

**Government  
Industrial Training Institute (ITI)**



**ADMISSION BROCHURE  
2018**

## 1. FACTS AT A GLANCE

### OUR VISION

**“Walk into ITI Campus and Walk out with Employable Skills”.**

### OUR MISSION

**Government Industrial Training Institute, Dollygunj, aims at providing superior quality trained manpower having social commitment along with career advancement to meet the challenges and opportunities thrown up by the fast evolving labour society. It is our affirmed ambition to synergies all the input factors to provide the best possible products to the industry and the country at large. We will spare no means at molding our trainees into wholesome individuals and be innovator in the field of Technological Skill.**

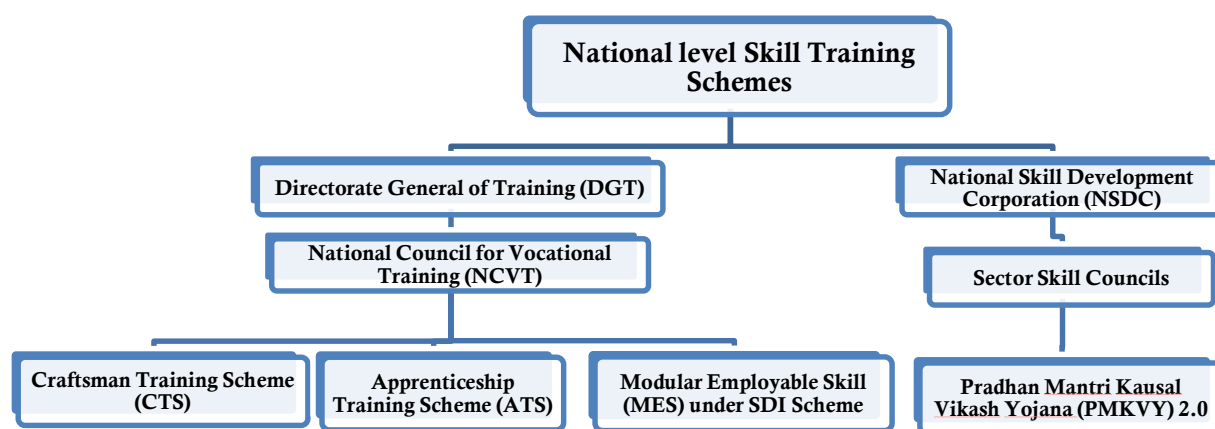
## 2. ABOUT US

The Industrial Training Institute, Dollygunj, Port Blair was established in the year 1988 in these Islands. The Institution is housed in a picturesque location at Dollygunj, Port Blair in a campus encompassing the office building, workshop, hostel, canteen and staff quarters spread over 5.00 hectares of land. Institute has fully equipped workshops and other infrastructural facilities for carrying out various training programmes to meet the latest developments in the field of vocational training. The syllabus are revised and updated by National Council for Vocational Training (NCVT)/ Directorate General of Training (DGT) under Ministry of Skill Development & Entrepreneurship (MSDE), Govt. of India (GoI) as per the technological developments and demand of skilled manpower requirements in the market.

The Institute conducts Related Instruction (RI) classes for Apprenticeship Trainees of various departments/establishments under Apprenticeship Training Scheme and functions as Trade Testing Centre for the All India Trade Test for Apprentices under Apprenticeship Act, 1961.

The primary objective of this Institute is to ensure a steady flow of skilled workers in different trades for the domestic industry, to raise quantitatively and qualitatively the industrial production by systematic training, to reduce unemployment among the educated youth by providing them employable training,

to cultivate and nurture a technical and industrial attitude in their minds. ITI Dollygunj offers various skill/job oriented courses in consultation with NCVT/ DGT of MSDE, New Delhi under the following flagship schemes of Govt. of India:



### 3. VOCATIONAL EDUCATION IN THE ISLANDS

ITI Dollygunj has expanded its training facilities at all districts of these Islands:

- i. **Vocational Training Institute (VTI), Bakultala**  
Vocational Training Institute (VTI) at Bakultala (Rangat), North & Middle Andaman District offering CTS courses.
- ii. **Industrial Training Institute (ITI), Lapathy**  
Industrial Training Institute (ITI) at Lapathy (Car Nicobar) for Nicobar District. At present Nicobar ITI provides only Modular Employable Skill (MES) training under Skill Development Initiatives scheme. From ensuing session i.e., 2018-19, three full time courses are being introduced under Craftsman Training Scheme (CTS) at newly constructed ITI Building at Arong, Car Nicobar.
- iii. **Vocational Training Centre (VTC)**  
Vocational Training Centre (VTC) offering short term courses/training under Pradhan Mantri Kaushal Vikas Yojana (PMKVY).
  - a) VTC Kamorta, Nancowrie
  - b) VTC, Naveen Nagar Diglipur
  - c) VTC, Hutbay, Little Andaman
  - d) VTC, Ferrargunj, South Andaman (Under SAGY)
  - e) VTC, Ramnagar, Diglipur (Under SAGY)

#### 4. ADMISSION FOR THE CURRENT SESSION 2018-19

##### 4.1. TRADES OFFERED IN THE CURRENT SESSION 2018-19

The Intake capacity for the session 2018-19 is **339 seats** (308 seats at ITI Dollygunj and 73 seats at VTI Bakultala) which are as under:

##### **ITI, Dollygunj**

<b>Trade/Course Name</b>	<b>Duration</b>	<b>Intake</b>
1. Civil Engineering Assistant	02 Years	52 seats
2. Draughtsman (Civil)	02 Years	26 seats
3. Fitter	02 Years	21 seats
4. Mech. Motor Vehicle	02 Years	21 seats
5. Information & Communication Technology System Maintenance	02 Years	26 seats
6. Electrician	02 Years	21 Seats
7. Surveyor	02 Years	26 seats
8. Plumber	01 Year	26 seats
9. Welder	01 Year	21 seats
10. Stenography & Secretarial Assistant (English) Exclusively for Women	01 Year	26 seats
<b>Total Seats</b>		<b>266 Seats</b>

##### **VTI, Bakultala**

<b>Trade/Course Name</b>	<b>Duration</b>	<b>Intake</b>
1. Surveyor	02 Years	26 Seats
2. Draughtsman (Civil)	02 Years	26 seats
3. Welder	01 Year	21 Seats
<b>Total Seats</b>		<b>73 Seats</b>
<b>GRAND TOTAL</b>		<b>339 Seats</b>

**Note:**

- 4% of the total sanctioned seats are reserved for differently abled candidates within the sanctioned strength.
- Total intake in each trade is including supernumeraries of 30%

##### 4.2. ALLOTMENT OF SEATS

Seats will be allotted according to the Criteria laid down by the Govt. of India, Ministry of Home Affairs, New Delhi's Order No. U-14040/5/96/ANL dated 30<sup>th</sup> May, 1996 which is as under: -

<b>CATEGORY</b>	<b>PERCENTAGE</b>
<b>I.</b> Scheduled Tribes (ST) of A&N Islands	20%
<b>II.</b> 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%
<b>III.</b> 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%
<b>III (A)</b> Pre-1942 Settlers 1/3 <sup>rd</sup>	
<b>III (B)</b> Other Settlers 1/3 <sup>rd</sup>	
<b>III (A+B)</b> Combined merit of III(A) & III(B)	
<b>IV.</b> 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%
<b>V.</b> 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
Differently abled candidates	4% (within the sanction seats)

#### **4.3. ENTRY LEVEL QUALIFICATION FOR CRAFTSMAN TRAINING SCHEME**

**For Engineering trade :**Passed 10<sup>th</sup> Std. Examination under 10 +2 System of Education with Science and Mathematics or its equivalent.(only Mathematics and Science marks will be considered for aggregate percentage or PCM in Higher Secondary level (12<sup>th</sup>) Examination under 10+2 System of education whichever is higher).

**For Non-Engineering trades :**For Stenography& Secretarial Assistant (English) trade candidate must have passed 12<sup>th</sup> Class Examination under 10+2 System of Education with English as compulsory subject or its equivalent.

