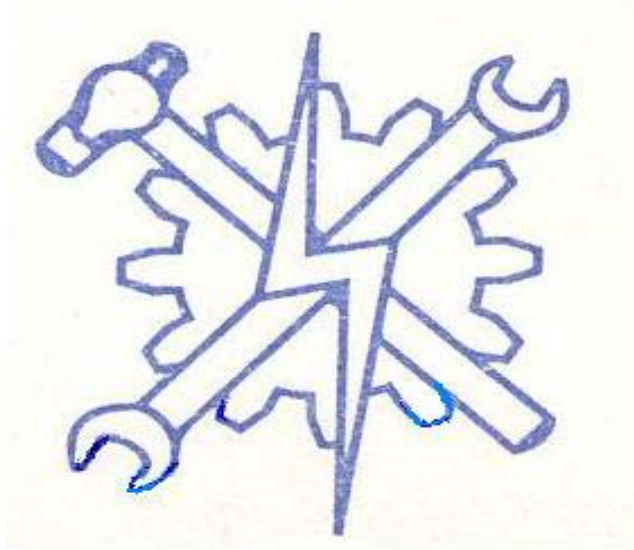




**GOVERNMENT OF GOA**

# **CITIZENS' CHARTER**



**STATE DIRECTORATE OF CRAFTSMEN TRAINING  
SHRAMSHAKTI BHAVAN  
3<sup>RD</sup> FLOOR, PATTO PLAZA,  
PANAJI-403001-GOA**







**GOVERNMENT OF GOA**

**CITIZENS' CHARTER**




**FOR**

**DIRECTORATE OF CRAFTSMEN TRAINING  
PANAJI-GOA**





## OFFICES

1. OFFICE OF THE STATE DIRECTOR  
OF CRAFTSMEN TRAINING,  
SHRAMSHAKTI BHAVAN,  
3<sup>RD</sup> FLOOR, PATTO PLAZA,  
PANAJI-GOA.  2437060
2. ASSTT.DIRECTOR (ADMN),  
SHRAMSHAKTI BHAVAN,  
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3. ASSTT.DIRECTOR (TRG),  
SHRAMSHAKTI BHAVAN,  
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4. ASSTT. ACCOUNTS OFICER,  
SHRAMSHAKTI BHAVAN,  
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5. ASSTT. CONTROLLER OF EXAMINATION,  
SHRAMSHAKTI BHAVAN,  
3<sup>RD</sup> FLOOR, PATTO PLAZA,  
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6. ASSTT. APPRENTICESHIP ADVISOR,  
SHRAMSHAKTI BHAVAN,  
3<sup>RD</sup> FLOOR, PATTO PLAZA,  
PANAJI-GOA.  2437059

**CONTACT ADDRESSES OF GOVERNMENT I.T.IS WITH TELEPHONE NOS.**

1. Principal, ITI, Farmagudi,  
Ponda-403 401-Goa  2335023
2. Principal, ITI, Altinho,  
Panaji 403 001 – Goa  2226333
3. Principal, ITI, Pedem,  
Mapusa, Bardez 403 507 – Goa  2262637
4. Principal, ITI, Borda,  
Margao 403 602 – Goa  2714887  
Extension : Aquem Baixo  2765846
5. Principal, ITI Cacora,  
Curchorem 403 706 - Goa  2650270
6. Principal, ITI Pernem  
403 512 – Goa  2201238
7. Principal, ITI Valshi,  
Bicholim 403 404 – Goa  2362315
8. Principal, ITI Honda,  
Sattari 403 505 – Goa  2370242
9. Principal, ITI, Mastimol,  
Canacona 403 702 Goa  2633354
10. Principal, ITI Bogda,  
Vasco 403 802-Goa  2520050

**PRIVATE I.T.IS**

1. Principal, Agnel ITI, Verna Salcete-Goa  2791206
2. Principal, Don Bosco ITI, Fatorda, Salcete-goia  2740620
3. Sesa ITI, Sanquelim-Goa  2365509
4. Mont Fort ITI, Corlim-Goa.  2285544

**STATE DIRECTORATE OF CRAFTSMEN TRAINING**  
**SHRAMSHAKTI BHAVAN,**  
**3<sup>RD</sup> FLOOR, PATTO PLAZA,**  
**PANAJI-GOA**

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

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

Both the above programmes are implemented through the following :

- a) Industrial Training Institutes and Expansion Centre - On successful completion of training, a trainee shall get National Trade Certificate by National Council for Vocational Training (NCVT) and Trade Certificate by State Council for Vocational Training (SCVT) as per admissibility.
  - b) Apprenticeship Training Scheme – On successful completion of training, an apprentice shall get National Apprenticeship Certificate by National Council for Vocational Training.
- (A) Industrial Training Institutes and Expansion Centre: Following are the 10 Government I.T.Is having total seating capacity of nearly 3000 trainees and 4 private I.T.Is having a total seating capacity of 400 trainees.

