

ANDAMAN & NICOBAR ADMINISTRATION DEPARTMENT OF TRAINING

Sri Vijaya Puram, Andaman Nicobar Islands



Industrial Training Institute



GOVERNMENT INDUSTRIAL TRAINING INSTITUTES (ITIs)



Admission Brochure – 2025

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“Today the world and India need a skilled workforce. If we have to promote the development of our country then our mission has to be ‘Skill Development’ and ‘Skill India’. Millions and millions of Indian Youth should acquire the Skills which could contribute towards making India a modern country. I also want to create a pool of young people who are able to create jobs and the ones who are not capable of creating jobs and do not have the opportunities, they must be in a position to face their counterparts in any corner of the world while keeping their heads high by virtue of their hand work and their dexterity of hands and win the hearts of people around the world through their skills. We want to go for the capacity building of such young people. My brothers and sisters, having taken a resolve to enhance the skill development at a high rapid pace, I want to accomplish this”

**Hon’ble Prime Minister of India
Shri. Narendra Modi**

1. OUR VISION

“To create an ecosystem of empowerment through fast-paced skill development, maintaining high standards, and fostering a culture of innovation-based entrepreneurship, which can generate wealth and employment opportunities, ensuring sustainable livelihoods for all Islanders”.

2. OUR MISSION

To provide high-quality skilled manpower with a strong sense of social responsibility, equipping them to excel in a rapidly advancing technological society. We are dedicated to nurturing our trainees into well-rounded individuals and becoming innovators in the field of technological skills.

3. OBJECTIVE

The primary objective of these Industrial Training Institutes (ITIs) is to ensure a steady flow of skilled manpower in different trades for the industries, raise industrial production and services both quantitatively and qualitatively through systematic skill training, reduce unemployment among educated youth by providing them employable skills, and cultivate and nurture a technical and industrial attitude in their aspirational minds.

4. FACT ABOUT US

The first Industrial Training Institute (ITI) was established at Dollygunj, Sri Vijaya Puram in the year 1988 in the Islands. The institution is located in a picturesque setting at Dollygunj, Sri Vijaya Puram, encompassing the office building, workshop, hostel, canteen, and staff quarters spread over 5.00 hectares of land.

The institute has fully equipped workshops and other infrastructure facilities for conducting various training programs to meet the latest developments in the field of vocational training. The syllabi are regularly revised and updated by the Directorate General of Training (DGT), Ministry of Skill Development & Entrepreneurship (MSDE), Government of India, in accordance with technological advancements and the market's demand for skilled manpower.

As per the 10th Island Development Agency (IDA) recommendation, a *Vocational Training Institute (VTI)* was established in *Bakultala, North & Middle Andaman District*, in the year 2006, offering various job-oriented trades under *Craftsmen Training Scheme (CTS)*. These trades are affiliated with the *National Council for Vocational Education and Training (NCVET)*.

Over the years, the VTI at Bakultala has been upgraded into a fully functional *Government Industrial Training Institute (ITI)* with modern infrastructure, including the latest tools and equipment, well-equipped laboratories, and staff quarters, marking a significant milestone in the institute's development. The construction of a hostel is currently in progress to further enhance student support facilities.

In alignment with local demand and emerging employment trends, new trades have been introduced to cater to the evolving needs of the region. This ensures that the institute

remains responsive to the job market and continues to offer valuable skill training opportunities to aspiring youth.

Another fully-fledged *Government ITI* has been established in *Arong, Nicobar District*, under the *Multi-Sectoral Development Programme (MSDP)* of the Government of India, specifically to meet the skill development needs of the *tribal population* in the southern group of islands. ITI Arong was inaugurated by the *Hon'ble Prime Minister of India* in 2019. Further, in the academic year 2024–25, a new trade *Cosmetology* was introduced at ITI Arong, further expanding skill training opportunities for the local youth.

5. NATIONAL SKILL QUALIFICATION FRAMEWORKS

Following the notification of the *National Credit Framework (NCrF)* by UGC on 10th April 2023, the *revised National Skills Qualifications Framework (NSQF)* was officially notified on 6th June 2023, replacing the earlier framework of 27th December 2013.

The NSQF is an *outcome and competency-based framework* that organizes qualifications across academic, vocational, and experiential learning. It defines a series of levels based on knowledge, skills, aptitude, and responsibilities, acquired through formal, non-formal, or informal learning, subject to assessment.

Key Features:

- Integrates and creditizes learning across academics, skilling, training, and professional experience.
- Prescribes clear *competency levels* for each qualification, aligned to NSQF/NCrF levels.
- Facilitates *credit transfer and academic equivalence* across school, vocational, and higher education.
- Enables *multi-disciplinary learning, multiple entry and exit*, and career progression.
- Offers flexibility for learners to choose or shift career paths mid-way.
- Recognizes prior learning and work experience through *formal assessment*.
- Encourages *industry engagement* through internships, apprenticeships, and on-the-job training.
- Supports *lifelong learning* and continuous skill development.