#### 4.4. PHYSICAL FITNESS

The provisionally selected trainees have to undergo medical examination and obtain the medical fitness certificate as prescribed in Annexure III from a Govt. Doctor or a Registered Medical Practitioner.

#### 4.5. AGE LIMIT

Candidates seeking admission to the various trades should be of 14 years and above age, as on 1<sup>st</sup> August 2018.

#### 4.6. METHOD OF SELECTION

- ☛ A separate merit list will be prepared for each Institute i.e. ITI Dollygunj, VTI Bakulatala and ITI Arong.
- ☛ Selection of the candidates is made purely on merit of marks obtained in qualifying examinations and the category they belong.
- ☛ Admission will be granted purely on category wise merit on the day of counseling.
- ☛ The candidate shall bring original testimonials along with required fees on the day of counseling itself to complete the admission procedure. No grace time will be granted.
- ☛ **The candidates seeking admission should approach the admission committee directly for any queries without any mediator to avoid miscommunication / misconception.**

### 5. FEES STRUCTURES CRAFTSMAN TRAINING SCHEME

<b><i>Fee Particulars</i></b>	<b><i>Amount (R.)</i></b>
Registration Fee for Admission (Non-Refundable)	50.00
Tuition Fee @ `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
<b>Total Fee Amount</b>	<b>950.00</b>

**Note:** Tuition Fee is exempted for Scheduled Tribes (ST) and Differently Abled (DA) candidates and the Caution Money shall be refunded only on successful completion of training without any dues. However, the exam fee for All India Trade Test (AITT) is to be paid by all the trainees for every semester as prescribed.

### 6. PATTERN OF TRAINING, EXAMINATION & CERTIFICATION

All India Trade Test (AITT), for Craftsmen under the Craftsman Training scheme for both the Engineering and Non-Engineering trades shall be conducted in the months of January and July every year by DGT/NCVT, New Delhi.

The National Council for Vocational Training (NCVT), New Delhi has launched a web based portal in which all the details of a trainee seeking admission in ITI's are uploaded at the time of admission. To access the NCVT MIS Portal, one may log on to [www.ncvtmis.gov.in](http://www.ncvtmis.gov.in)

## 7. WORKING HOURS

Total Working hour is 42 hours per week (8.30 am to 4.45 pm with ½ hour lunch break) categorized as under:

a) Practical Instructions	- 28 hours per week.
b) Theoretical Instructions	- 10 hours per week.
c) Sports	- 04 hours per week.
<hr/>	
42 Weeks	

**Holidays:** All Saturdays (Except first Saturday), Sundays and Gazetted Public holidays are observed. There is no vacation in the Institute.

## 8. ATTENDANCE

The minimum compulsory attendance for the trainees appearing in the final All India Trade Test is 80% of the actual number of working days. To streamline the punctuality in the attendance, the institute has installed Biometrics Attendance system, wherein the trainees are directed to punch their attendance on the Biometrics Attendance instruments. The attendance is uploaded in the MIS portal and accordingly the hall ticket for a trainee is generated. If a trainee is short of his prescribed attendance (80%), his/her hall ticket shall not be generated from the portal and he/she will be debarred from appearing the All India Trade Test (AITT).

## 9. LEAVE ADMISSIBLE TO TRAINEES

The under mentioned leaves are admissible for the trainee of ITI during the training session:

- Casual leave:** Casual leave 12 days per year subject to a maximum of 10 days at a time.
- 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.
- Special leave:** Special leave on private affairs shall be allowed to a trainee up to 10 days. However, this limit can extend to up to 15 days or 30 days in case of trainee from 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.

**Note:** The above leave shall not be taken into account while calculating the mandatory 80% of attendance required to appear for the AITT.

## 10. REMUNERATION/FACILITIES TO THE TRAINEES

- a) Stipend @ Rs.100.00 (Rupees One Hundred only) will be paid per month per trainee with respect to his/her attendance.
- b) Free workshop clothing/overall and stationeries will be provided as applicable.
- c) The Institution has bus services for the conveyance of trainees.