1. The Government I.T.Is, their location and address together with trades taught and minimum educational qualifications are detailed below :

ITI	TRADE	QUALIFICATION
(a) FARMAGUDI	1. Computer Operator & Programming Assistant	12 <sup>th</sup> Class Pass under 10+2 System with Science / Commerce / Arts or Vocational stream (10+2) in Accountancy & Auditing or Office Secretary/ Stenography or Electronic Assembly/Electronic Repairs or any recognized Diploma in Engineering for 3 years duration from any Polytechnic after 10 <sup>th</sup> Class pass under 10+2 system

	2.Fitter	10 <sup>th</sup> Class Pass with Science and Mathematics under 10+2 system or its equivalent
	3.Turner	-do-
	4.Machinist	-do-
	5.Plastic Processing Operator	10 <sup>th</sup> Class pass under 10+2 system with Science as one of the subject
	6.Electrician	10 <sup>th</sup> Class pass under 10+2 system or its equivalent with Science as one of the subjects or its equivalent
	7. Instrument Mechanic	-do-
	8.Refrigeration & AC Mechanic	10 <sup>th</sup> Class pass under 10+2 system or its equivalent with Science and Mathematics or its equivalent
	9.Electronics Mechanic	-do-
	10.Draughtsman (Mechanical)	-do-
	11.Draughtsman (Civil)	-do-
	12.Mechanic Motor Vehicle	10 <sup>th</sup> Class pass under 10+2 system with Science as one of the subject.
	13.Mechanic Diesel	10 <sup>th</sup> Class Pass under 10+2 system of education or its equivalent.
	14.Welder (Gas & Electric)	VIIIth Class Pass under 10+2 system of education or its equivalent
	15.IT & Electronics System Maintenance (SCVT)	Essential 10 <sup>th</sup> Class Pass with science under 10+2 system
	16.Pharmaceutical Assistant (SCVT)	12th Class Pass under 10+2 system with Science
	17. Diploma in Multiskilled Technology (Electrical & Electronics) (SCVT)	12 <sup>th</sup> Pass in Science or Vocational (with Engineering subjects under 10+2 system of education or ITI pass out with SSC)
<b>(b)PANAJI</b>	1.Fitter	10 <sup>th</sup> Class Pass with Science and Mathematics under 10+2 system or its equivalent
	2.Electrician	10 <sup>th</sup> Class pass under 10+2 system or its equivalent with Science as one of the subjects or its equivalent
	3.Stenography (English)	12 <sup>th</sup> Class pass under 10+2 system of education or its equivalent
	4.Mechanic Motor Vehicle	10 <sup>th</sup> Class pass under 10+2 system with Science as one of the subject.
	5. Craftsmen Food Production (NCVT & SCVT )	10 <sup>th</sup> Class pass under 10+2 system of education or its equivalent
	6. Steward	-do-