NSQF Levels & Structure:

The revised NSQF introduces *eight levels* (including sub-levels like 2.5, 3.5, 4.5, 5.5, 6.5) to reflect increasing complexity of knowledge and skills from Level 1 (basic) to Level 8 (advanced). Each level is defined across five domains:

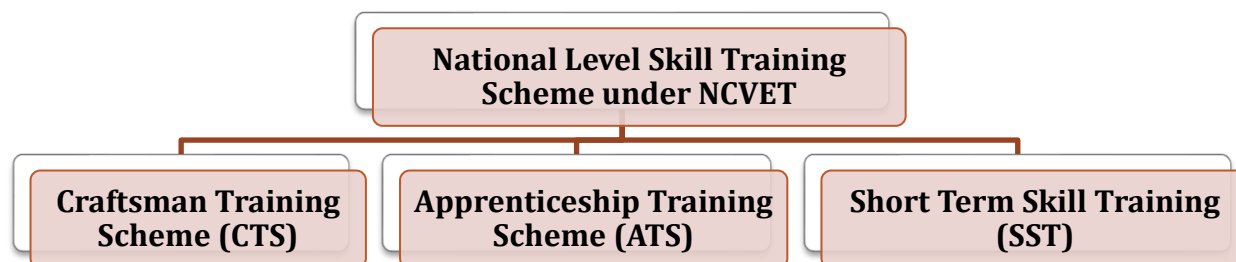
1. Professional theoretical knowledge
2. Technical skills and expertise
3. Soft skills, aptitude, and mindset
4. Learning outcomes
5. Level of responsibility

Each qualification also has defined *entry criteria* (academic or experience-based) and a *minimum range of notional hours* (theory + practical) aligned with the National Credit Framework.

The *National Skills Qualification Committee (NSQC)* under NCVET is the apex body for NSQF implementation. It includes representatives from UGC, AICTE, DGT, CBSE, key Ministries, SSDMs, awarding bodies, and industry associations.

6. NATIONAL LEVEL TRAINING SCHEMES

The ITIs offers various skill/job-oriented National Skill Qualification Framework (NSQF) compliant trades/job roles under the *Ministry of Skill Development & Entrepreneurship (MSDE), Government of India*. The Andaman & Nicobar Islands implement the following national-level training schemes under the aegis of *National Council for Vocational Education & Training (NCVET)* and *Sector Skill Councils (SSCs)*.



a) Craftsmen Training Scheme (CTS)

The Craftsmen Training is provided to youth with the objective of preparing skilled workers for the industry. The educational qualification varies, ranging from Class VIII pass to Class XII pass, depending on the trades. The duration of training ranges from one to two years. After completing the craftsmen training, the trainees take the *All-India Trade Test (AITT)* to obtain the *National Trade Certificate (NTC)* awarded by the *National Council of Vocational Education & Training (NCVET)*. This certificate is recognized for recruitment to subordinate technical positions at the shop floor level, both domestically and internationally.

The State / UT Governments impart institutionalized vocational training through Industrial Training Institutes (ITIs) under the *Craftsmen Training Scheme (CTS)*. This scheme, which is administered by the *Directorate General of Training (DGT), Ministry of Skill Development and Entrepreneurship (MSDE), Government of India*, is considered one of the flagship programs.



b) Apprenticeship Training Scheme (ATS)

The Apprenticeship Act, 1961 was enacted to provide industry-based training to apprentices using existing facilities in establishments / Industries. The Ministry of Skill Development and Entrepreneurship (MSDE), Government of India, is responsible for implementing the Act for skill-based trade apprenticeships with the assistance of State/UT Governments.

Apprenticeship training is a cost-effective method to develop skilled manpower for the industry, utilizing the training infrastructure already available in establishments. It enables individuals to adapt easily to the industrial environment when they enter regular employment. Apprentices receive a prescribed stipend during their engagement.

The ITI in Dollygunj conducts *basic training* for *Apprenticeship Trainees* for different departments/establishments as part of the Apprenticeship Training Scheme (ATS). It also functioning as a Trade Testing Centre for the All-India Trade Test under the Apprenticeship Act, 1961. Interested candidates can directly register online on the GoI's apprenticeship portal at www.apprenticeshipindia.org. Additionally, Government Departments and Private Establishments should register their establishments on the portal before initiating apprenticeship training.

c) Short- Term Skill Training (STT)

Pradhan Mantri Kaushal Vikas Yojana (PMKVY)

The PMKVY is a skill certification scheme which aims to empower a significant number of Indian youth by providing industry-relevant skill training, ultimately improving their livelihood prospects. It also enhances the productivity of the current workforce, aligns skill training with the country's actual needs, encourages certification standardization, and establishes the foundation for a skills registry. The objective of this scheme is to promote and encourage skill development for the youth across the nation.