***Note: The trainees discontinuing the training in between the training period will have to refund the stipend amount already disbursed to him/her.***

## 11. CONDUCT AND DISCIPLINE

### 11.1. GENERAL DISCIPLINARY RULES

- a. The Institute expects a high degree of discipline and decorum from their trainees. The Trainees admitted in the Institute have to abide by the rules and regulation strictly. The Institute reserves the right to take disciplinary action against any trainees if found indulged in any acts of indiscipline.
- b. Ragging in any form is strictly prohibited.
- c. Use of mobile phone is totally banned during working hours in the campus, any trainee found using mobile phones, strict disciplinary action will be initiated and the mobile phone will be seized immediately.
- d. Punctuality is the essence of discipline. If any trainee comes late they will not be allowed to attend the classes. A trainee who absent himself/herself from training for 10 consecutive days without permission or information, will be treated as absconder and his/her name will be struck off the rolls with effect from the day of his/her absence, as 80% attendance is compulsory for appearing the All India Trade Test (AITT).
- e. Smoking or chewing of pan or gutkha or consumption of Alcohol within ITI campus is strictly prohibited, if anybody found violating the same will be expelled. Consumption of any kind of drugs is strictly prohibited. Only the medicines prescribed by a registered medical practitioner with the permission to the Institute Authority are permitted within the campus.

### 11.2. UNIFORM

- a. Students are required to follow the dress code as prescribed with proper black leather shoes, black belt and identity card.
- b. Slippers/Chappell's, caps, shorts/tight clothing and low waist pants/J Jeans are strictly prohibited.
- c. Hair should be neatly trimmed. Long hair and overgrown beard are not allowed. In case of religious rituals, the concerned trainee's parents have to get written permission from the institute authority.

### 11.3. SUSPENSIONS / DISCHARGE

A trainee found guilty of unsatisfactory progress of training, or indulge in acts of indiscipline and misconduct shall be discharged/expelled from the



institute. Pending investigation of allegations against the trainee suspected in any acts of indiscipline and misconduct, the trainee shall be placed under suspension. Any trainee indulging in any sort of indiscipline, misconduct, disorderly behavior or any type of cheating, showing any kind of disrespect with any staff, or indulging in quarrel or causing damage to Institute property, will be liable to be struck off the rolls and make good of all the damages made to the institute by him/her. All the trainees are bound to follow the rules and regulations prescribed by the institute from time to time.

## 12. HOSTEL FACILITIES

A well-furnished Boys and Girls Hostel with multi-gym facilities to accommodate 60 Boys & 40 Girls separately is available within the premises of ITI, Dollygunj. All the candidates seeking admission in the institute are provided hostel accommodation as per the prescribed rules laid down by A & N Administration subject to the availability of rooms.

Moreover, as per the A&N Administration Office order No.1530 dated 15th May'2015, students who are eligible but could not get hostel accommodation are being paid an amount of Rs. 1500/- per month as scholarship.

The hostel inmates are paid an amount of Rs. 1500/- as reimbursement of mess charges. The detail of Hostel fees to be paid by the trainee at the time of admission

Particulars	Amounts (in Rs.)
Hostel Service Charge (Non-refundable)	50.00
Imprest (Non-refundable)	100.00
Caution Fee (Refundable)	125.00
Mess Advance (Refundable)	1500.00
<b>Total Hostel fee</b>	<b>1775.00</b>

### Note:

- The trainees seeking admission to hostel are required to go through the hostel rules available with the hostel warden and an undertaking should be signed in this respect by the trainee and Parents.
- No Hostel facility is available at VTI, Bakultala, ITI, Car Nicobar, VTC, Diglipur, VTC, Hutbay & VTC, Kamorta, VTC, Ferrargunj.

## 13. INFRASTRUCTURE

### 13.1. Audio visual aids

The Institute has a well-equipped modern audio visual equipment such as Computers, LCD Projectors, OHP etc. and latest teaching Aids to impart training effectively to the trainees of ITI Dollygunj.

### 13.2. Canteen

The Institute has a canteen for trainees and staff within the campus to provide hygienic foods during working hours.

### 13.3. Health Club

Well-equipped multi-gymnasium has been setup-up at Boys and Girls Hostel for the trainee of ITI Dollygunj.