	7.Mechanic (Diesel)	10 <sup>th</sup> Class pass under 10+2 system of education or its equivalent
	8.Welder (Gas & Electric)	VIIIth Class Pass under 10+2 system of education or its equivalent
	9.Plumber (SCVT)	VIIIth Class pass under 10+2 system or its equivalent.
	10.Turner (w.e.f. August, 2005)	10 <sup>th</sup> Class Pass with Science and Mathematics under 10+2 system or its equivalent
<b>©MAPUSA</b>	1.Computer Operator & Programming Assistant	12 <sup>th</sup> Class Pass under 10+2 System with Science / Commerce / Arts or Vocational stream (10+2) in Accountancy & Auditing or Office Secretary/ Stenography or Electronic Assembly/Electronic Repairs or any recognized Diploma in Engineering for 3 years duration from any Polytechnic after 10 <sup>th</sup> Class pass under 10+2 system
	2.Fitter	10 <sup>th</sup> Class Pass with Science and Mathematics under 10+2 system or its equivalent
	3.Turner	-do-
	4.Electrician	10 <sup>th</sup> Class pass under 10+2 system or its equivalent with Science as one of the subjects or its equivalent
	5.Electronics Mechanic	10 <sup>th</sup> Class pass under 10+2 system or its equivalent with Science and Mathematics or its equivalent
	6.Secretarial Practice	12 <sup>th</sup> Class pass under 10+2 system of education or its equivalent
	7.Mechanic Motor Vehicle	10 <sup>th</sup> Class pass under 10+2 system with Science as one of the subject.
	8.Mechanic (Diesel)	10 <sup>th</sup> Class pass under 10+2 system of education or its equivalent.
	9. IT & Electronics System Maintenance (SCVT)	Essential 10 <sup>th</sup> Class Pass with science under 10+2 system
	10.Hair & Skin Care (SCVT)	10 <sup>th</sup> Class pass under 10+2 system of education or its equivalent
	11.Painter (SCVT)	VIIIth Class pass under 10+2 system or its equivalent.
	12.Diploma in Multiskilled Technology (Mechanical) (SCVT)	12 <sup>th</sup> Pass in Science or Vocational (with Engineering subjects under 10+2 system of education or ITI pass out with SSC)

<b>(d)MARGAO</b>	1.Desktop Publishing Operator	12 <sup>th</sup> Class pass under 10+2 system or its equivalent. Typing speed of 30 w.p.m. in English
	2.Fitter	10 <sup>th</sup> Class Pass with Science and Mathematics under 10+2 system or its equivalent
	3..Hair & Skin Care	10 <sup>th</sup> Class pass under 10+2 system of education or its equivalent
	4.Electronics Mechanic	10 <sup>th</sup> Class pass under 10+2 system or its equivalent with Science and Mathematics or its equivalent
	5.Stenography(English)	12 <sup>th</sup> Class pass under 10+2 system of education or its equivalent
	6.Plumber	VIIIth Class Pass under 10+2 system of education or its equivalent
	7.Cutting & Sewing	-do-
	8.Computer Operator & Programming Assistant	12 <sup>th</sup> Class Pass under 10+2 System with Science / Commerce / Arts or Vocational stream (10+2) in Accountancy & Auditing or Office Secretary/ Stenography or Electronic Assembly/Electronic Repairs or any recognized Diploma in Engineering for 3 years duration from any Polytechnic after 10 <sup>th</sup> Class pass under 10+2 system
	9. IT & Electronics System Maintenance	Essential 10 <sup>th</sup> Class Pass with science under 10+2 system
	10.Electrician	10 <sup>th</sup> Class pass under 10+2 system or its equivalent with Science as one of the subjects or its equivalent
	11.Medical Electronics (SCVT)	10 <sup>th</sup> Class pass under 10+2 system with Science as one of the subject.
	12.Craftsmen Food Production (SCVT)	10 <sup>th</sup> Class pass under 10+2 system or its equivalent
	13.Steward (SCVT)	-do-
	14.Baker & Confectioner ( w.e.f. August, 2005 )	-do-
<b>(e)CACORA</b>	1.Fitter	-do-
	2.Electrician	10 <sup>th</sup> Class pass under 10+2 system or its equivalent with Science as one of the subjects or its equivalent
	3.Mechanic (Diesel)	10 <sup>th</sup> Class pass under 10+2 system or its equivalent
	4.Welder (Gas & Electric) (NCVT & SCVT)	VIIIth Class Pass under 10+2 system of education or its equivalent