The period of training under PMKVY varies from 100 to 500 hours, and all the job roles are aligned with the National Skill Qualification Framework (NSQF). The target group of this scheme is unemployed youths or school/college dropouts who are at least 18 years old. Any other criteria defined by the Sector Skill Councils (SSCs) for respective job roles will be considered from time to time.

Interested candidates can approach the respective Training Centers/Kaushal Kendras or ITIs, to undergo short-term training under the PMKVY scheme.



Pradhan Mantri Vishwakarma

PM Vishwakarma is a newly launched scheme by the Government of India aimed at providing support to traditional artisans and craftsmen in India. It enhances their skills, provides financial assistance, and facilitates access to markets for their products. The scheme is designed to empower these individuals and preserve traditional crafts, promoting cultural heritage while helping local economies.



Dakshata

The Hon'ble Lt. Governor, Andaman & Nicobar Islands formally launched the

'Dakshata' scheme on 28th April 2025, a visionary initiative aimed at equipping school and college students with essential life and vocational skills. The program is strategically scheduled during summer vacations and weekends to maximize student participation without disrupting academics. The training is being imparted in 09 colleges/institutions and 38 schools all over Andaman and Nicobar Islands.



Pursuant to the launch, Technical and Higher Education Institutions, ITIs and Schools, have swiftly commenced skilling programs under 'Dakshata'. Students are undergoing training across various job roles such as *AI Foundation*, *Essential Fundamentals of IoT*, *Basics of Fire Hazards & Safety against Fire Hazards*, *Fundamentals of Yoga*, and *Basics of Financial Literacy*, etc., reflecting a highly encouraging response. After completion of the stipulated training hours, students will be eligible for *competency-based assessments*, leading to certification aligned with *national skill standards*.

"Dakshata" stands as a testament to empowering youth with multiple skills, enhancing their employability, and contributing to nation-building through skill development.

7. VOCATIONAL EDUCATION IN THE ISLANDS

Skill training facilities have been expanded in all districts of these islands, as mentioned below:

1. **Industrial Training Institute (ITI), Dollygunj, Sri Vijaya Puram, South Andaman District** offering Craftsman Training Scheme (CTS) and Short-Term Training (STT) under PMKVY and PM Vishwakarma.
2. **Vocational Training Institute (VTI), Bakultala (Rangat), North & Middle Andaman District** offering Craftsman Training Scheme (CTS) and Short-Term Training (STT) under PMKVY and PM Vishwakarma.
3. **Industrial Training Institute (ITI), Arong (Car Nicobar) for Nicobar District** offering Craftsman Training Scheme (CTS) and Short-Term Training (STT) under PMKVY and PM Vishwakarma.

8. TRADES/COURSES OFFERED FOR THE SESSION (2025-26)

The intake capacity under *Craftsmen Training Scheme (CTS)* for the session 2025-26 of all the Government ITIs is 1016 seats (556 seats at ITI Dollygunj, 140 seats at ITI Bakultala, and 320 seats at ITI Arong) as listed below:

| S. No. | Name of the Trade | NSQF Level | Duration | Entry qualification | No. of Units | | | Intake / unit | Total intake |
|--|---|------------|-----------|---|--------------|--------------|-------|---------------|--------------|
| | | | | | First Shift | Second Shift | Total | | |
| I. Government Industrial Training Institute (ITI), Dollygunj | | | | | | | | | |
| 1 | Civil Engineering Assistant | 4 | 02 Years | Passed 10 th class examination with Science and Mathematics or its equivalent. | 2 | 0 | 2 | 24 | 48 |
| 2 | Draughtsman (Mechanical) | 4 | 02 Years | | 1 | 0 | 1 | 20 | 20 |
| 3 | Electrician | 4 | 02 Years | | 1 | 1 | 2 | 20 | 40 |
| 4 | Fitter | 4 | 02 Years | | 1 | 0 | 1 | 20 | 20 |
| 5 | Interior Design & Decoration | 3.5 | 01 Year | | 1 | 0 | 1 | 24 | 24 |
| 6 | Marine Fitter | 4 | 02 Years | | 1 | 0 | 1 | 20 | 20 |
| 7 | Marine Engine Fitter | 3.5 | 01 Year | | 1 | 0 | 1 | 20 | 20 |
| 8 | Mechanic Diesel | 3.5 | 01 Year | | 1 | 0 | 1 | 24 | 24 |
| 9 | Mechanic Motor Vehicle | 4 | 02 Years | | 1 | 0 | 1 | 24 | 24 |
| 10 | Refrigeration and Air Conditioning Technician | 4 | 02 Years | | 1 | 0 | 1 | 24 | 24 |
| 11 | Vessel Navigator | 4 | 02 Years | | 1 | 0 | 1 | 20 | 20 |
| 12 | Catering & Hospitality Assistant | 3.5 | 01 Year | Passed 10 th class examination | 1 | 0 | 1 | 20 | 20 |
| 13 | Draughtsman (Civil) | 4 | 02 Years | | 1 | 0 | 1 | 24 | 24 |
| 14 | Fashion Design & Technology | 3.5 | 01 Year | | 1 | 0 | 1 | 24 | 24 |
| 15 | Information Communication Technology System Maintenance | 4 | 02 Years | | 1 | 1 | 2 | 24 | 48 |
| 16 | Solar Technician (Electrical) | 3.5 | 01 Year | | 1 | 0 | 1 | 20 | 20 |
| 17 | Stenography & Secretarial Assistant (English) | 3.5 | 01 Year | Passed 10 th class examination | 1 | 0 | 1 | 24 | 24 |
| 18 | Surveyor | 4 | 02 Years | | 1 | 0 | 1 | 24 | 24 |
| 19 | Tourist Guide | 3.5 | 01 Year | | 1 | 0 | 1 | 24 | 24 |
| 20 | Driver-cum-Mechanic (LMV) | 2 | 06 Months | Passed 8 th Class Examination | 1 | 0 | 1 | 20 | 20 |
| 21 | Plumber | 2.5 | 01 Year | | 1 | 0 | 1 | 24 | 24 |
| 22 | Welder | 2.5 | 01 Year | | 1 | 0 | 1 | 20 | 20 |
| Total [I] | | | | | 23 | 2 | 25 | 488 | 556 |
| | | | | | | | | | |