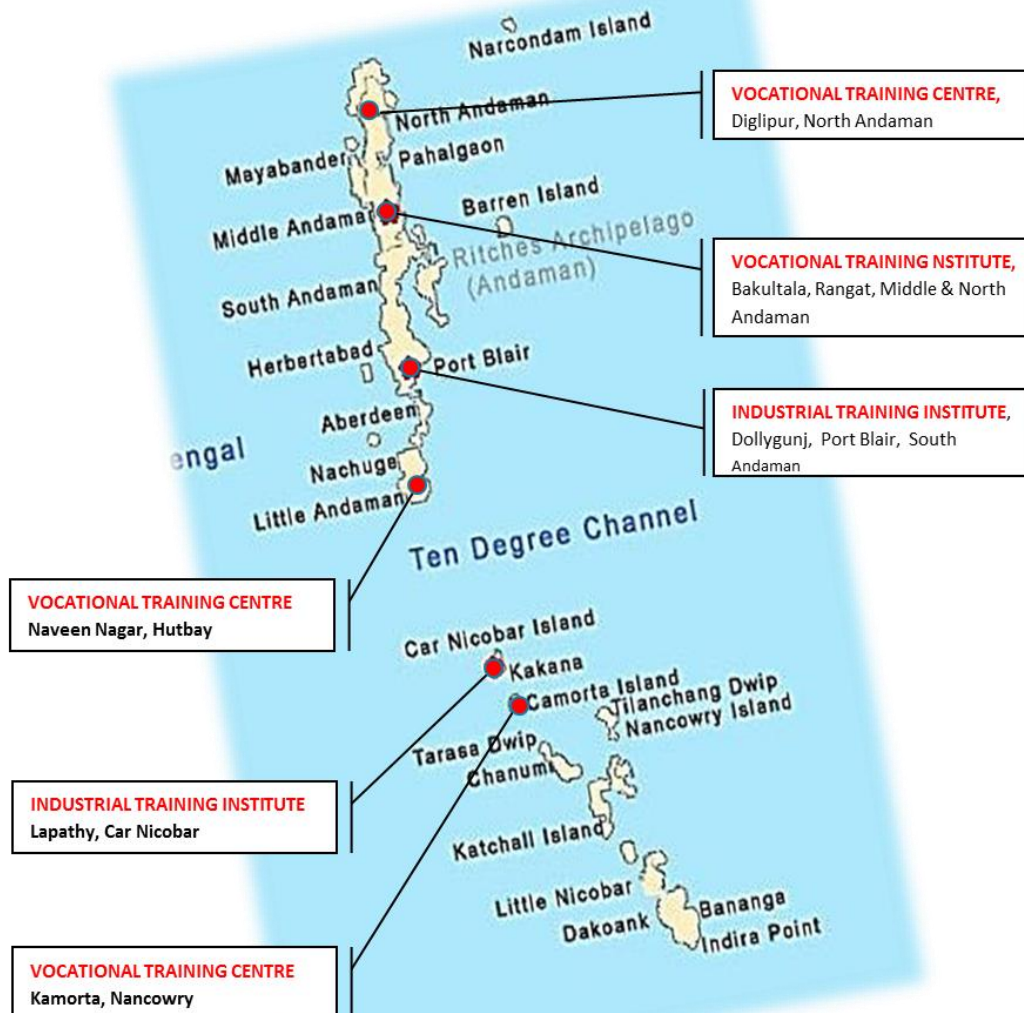
### 13.4. Computer Labs

ITI has 03 full-fledged and well equipped computer Labs separately for the trainees to be trained in the different training scheme.

***Note: Industrial Training Institute, Dollygunj does not confer any right/ guarantee to any passed out trainee for regular job/ placement in Govt. establishment.***

This brochure is only for information and guidance to the candidates seeking admission, The contents are likely to change without prior notice. **THIS IS NOT LEGAL DOCUMENT**)

# Transforming Vocational Education Transforming A&N Islands



“Education does not mean  
teaching people to know  
what they do not know; it  
means teaching them to  
behave as they do not  
behave”



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