	5.Mechanic Tractor	VIIIth Class Pass under 10+2 system of education or its equivalent
	6. Computer Operator & Programming Assistant (SCVT)	12 <sup>th</sup> Class Pass under 10+2 System with Science / Commerce / Arts or Vocational stream (10+2) in Accountancy & Auditing or Office Secretary/ Stenography or Electronic Assembly/Electronic Repairs or any recognized Diploma in Engineering for 3 years duration from any Polytechnic after 10 <sup>th</sup> Class pass under 10+2 system
	7.Refrigeration & AC Mechanic (SCVT)	10 <sup>th</sup> Class pass under 10+2 system or its equivalent with Science and Mathematics or its equivalent
	8.Cutting & Sewing (SCVT)	VIIIth Class Pass under 10+2 system of education or its equivalent
<b>(f)PERNEM</b>	1.Electrician	10 <sup>th</sup> Class pass under 10+2 system or its equivalent with Science as one of the subjects or its equivalent
	2.Stenography (English)	10 <sup>th</sup> Class pass under 10+2 system or its equivalent
	3.Cutting & Sewing	VIIIth Class Pass under 10+2 system of education or its equivalent
	4. Computer Operator & Programming Assistant (SCVT)	12 <sup>th</sup> Class Pass under 10+2 System with Science / Commerce / Arts or Vocational stream (10+2) in Accountancy & Auditing or Office Secretary/ Stenography or Electronic Assembly/Electronic Repairs or any recognized Diploma in Engineering for 3 years duration from any Polytechnic after 10 <sup>th</sup> Class pass under 10+2 system
	5.Fitter (SCVT)	10 <sup>th</sup> Class pass under 10+2 system or its equivalent
	6.Mechanic (Diesel)(SCVT)	-do-
	7.Plumber (SCVT)	VIIIth Class pass under 10+2 system of education of its equivalent
	8.Welder (Gas & Electric) (SCVT) ( w.e.f August, 2005)	-do-
<b>(g)BICHOLIM</b>	1.Fitter	10 <sup>th</sup> Class Pass with Science and Mathematics under 10+2 system or its equivalent

	2.Electrician	10 <sup>th</sup> Class Pass with Science and Mathematics under 10+2 system or its equivalent
	3.Draughtsman (Civil)	10 <sup>th</sup> Class pass under 10+2 system or its equivalent with Science and Mathematics or its equivalent
	4.Stenography (English)	10 <sup>th</sup> Class pass under 10+2 system or its equivalent
	5.Mechanic (Diesel)	10 <sup>th</sup> Class pass under 10+2 system or its equivalent
	6.Wireman	VIIIth Class Pass under 10+2 system of education with Science as one of the subject or its equivalent
	7.Mechanic Tractor	-do-
	8.Cutting & Sewing	-do-
	9. Computer Operator & Programming Assistant	12 <sup>th</sup> Class Pass under 10+2 System with Science / Commerce / Arts or Vocational stream (10+2) in Accountancy & Auditing or Office Secretary/ Stenography or Electronic Assembly/Electronic Repairs or any recognized Diploma in Engineering for 3 years duration from any Polytechnic after 10 <sup>th</sup> Class pass under 10+2 system
	10.Cutting & Sewing (NCVT & SCVT)	VIIIth Class Pass under 10+2 system of education or its equivalent
	11. Electronics Mechanic (SCVT)	10 <sup>th</sup> Class pass under 10+2 system or its equivalent with Science and Mathematics or its equivalent
	12.Machinist (SCVT) (w.e.f. August, 2005)	-do-
<b>(h)SATTARI</b>	1.Fitter	10 <sup>th</sup> Class Pass with Science and Mathematics under 10+2 system or its equivalent
	2.Electrician	10 <sup>th</sup> Class pass under 10+2 system or its equivalent with Science as one of the subjects or its equivalent
	3.Mechanic (Diesel)	10 <sup>th</sup> Class Pass under 10+2 system of education or its equivalent
	4.Welder (Gas & Electric)	VIIIth Class Pass under 10+2 system of education or its equivalent
	5.Plumber (NCVT & SCVT)	-do-
	6.Desktop Publishing Operator (SCVT)	12 <sup>th</sup> Class pass under 10+2 system or its equivalent. Typing speed of 30 w.p.m. in English