| S. No. | Name of the Trade | NSQF Level | Duration | Entry qualification | No. of Units | | | Intake / unit | Total intake |
|---|---|------------|----------|---|--------------|--------------|-------|---------------|--------------|
| | | | | | First Shift | Second Shift | Total | | |
| II. Government Vocational Training Institute (VTI), Bakultala | | | | | | | | | |
| 1 | Draughtsman (Civil) | 4 | 02 Years | Passed 10 th Class examination | 1 | 0 | 1 | 24 | 24 |
| 2 | Surveyor | 4 | 02 Years | | 1 | 0 | 1 | 24 | 24 |
| 3 | Cosmetology | 3.5 | 01 Year | | 1 | 0 | 1 | 24 | 24 |
| 4 | Food Production (General) | 3.5 | 01 Year | | 1 | 0 | 1 | 24 | 24 |
| 5 | Computer Hardware & Network Maintenance | 3.5 | 01 Year | Passed 10 th class examination with Science and Mathematics or its equivalent. | 1 | 0 | 1 | 24 | 24 |
| 6 | Welder | 3.5 | 01 Year | Passed 8 th class examination | 1 | 0 | 1 | 20 | 20 |
| Total [II] | | | | | 6 | 0 | 6 | 140 | 140 |
| III. Government Industrial Training Institute (ITI), Arong, Car Nicobar | | | | | | | | | |
| 1 | Electrician | 4 | 02 Years | Passed 10 th class examination with Science and Maths or its equivalent. | 1 | 1 | 2 | 20 | 40 |
| 2 | Computer Operator and Programming Assistant | 3.5 | 01 Year | Passed 10 th class examination | 1 | 1 | 2 | 24 | 48 |
| 3 | Stenography & Secretarial Assistant (English) | 3.5 | 01 Year | | 1 | 1 | 2 | 24 | 48 |
| 4 | Cosmetology | 3.5 | 01 Year | | 1 | 1 | 2 | 24 | 48 |
| 5 | Welder | 2.5 | 01 Year | Passed 8 th class examination | 1 | 1 | 2 | 20 | 40 |
| 6 | Plumber | 2.5 | 01 Year | | 1 | 1 | 2 | 24 | 48 |
| 7 | Mason | 2.5 | 01 Year | | 1 | 1 | 2 | 24 | 48 |
| Total [III] | | | | | 7 | 7 | 14 | 160 | 320 |
| Grand Total [I,II and III] | | | | | 36 | 9 | 45 | 788 | 1016 |

Note:

- The commencement of the second shifts for the aforementioned trades at the respective ITIs is subject to receiving the desired number of enrolments from candidates for admission.
- First shift timing is 8:30 AM to 4:45 PM, and second shift timing starts at 11:00 AM to 6.30PM.

9. SEAT ALLOTTED/RESERVATIONS

The seats for the session 2024-2025 will be allotted in accordance with the criteria/norms laid down by the Government of India, Ministry of Home Affairs, New Delhi, vide letter No. U-13034/19/2012-ANL dated 11th July 2017, as follows:

| CATEGORY | PERCENTAGE |
|---|--|
| I. Scheduled Tribes (ST) of A&N Islands | 20% |
| II. Deputationists and Central Government Employees with transfer liability to serve outside the Union Territory provided the candidates in this category has studied the last two years and passed the qualifying examination from a school in the Islands. | 10% |
| III. Settlers who were settled prior to 1942 and those who were settled under various rehabilitation schemes introduced after reoccupation of the Islands. The seats in this category will be allocated as under:- | 50% |
| III (a) Pre-1942 Settlers 1/3 rd | |
| III (b) Other Settlers 1/3 rd | |
| III (a+b) Combined merit of III(a) & III(b) | |
| IV. Other locals who do not all under (I)-(II) or (III) above and such Central Government employees having no transfer liability to serve outside the union territory. Provided all have had ten years education in the Islands. | 20% |
| V. General merit quota open to all the residents of A&N Islands irrespective of their classification. This will be subject to the condition that the candidates in this category have studied the last two years and passed the qualifying examination from a school in these islands. | Un-utilized seats of I,II,III & IV above |

Note:

- 4% of the total sanctioned seats are reserved for differently-abled candidates.
- 10% of the total sanctioned seats will be allotted to candidates from the Economically Weaker Section (EWS).