	7.Refrigeration & AC Mechanic (SCVT)	10 <sup>th</sup> Class pass under 10+2 system or its equivalent with Science and Mathematics or its equivalent
	8.Electronics Mechanic (SCVT)	-do-
	9.Cutting & Sewing (SCVT)	VIIIth Class Pass under 10+2 system of education or its equivalent
	10.Turner (SCVT) w.e.f. August, 2005	10 <sup>th</sup> Class Pass with Science and Mathematics under 10+2 system or its equivalent
<b>(i)CANACONA</b>	1.Fitter	10 <sup>th</sup> Class Pass with Science and Mathematics under 10+2 system or its equivalent
	2.Electrician	10 <sup>th</sup> Class pass under 10+2 system or its equivalent with Science as one of the subjects or its equivalent
	3.Electronics Mechanic	10 <sup>th</sup> Class pass under 10+2 system or its equivalent with Science and Mathematics or its equivalent
	4.Mechanic (Diesel)	10 <sup>th</sup> Class Pass under 10+2 system of education or its equivalent.
	5.Welder (Gas & Electric)	VIIIth Class Pass under 10+2 system of education or its equivalent
	6.Cutting & Sewing	-do-
	7. Computer Operator & Programming Assistant (SCVT)	12 <sup>th</sup> Class Pass under 10+2 System with Science / Commerce / Arts or Vocational stream (10+2) in Accountancy & Auditing or Office Secretary/ Stenography or Electronic Assembly/Electronic Repairs or any recognized Diploma in Engineering for 3 years duration from any Polytechnic after 10 <sup>th</sup> Class pass under 10+2 system
	8.Plumber (SCVT)	VIIIth Class Pass under 10+2 system of education or its equivalent
<b>(j)VASCO</b>	1.Computer Operator & Programming Assistant	12 <sup>th</sup> Class Pass under 10+2 System with Science / Commerce / Arts or Vocational stream (10+2) in Accountancy & Auditing or Office Secretary/ Stenography or Electronic Assembly/Electronic Repairs or any recognized Diploma in Engineering for 3 years duration from any Polytechnic after 10 <sup>th</sup> Class pass under 10+2 system

	2.Desktop Publishing Operator	12 <sup>th</sup> Class pass under 10+2 system or its equivalent. Typing speed of 30 w.p.m. in English
	3.Fitter	10 <sup>th</sup> Class Pass with Science and Mathematics under 10+2 system or its equivalent
	4.Electrician	10 <sup>th</sup> Class pass under 10+2 system or its equivalent with Science as one of the subjects or its equivalent
	5.Electronics Mechanic	10 <sup>th</sup> Class pass under 10+2 system or its equivalent with Science and Mathematics or its equivalent
	6.Stenography (English)	12 <sup>th</sup> Class pass under 10+2 system of education or its equivalent
	7.Mechanic (Diesel)	10 <sup>th</sup> Class Pass under 10+2 system of education or its equivalent.
	8.Welder (Gas & Electric)	VIIIth Class Pass under 10+2 system of education or its equivalent
	9.Wireman	VIIIth Class Pass under 10+2 system of education with Science as one of the subject or its equivalent
	10.Refrigeration & AC Mechanic (SCVT)	10 <sup>th</sup> Class pass under 10+2 system or its equivalent with Science and Mathematics or its equivalent
	11.Baker & Confectioner (SCVT)	10 <sup>th</sup> Class pass under 10+2 system of education or its equivalent
	12.Plumber (SCVT)	VIIIth Class Pass under 10+2 system of education or its equivalent

The private I.T.Is their location and addresses trades taught and minimum educational qualifications are detailed below :

<b>(a)AGNEL ITI VERNA</b>	1.Fitter	10 <sup>th</sup> Class pass under 10+2 system or its equivalent
	2.Electrician	10 <sup>th</sup> Class pass under 10+2 system or its equivalent with Science as one of the subjects or its equivalent
	3.Mechanic (Diesel)	10 <sup>th</sup> Class Pass under 10+2 system of education or its equivalent.
	4.Carpenter	VIIIth Class Pass under 10+2 system of education or its equivalent
<b>(b)DON BOSCO FATORDA</b>	1.Fitter (NCVT & SCVT)	10 <sup>th</sup> Class Pass with Science and Mathematics under 10+2 system or its equivalent
	2.Electrician	10 <sup>th</sup> Class pass under 10+2 system or its equivalent with Science as one of the subjects or its equivalent
	3.Electronics Mechanic	10 <sup>th</sup> Class pass under 10+2 system or its equivalent with Science and Mathematics or its equivalent
	4.Welder (Gas & Electric)	VIIIth Class Pass under 10+2 system of education or its equivalent
<b>© SESA ITC SANQUELIM</b>	1.Fitter	10 <sup>th</sup> Class Pass with Science and Mathematics under 10+2 system or its equivalent
	2.Machinist	-do-
	3.Mechanic Instrument	10 <sup>th</sup> Class pass under 10+2 system or its equivalent with Science as one of the subjects or its equivalent
	4.Multitrade Mechanical (SCVT)	-do-
	5.Multitrade Electrical (SCVT)	-do-
<b>(d)MONT FORT ITI CORLIM</b>	1.Fitter (SCVT)	10 <sup>th</sup> Class Pass with Science and Mathematics under 10+2 system or its equivalent
	2.Electronics Mechanic (SCVT)	10 <sup>th</sup> Class pass under 10+2 system with Science as one of the subjects or its equivalent

## **2. Subjects taught during the training:**

(1) The common subject taught for all the trainees

- (a) Trade Theory
- (b) Trade Practical
- (c) Social Studies

(2) The other subjects are as mentioned below :

For Engineering Trades:

- (a) Workshop Calculation & Science
- (b) Engineering Drawing

For Non-Engineering Trades

- (a) Cognate English

## **3. The syllabus for all the designated trades is prepared and issued by DGET, Government of India, New Delhi.**

The other requirements such as age, standard of physical fitness, Residence period, reservation of seats, method of selection, caution money, fees, I-cards, working hours, concessions, scholarship, transport facility, Hostel facility, leaves & holidays, etc. are furnished in the prospectus. One common prospectus for Government I.T.Is is printed where as Prospectus for the private I.T.Is are printed by the concerned I.T.Is.

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

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

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

## **4. Admission :**

Admission is done centrally by the State Directorate of Craftsmen Training after notifying in the local news papers and receiving applications from the eligible candidates during June to first week of August every year strictly on the merit basis ( computerized) and thereafter the selected merit lists are sent to the respective I.T.I.s for admissions. The selection shall be done on the basis of the marks secured by the candidates during the minimum qualifying examination for the trade and the preference shall be given to those candidates passing the minimum qualifying examination in the very first attempt.

Some seats are reserved as per the reservation policy of the Government.

In the case of the Private I.T.Is they follow their own norms for selection keeping the same criteria of educational qualification, age etc that are applicable to the Government Institutions.

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

All Goa Inter ITI Sports Meet is organized every year in Cricket, Football and Volleyball events for Men and relay race, tennicoit, discus throw for Women. The participating I.T.Is from Government and Private centers, are grouped into two groups, viz. north zone and south zone and the finals are played among the winners of the respective zones in the individual events.

### **6.Examination :**

Annual Examinations/ Trade Tests under NCVT are held during last week of July every year as notified by DGE&T, New Delhi, for all the states on the same dates and same time. Supplementary Examinations / Trade Tests are held in January / February every year for all the states on the same dates and same time as notified by DGE&T every year.

Annual Examinations/ Trade Tests under SCVT are held few weeks before / after the NCVT Examination as per the instructions received from DGE&T.

### **7.Staff position in I.T.Is**

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

### **8.All India Skill Competition of Craftsmen**

In order to foster a spirit of healthy competition among the trainees of the Institutes with a view to raise the standard of skill, All India Skill Competitions of Craftsmen are conducted by Government of India, Ministry of Labour, DGE&T, New Delhi, at various Advanced Training Institutes, located in the major cities in the Country. At present 13 Trade Courses are covered under this programme; namely Fitter, Turner, Machinist, Electrician, Electronics Mechanic, Instrument Mechanic, Welder (Gas & Electric), Mechanic Motor Vehicle, Cutting & Sewing, Mechanic (Diesel), Computer Operator & Programming Assistant, Draughtsman (Mechanic) and Draughtsman (Civil).

The All India Skill Competition is conducted in two levels : State Level and All India Level. Merit Certificate is awarded to the best trainee in each of 13 trades at State Level Skill Competition.

Merit Certificate and cash prize of Rs.10,000/- is awarded to the best trainee in each of the 13 trades at the All India Skill Competition.

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

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

### **9.Infrastructure :**

Every ITI has full fledged workshops, classrooms, library, office, etc. as per the prescribed norms of the Government. ITI Farmagudi has a hostel for boys, staff quarters, canteen and transport facility (own bus). ITI Farmagudi, Canacona, Pernem, Vasco have transport facilities. ITI Farmagudi has CNC machine where as ITI Vasco has offset printing machine. All the Government I.T.Is have been provided with latest P-IV Computers. Thrust is given on providing latest machineries & equipments to I.T.Is.

Nearly 75% of the instructional staff including supervisory staff (Group Instructors) are trained by the central agency namely Advance Training Institute (ATI) at Mumbai, Calcutta, Bhopal, Chennai, Hyderabad and Delhi and Central staff Training & Research Institute (CSTARI) and courses conducted by trained Group Instructors of I.T.Is under Principles of Teaching (POT). Some short-term special training programmes are also arranged by the central agency (DGE&T).