10. QUALIFICATION AND OTHER ELIGIBILITY CRITERIA FOR CTS

Engineering trades

| S.No. | Course Name | Qualification |
|--------------|------------------------------|---|
| 1. | Mason | Candidate must Passed 8 th Class Examination or 10 th Class Examination (Merit is based on best of 8 th /10 th /12 th overall percentage) |
| 2. | Plumber | |
| 3. | Welder | |
| 4. | Driver-cum-Mechanic (LMV) | |
| 5. | Civil Engineering Assistant | Candidate must Passed 10 th class examination with Science and Mathematics or its equivalent (Only marks in Mathematics and Science will be considered for calculating the aggregate percentage or PCM in the Higher Secondary level (12 th) examination under the 10+2 system of education, whichever is higher). |
| 6. | Draughtsman (Mechanical) | |
| 7. | Electrician | |
| 8. | Fitter | |
| 9. | Interior Design & Decoration | |
| 10. | Marine Fitter | |
| 11. | Marine Engine Fitter | |
| 12. | Mechanic Diesel | |
| 13. | Mechanic Motor Vehicle | |

| S.No. | Course Name | Qualification |
|-------|---|--|
| 14. | Refrigeration and Air Conditioning Technician | Passed 10 th class examination or 12 th class examination (Merit is based on best of 10 th /12 th overall percentage) |
| 15. | Vessel Navigator | |
| 16. | Computer Hardware & Network Maintenance | |
| 17. | Draughtsman (Civil) | |
| 18. | Information Communication Technology System Maintenance | |
| 19. | Solar Technician (Electrical) | |
| 20. | Surveyor | |

Non-Engineering trades

| S.No. | Course Name | Qualification |
|-------|---|---|
| 1. | Stenography & Secretarial Assistant (English) | Candidates must have passed the 10th Class Examination under the 10+2 System of Education with English as a compulsory subject or its equivalent. |
| 2. | Computer Operator and Programming Assistant | |
| 3. | Fashion Design & Technology | |
| 4. | Catering & Hospitality Assistant | |
| 5. | Tourist Guide | |
| 6. | Cosmetology | |

Other Criteria

Physical Fitness:

The provisionally selected trainees must undergo a medical examination and obtain the medical fitness certificate as prescribed in Annexure III from a government doctor or a registered medical practitioner.

Age Limit:

- Candidates seeking admission to various trades should have completed 14 years of age on or before August 1, 2025, for all trades except Driver-cum-Mechanic (LMV).
- **For Driver-cum-Mechanic (LMV) minimum age limit is 18 Years and above.**

11. METHOD OF SELECTION

- ITIs invite online applications through the common admission portal developed by the A & N Administration: <https://collegeadmission.andaman.gov.in>. Separate merit lists will be prepared for each institution, namely ITI, Dollygunj, VTI, Bakultala, and ITI, Arong. Counseling and admission will be conducted in the respective Institutes only.
- The selection of candidates is based purely on the merit of marks obtained in qualifying examinations and their category.
- Admission will be granted based on category-wise merit on the day of counseling, as specified in the admission schedule.
- On the day of counseling, candidates must bring *original testimonials* and *photocopies*, along with the prescribed fees, to complete the admission procedure. No grace period will be granted.
- Candidates seeking admission should directly approach the Institution admission committee for any queries, without involving any mediator, to avoid miscommunication or misconceptions.
- Trainees must have a *unique mobile number linked to their Aadhaar* for *self-profile verification* on the *Skill India Digital Portal*, along with an email ID. Both the mobile

number and email ID should remain *unchanged* until they receive the National Trade Certificate (NTC).

- Trainees are not allowed to change their names, father's name, mother's name, or date of birth after admission to ITIs.
- Candidates seeking admission should check the ITI affiliation status (active/inactive) at www.ncvtmis.gov.in.

12. FEES STRUCTURE

| Fee Particulars | Amount |
|--|----------------|
| Registration Fee for Admission (Non-Refundable) | ₹50.00 |
| Tuition Fee @ Rs.100/- per month for first 6 months (Non-Refundable) | ₹600.00 |
| Games fees(Non-Refundable) | ₹25.00 |
| Identity Card (Non-Refundable) | ₹25.00 |
| Caution Money (Refundable) | ₹250.00 |
| Total Fee Amount | ₹950.00 |

Note: Tuition fees are *exempted* for *Scheduled Tribes (ST)* and *Differently Abled (DA)* candidates, and the caution money will be refunded only upon successful completion of training without any outstanding dues.