### **10.Structure and Functions at Headquarter (Craftsmen Training Scheme)**

State Directorate of Craftsmen Training is functioning in Shramshakti Bhavan, 3<sup>rd</sup> floor, Patto Plaza, Panaji-Goa.

- 1.State Director of Craftsmen Training - Head of Department
- 2.Assistant Director (Training)
- 3.Assistant Director (Admn)
- 4.Assistant Controller of Examination
- 5.Assistant Accounts Officer

All the matters of Craftsmen Training and Apprenticeship Training Schemes are implemented and co-ordinated by the State Director of Craftsmen Training.



**(B)Apprenticeship Training Scheme under Apprentices Act, 1961.**

**1. Trades covered under ATS:**

This scheme is implemented in Goa covering 109 industries as on date in the State Sector. Apprenticeship Training facilities are available in 31 designated trades under the Apprenticeship Rules. Total 999 Seats are located both in the Government departments and private establishments. The number of seats utilized are 530 as detailed below :

Sr No	Trade	Seats Located	Seats utilized
1	Fitter	110	46
2	Turner	20	3
3	Machinist	9	6
4	Welder	26	6
5	Mechanic Diesel	71	96
6	Mechanic Motor Vehicle	33	27
7	Electrician	105	42
8	Instrument Mechanic	28	15
9	Mechanic Ref. & Air Conditioning	32	15
10	Boiler Attendant	23	12
11	Laboratory Assistant	51	13
12	Attendant Operator ( Chemical)	23	17
13	Mechanic Electronics	21	15
14	Plumber	44	33
15	Food Production	98	66
16	Steward	105	61
17	House Keeper	52	2
18	Draughtsman ( Civil)	12	10
19	Draughtsman ( Mechanical)	9	3
20	Carpenter	3	1
21	Book Binder	10	-
22	Lineman	30	-
23	Marine Diesel Engine Mechanic	7	-
24	Auto Elelctrician	7	1
25	Front Office Assisiatnt / Receptionist	35	11
26	Health Slimming Assistant	2	-
27	Wiremen	2	1
28	Programming & Systems Administration Assisiatnt (PASSA)	28	27
29	Desk Tp Publishing Operator	4	-
30	Beutician	1	-
31	Mechanic Tractor	1	1
<b>TOTAL</b>		<b>999</b>	<b>530</b>

## **2. Monthly Stipend paid to Apprentices as per DGET guidelines as follows :**

1<sup>st</sup> Year Rs.820/-, 2<sup>nd</sup> year Rs.1020/-, 3<sup>rd</sup> year Rs.1090/-, and 4<sup>th</sup> year Rs.1230/-. Some of the establishments who pay more than the above prescribed rates upto Rs.2000/- per month. Some establishments also provide breakfast, lunch at subsidized rates.

## **3. Structure at Head Quarters :**

1. State Apprenticeship Advisor - Head of the Department  
(Apprenticeship Training Scheme)
2. Assistant Apprenticeship Advisor
3. Surveyor
4. U.D.C.
5. L.D.C

## **4. MAIN FUNCTIONS UNDER ATS :**

1. Survey of industrial establishments for the purpose of locating seats for recruiting apprentices under Apprentices Act, 1961 twice in a year i.e. February/March and August/September.
2. Registration of contract of Apprentices.
3. Submission of monthly/quarterly/half yearly returns to DGET.
4. Resurvey of industrial Establishments.
5. Notification to industries for recruitment of Apprentices after survey and resurvey.
6. Maintaining all records of intake capacity of apprentices in establishments and the number of apprentices currently undergoing training together with monitoring of Apprenticeship Training.
7. (a) Conducting of Basic Training and Social Study Classes for apprentices and Related Instruction for apprentices in the specified centers, I.T.Is and monitoring the training programme as per the syllabus and curriculum.  
(b) In the case of catering group of trades concerned establishments conduct Basic Training and Related Instruction as per the syllabus and curriculum of DGET.
8. Conducting of All India Trade Tests of Apprentices of DGET twice in a year (i.e. April/May and November/December) as per the guidelines of DGET from time to time and follow up.
9. Issuing of Provisional Certificates to passed out Apprentices and issual of National Trade Certificates received form DGET and follow up.
10. To keep liaison with industries and to keep the Minutes of Committee meetings as to policy decisions, publicity regarding the National Apprenticeship Training Schemes.
11. Special drive has been taken to conduct survey in private establishment as per the instructions issued from DGE&T, New Delhi and RDAT, Mumbai.

**( C )Centre of Excellence Scheme:**

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

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

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

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

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

As per the Budget Speech of the Union Finance Minister for the year 2004-05, in order to that keep pace with the technological demands of the Industry and the expanding universe of knowledge to produce world class workforce, it was stressed that over the next five year, 500 ITIs are to be upgraded at the rate of 100 ITIs per year by imparting skills of selected trade courses of 2 years duration. The syllabus for one and half year preferably of multi-skilled nature should be designed based on the decision of IMCs and State Govt. in tune with the requirement of the market conditions.

For the state of Goa, the State Government has proposed ITI-Panaji for “Centre of Excellence”.

Since Tourism sector is growing at a rapid speed in Goa State, it is decided to introduce Broad based training of one year on “ Hotel Industry and its Hospitality Management” followed by one year training on specialized modules as per skill requirements and duration including on the job training. The curriculum shall be developed with the active participation of IMC and Industry. The Certificates shall be awarded jointly by Industry and Government to encourage industry involvement and participation.

#### **D) Institute Management Committees :**

Based on the instructions and guidelines from DGE&T, New Delhi, Institute Management Committees have been constituted in all the Government I.T.Is and the first Institute Management Committee has been constituted in ITI Vasco followed by ITI Margao. The Institute Management Committee played important role in organizing various programmes for the trainees, such as workshops/programmes in order to improve their ability, develop their skill and to build confidence in themselves. Besides, few IMCs have conducted training sessions for the faculties of ITI in industries. Regular meetings are being held by all I.M.C.s to discuss on the various roles they have to play for the improvements in ITI. The first ever “Placement Fair “ for the passed out trainees was held in January 2005 by State Director of Craftsmen Training in association with Goa Chamber of Commerce and Industry and IMC members and considerable number of trainees were placed in Industries. The Chairmen of Institute Management Committee are nominated from Industry. The IMCs are governed by State Level Steering Committee formed for the purpose.

#### **(E) Diploma in Multiskilled Technology :**

The Multiskilled Diploma Courses are offered at two I.T.Is namely ITI Farmagudi and ITI Mapusa. Diploma in Multiskilled Industrial Technology (Mechanical) – ITI Mapusa and Diploma in Multiskilled Industrial Technology (Electrical & Electronics – ITI Farmagudi. The Multiskilled courses are conducted under the aegis of State Council for Vocational Training (SCVT), an affiliate of National Council for Vocational Training (NCVT). The first batch has been enrolled at ITI Farmagudi and ITI Mapusa in August, 2003.

**Intake capacity for above two courses is as follows:**

Course title	Name of the Institute	Total Intake capacity	Remarks
Diploma in Multiskilled Industrial Technology (Mechanical)	ITI Mapusa	16	4 seats per Course are reserved for ITI passouts.
Diploma in Multiskilled Industrial Technology (Electrical & Electronics)	ITI Farmagudi	16	

**(F) Production Oriented Training Scheme (POTS):-**

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

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

**(G) Grievances Handling :**

**In terms of Office Memorandum No.12/4/2005-DPG dated 16.3.2005, Shri Aleixo F. da Costa, State Director of Craftsmen Training is the Public Grievances Officer in respect of the State Directorate of Craftsmen Training, at the state level. Shri S. N. Kotwale, Asstt. Director (Admn), shall be public Grievances Officer in respect of State Directorate of Craftsmen Training, at the district level for South Goa District.**

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

**The State Director of Craftsmen Training and Public Grievances Officer will receive and hear the public grievances between 10.00 hrs to 13.00 hrs. on every Tuesday, in his chamber. Every Tuesday shall be a meeting less day.**

**The Assistant Director (Admn.) and Public Grievances Officer will receive and hear the public grievances between 10.00 hrs and 13.00 hrs. on every Tuesday at ITI, Borda, Margao. Every Tuesday shall be a meeting less day.**

The telephone numbers of the Public Grievances Officer are as follows :

State Directorate of Craftsmen Training & Public Grievances Officer

Tel.No. : 1.2437059  
2.2437060

The Assistant Director (Admn.) and Public Grievances Officer

Tel.No.: 1.2437059/2714887 ( on Tuesday between 10.00 hrs to 13.00 hrs.)