13. PATTERN OF TRAINING, EXAMINATION & CERTIFICATION

- The *Craftsman Training Scheme (CTS)* is predominantly focused on *Professional Skills* (Practical) training, with approximately 70% to 80% of the training period dedicated to practical exercises. The remaining time is allocated to *Professional Knowledge* such as *Trade Theory, Workshop Calculation & Science, Engineering Drawing, and Employability Skills*. Trainees are required to perform and complete practical exercises daily, as per the NCVET curriculum. Their skill development in the respective trade is assessed based on the predefined outcome parameters on a daily basis.
- The *National Council for Vocational Education and Training (NCVET)*, under the *Directorate General of Training (DGT)*, New Delhi, has launched a web-based portal for all national skilling programs. Trainee details are uploaded at the time of admission, and information such as *attendance and sessional marks* are updated throughout the training period. Trainees and their parents can access the portal at any time to monitor the trainee's progress. The portal also enables trainees to download their *hall tickets* for the *All-India Trade Test (AITT)*, view their results, and download the *National Trade Certificate (NTC)*. This user-friendly Management Information System (MIS) portal simplifies training-related procedures. To access the *Skill India Digital Portal (SIDP)*, please visit www.skillindiadigital.gov.in.
- To maximize the utilization of available infrastructure facilities, selected trades have provisions for second shifts with different timings.
- Every ITI has a *Training, Counseling and Placement Cell (TCPC)* established to assist ITI graduates in securing employment in various industries.
- The *All-India Trade Test (AITT)* for *Craftsmen*, both in *Engineering and Non-Engineering* trades, is conducted twice a year in January and July by DGT, New Delhi.
- Upon completion of the prescribed training and successful clearance of the All India Trade Test (AITT), trainees are awarded the National Trade Certificate (NTC) in their respective trades. The NTC is recognized for recruitment to subordinate posts and services under the Government of India, subject to the prescribed qualification requirements.

- The Directorate General of Training, New Delhi, has introduced *Computer-Based Tests (CBT)* to assess *Professional Knowledge (Theory)*. These exams are conducted using computers, while Trade Practical exams continue to be conducted using conventional methods.
- The trainee will be tested for his skill, knowledge and attitude during the period of course through formative assessment and at the end of the training programme through summative assessment as notified by the DGT from time to time.
- The Continuous Assessment (Internal) during the period of training will be done by Formative assessment method by testing for assessment criteria listed against learning outcomes. The training institute maintain individual trainee portfolio as detailed in assessment guideline. The marks of internal assessment will be as per the prescribed formative assessment.
- The final assessment will be in the form of *summative assessment* method. The All-India Trade Test for awarding NTC will be conducted by *Controller of examinations*, DGT as per the guidelines. The pattern and marking structure is being notified by DGT - from time to time. The *learning outcome* and assessment criteria will be the basis for setting question papers for final assessment. The examiner during final examination will also check the individual trainee's profile as detailed in assessment guideline before giving marks for practical examination.

14. PASS REGULATION

For the purposes of determining the overall result, weightage of 100% is applied for six months and one year duration trades and 50% weightage is applied to each examination for two years trades. The minimum pass percentage for *Professional Skill (Trade Practical)* and *Formative assessment* is 60% & for all other *subjects* is 33%.

15. WORKING HOURS

Total working hours: 40 hours per week

Shift-1 : 8.30 am to 4.45 pm with ½ hour lunch break

Shift-2 : 11.00 am to 06.30 pm with ½ hour lunch break

Categorized as under:

| | | | |
|----|--------------------------------|---|---|
| a. | Practical Instructions | : | 25 hours per week |
| b. | Theoretical Instructions | : | 06 hours per week |
| c. | Workshop Calculation & Science | : | 02 hours per week |
| d. | Engineering Drawing | : | 03 hours per week. (Only for engineering trades) |
| e. | Employability Skills | : | 02 hours per week |
| f. | Extra-Curricular Activities | : | 02 hours per week. |

The sessional year is of 52 weeks duration i.e. from August to July.

Holidays: All Saturdays, Sundays and Gazetted Public holidays are observed. There is no vacation in the Institute.

16. ATTENDANCE

The *minimum compulsory attendance* for trainees appearing in the final *All-India Trade Test* is 80% of the total number of working days. To ensure punctuality in attendance, the institute has implemented a *Biometrics Attendance system*. Trainees are required to record their attendance using the Biometrics Attendance instruments. Attendance data is uploaded to the Skill India Digital portal, and trainees' hall tickets are generated accordingly for appearing AITT. If a trainee falls short of the prescribed attendance requirement of 80%, their hall ticket will not be generated, and they will be *ineligible to appear for the All-India Trade*

Test (AITT). They will only be allowed to take the AITT after six months, provided they make up for the deficit attendance within that period.

17. LEAVE ADMISSIBLE TO TRAINEES

- a) **Casual leave:** Casual leave is granted for a *maximum of 12 days* per year, with a limit of 10 consecutive days at a time
- b) **Medical leave:** Medical leave of *15 days* shall be allowed owing to illness. A further period not exceeding 3 weeks for one-year trade course and 6 weeks for 2-year trade courses shall be granted in continuation or in addition to 15 days absence on medical grounds.
- c) **Special leave:** Special leave for private affairs shall be allowed to a trainee upto 10 days. However, this limit can extend to up to 15 days or 30 days in case of trainee of one-year trade course or two-year trade course respectively, subject to the satisfaction of head of the institute on the basis of genuine reasons.

18. REMUNERATION/FACILITIES TO THE TRAINEES

- Stipend @ Rs.100.00 (Rupees One Hundred only) will be paid per month per trainee with respect to his/her attendance.
- Free workshop clothing/overall and stationeries will be provided as applicable.
- As per the curriculum of NCVET, trainees from various trades are taken on *industrial tours, educational tours, and on-the-job training (OJT)* to reputed industries, organizations, and government establishments relevant to their trades. These tours and OJT programs provide valuable exposure to the trainees in terms of the *latest technology, tools, and equipment*, enabling them to become market-ready skilled manpower. Additionally, these initiatives help bridge the gap between the institute and industry.

19. CONDUCT AND DISCIPLINE

Discipline serves as a *guiding force in shaping the behavior* of trainees and establishing boundaries to foster a sense of responsibility towards themselves, others, and the environment. The objective of discipline is to establish limits that discourage harmful behaviors or attitudes that go against the policies, training norms, and traditions of the institute. Trainees are expected to maintain discipline and conduct themselves appropriately both within and outside the institute premises. They must adhere to the disciplinary rules set by the institution, which may be updated periodically. The institute reserves the right to take disciplinary action against trainees found in violation of these rules.

General Disciplinary Rules

- a) Ragging in any form is *strictly prohibited*.
- b) The use of mobile phones is completely banned during working hours on the campus. Any trainee found using a mobile phone will face strict disciplinary action, and the mobile phone will be confiscated immediately.
- c) Punctuality is crucial for maintaining discipline. Trainees who arrive late will not be allowed to attend classes. If a trainee is absent from training for *10 consecutive days without permission* or notification, they will be considered as absconding, and their name will be removed from the rolls, effective from the day of their absence. Having 80% attendance is mandatory for appearing in the All-India Trade Test (AITT).

- d) The consumption of *narcotics substances, alcohol, and tobacco products* within the institution's premises is strictly prohibited. Any individual found violating this rule will be expelled or suspended from the *institution/hostel*. Only medicines prescribed by a registered medical practitioner, with permission from the institute authorities, are permitted on the campus.
- e) Trainees are responsible for keeping the campus clean and tidy. Littering inside the campus is strictly prohibited. Every trainee should actively participate in the *Swachh Bharat Abhiyan*, which is organized as an extracurricular activity in the institute every month.

Uniform

- a) Trainees must adhere to the *prescribed dress code, which includes wearing proper black leather shoes, a black belt, and an identity card. Slippers, caps, shorts, tight clothing, and low waist pants/jeans* are strictly prohibited.
- b) Hair should be *neatly trimmed*. Long hair and *overgrown beards* are not allowed. In the case of religious rituals, the parents of the concerned trainee must obtain written permission from the institute authority.

Suspensions / Discharge

- a) A trainee found to have made insufficient progress in training or engaged in acts of *indiscipline and misconduct* shall be *expelled or discharged* from the institute. While allegations against a trainee suspected of engaging in indiscipline and misconduct are being investigated, the trainee will be placed under suspension.
- b) Any trainee found engaging in *acts of indiscipline, misconduct, disorderly behavior, cheating, showing disrespect towards staff, or causing damage to institute property* will be liable to be *expelled* from the institute. In addition, the trainee will be responsible for compensating any damages caused to the institute.

20. HOSTEL FACILITIES

A newly constructed, well-furnished Boys and Girls Hostel to accommodate 120 Boys and 40 Girls separately is available within the premises of the ITI, Dollygunj.

Hostel Fee structure:

| Particulars | | Amount |
|-------------------------|------------------|-----------------|
| Hostel Service Charge | (Non-refundable) | ₹50.00 |
| Imprest | (Non-refundable) | ₹100.00 |
| Caution Fee | (Refundable) | ₹125.00 |
| Mess Advance | (Refundable) | ₹1500.00 |
| Total Hostel fee | | ₹1775.00 |

Note:

- The eligible trainees seeking admission to the hostel are required to adhere to the rules and regulations. An undertaking should be signed by the trainee and their parents acknowledging their compliance with the rules. However, hostel admission is subject to availability of accommodation.
- No hostel facility is available at VTI, Bakultala, Rangat, ITI, Arong, Car Nicobar, Kaushal Kendra, Diglipur, and Kaushal Kendra, Ferrargunj. However, male trainees of ITI Arong



shall be accommodated in a temporary building, and girls shall be accommodated in the working women's hostel, only for a limited number of students.

21. AMENITIES AT ITI DOLLYGUNJ

Library

The institute has a library with an ample collection of technical books relevant to the courses conducted in the institute. Additionally, it provides access to journals, magazines, newspapers, etc. for the reference of the trainees.



Audio visual aids

The Institute is well-equipped with modern audiovisual equipment, including computers, LCD projectors, OHP, and other advanced teaching aids, to effectively impart training to the trainees.

Canteen

The Institute has a canteen within the campus, which provides hygienic food to the trainees and staff during working hours.

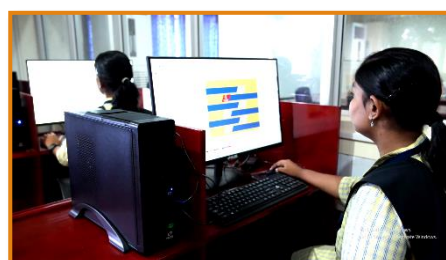


Health Club

A well-equipped multi-gymnasium has been set up at the Boys and Girls Hostel for the trainees of ITI Dollygunj.

Computer Labs

ITI is operating full-fledged and well-equipped computer labs for the trainees to be trained in different training schemes.



22. CONVOCAATION

Previously, convocation ceremonies in India were primarily organized in colleges and universities. The Ministry of Skill Development & Entrepreneurship, Government of India, has taken an important initiative to extend convocation ceremonies to ITIs (Industrial Training Institutes) across the country. This means that trainees who have successfully completed their training under the Craftsman Training Scheme (CTS) and Short-Term Training under the Pradhan Mantri Kaushal Vikas Yojana (PMKVY) will now have the opportunity to participate in convocation ceremonies.



The purpose of these convocation ceremonies is to provide recognition and honor to the trainees for their achievements. By participating in these ceremonies, the passed-out trainees will gain a sense of pride and dignity in the open job market, where they will be competing for gainful employment opportunities. It serves as a platform for them to showcase their skills and capabilities to potential employers. This initiative by the government aims to highlight the value and importance of vocational training and empower trainees to succeed in their chosen fields.



23. IndiaSkills – ANDAMAN & NICOBAR ISLANDS



Skill competitions serve as a platform to showcase and inspire excellence in various skills. These competitions provide a unique opportunity to witness skilled professionals in action, thereby inspiring individuals to consider vocational careers. The competitive nature of skill competitions adds a motivational element, making them an excellent platform for promoting and advocating vocational skills. These competitions are conducted at different levels, including local, regional, national, and international, reflecting their global significance. In essence, they can be likened to Skill Olympics, where participants demonstrate their expertise and compete for recognition and accolades in their respective fields.

A national-level skill competition, known as IndiaSkills, is held every alternate year in India. The participants of IndiaSkills are selected from the winners of state/UT level competitions and subsequently regional level competitions. In the Andaman & Nicobar Islands, the UT level skill competition is named IndiaSkills-Andaman & Nicobar Islands.

The winners of IndiaSkills, through a rigorous selection process, earn the opportunity to represent India at the prestigious WorldSkills competition. This international event brings together skilled individuals from different countries, showcasing their talents and competing at a global level.

WorldSkills brings together young individuals, industries, and educators to provide an opportunity for youth to compete, gain experience, and develop their skills in various disciplines. It covers a wide range of fields, from traditional trades to technology careers in industries and service sectors. With the support of partners, industries, governments, volunteers, and educational institutions, WorldSkills plays a crucial role in elevating the standards of skills worldwide.

In the year 2024, the Govt. ITI, Dollygunj has organized an UT Level Skill competition in 15 different job roles. Where more than 40 participants have come to showcase their skills. This year, 11 winners (who have given their willingness to participate) were selected for the next level of competition, which is National Level Competition held at onsite location New Delhi & offsite location i.e. Philukhwa & Manipal, Karnataka. Out of 11 participants, 3 participants have performed well and bagged respective positions (Bronze-1, Medal of Excellence-2) and brought glory to the Andaman & Nicobar Islands.



24. SOCIAL RESPONSIBILITIES:

Govt. ITI, Dollygunj organizes blood donation camp periodically.

Govt. ITI, Dollygunj organizes cleanliness drive under the Swachh Bharat Abiyanin and out of the campus. .

Govt. ITI, Dollygunj organizes Nukkad Nattak in villages for spreading awareness on skill training



“Skill is something which we gift ourselves, which grows with experience. Skill is timeless, it keeps getting better with time. Skill is unique, it makes you different from others,”

By Hon’ble PM Narendra Modi

Industrial Training Institutes, does not confer any right or guarantee of a regular job or placement in any Government establishment to trainees upon completion of their course.

This brochure is intended solely for informational and guidance purposes for candidates seeking admission. The contents are subject to change without prior notice.

NOTE

THIS IS NOT A LEGAL DOCUMENT