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Administration of  
Dadra and Nagar Haveli, UT  
Department of Labour & Employment,  
**Industrial Training Institute,**  
Amli, Silvassa-396230.

# **CITIZENS' CHARTER**

## **2013 – 14**

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## DEPARTMENT OF LABOUR & EMPLOYMENT

### INDUSTRIAL TRAINING INSTITUTE, SILVASSA, D.N.H.

#### OUR VISION AND MISSION

##### 1 Vision

- To produce globally competent technical skilled manpower.

##### 2 Mission

- To provide best quality technical education.
- To provide quality technical manpower to suit the changing needs of the industry/service sector.
- To help school dropouts and people from socially & economically weaker sections of society to set up their own enterprises by providing non-formal short-term vocational training.

#### 2. OUR CLIENTS

- Students seeking admission for formal training in the Industrial training institute at the certificate level.
- School dropouts and wards of socially and economically weaker sections/women willing to pursue skill development through non-formal training under short-term programmes.

#### 3. INTRODUCTION

The Industrial Training Institute Silvassa (D. & N.H.) was established in the year of 1976. In this training Institute there are two types of Training Scheme Coming under D.G. & E.T. Norms (1) Craftsmen Training Scheme (2) Apprenticeship Training Scheme. These courses are affiliated to NCVT, Delhi.

##### 1. Craftsmen Training Scheme

Following Trades are running under Craftsmen Training Scheme in I.T.I. Silvassa.

Sr. No.	Name of Trade	Duration of Training	Qualification	Total Seat	No. of Units
1.	Electrician	2 Years (4 Semester)	S.S.C. Passed	32	2
2.	Wireman	2 Years (4 Semester)	S.S.C. Passed	32	2

		2 Years (4 Semester)	S.S.C. Passed	32	2
4.	Turner	2 Years (4 Semester)	S.S.C. Passed	24	2
5.	Mech. Motor Vehicle	2 Years (4 Semester)	S.S.C. Passed	32	2
6.	IT & ESM	2 Years (4 Semester)	S.S.C. Passed	32	2
7.	Welder (Gas & Electric)	1 Year (2 Semester)	S.S.C. Passed	12	1
8.	Secretarial Practice (Only for Girls)	1 Year (2 Semester)	S.S.C. Passed with English Subject.	16	1
<b>TOTAL</b>				<b>212</b>	<b>14</b>

- Total Passed Out Trainees from 1976 to 2013 is 3274 Under Craftsmen Training Scheme.
- Physical Target during XIth Five Year Plan (2007-2011) was 1000 Trainees and during the above period Actual Achievement is 476 Trainees i.e. 47.6% Achievement
- Physical Target during 2013-2014 is 160 trainees under Craftsmen Training Scheme.
- New Trades proposed during the XIth Five Year Plan (2007-2012)
  - 01. Mech. Refrigeration & Air Conditioning. : 2 years(32 Seats)
  - 02. Instrument Mechanic : 2 years (32 Seats)

### Working Hours :-

The General working Time of ITI is from 7:00 a.m. to 6:15 p.m. (Total 42 Hrs. / Week working Hours)  
There are 2 working shifts in ITI.

### Subject During the Course of Training :-

The Common subjects During the Training are:

- Trade Theory
- Trade Practical
- Workshop Calculation and Science
- Engineering Drawing
- Employability Skill

### Facilities During Training :-

1. Free Training

and Work Shop Apron.

4. Monthly Stipend Rs.150/- for ST/SC Candidate and Rs. 100/- for Others whose parents' income are less them 20,000 per annum.
5. Free Hostel accommodation for 40 ST/SC trainees of DNH who are coming from 25 kms away from the ITI.

### Admission

The admission procedure for the craftsmen training scheme will be held in the month June-July and classes will be starts from 1<sup>st</sup> august of every year.

### Fee Structure

<i>Category</i>	<b>In Aug. / Sep.</b>
SC/ST/PH and (Boys & Girls)	Rs. Nil
All other Categories (Girls)	Rs. Nil
All other Categories (Boys)	Rs. Nil

### Age Limit & Reservation for Admission:-

The Candidate must be 14-40 years of age. 90% of the total seats are reserved for ST/SC Candidate & 10% of others.

### 2. Apprenticeship Training Scheme

The U.T. of Dadra & Nagar Haveli Administration has implemented the Apprenticeship Training Scheme in 1993, under Apprenticeship Act 1961, within Industrial Areas of Dadra and Nagar Haveli.

The Apprenticeship Trainees are paid a stipend by the company of Rs.2800/- P.M. as per the Apprenticeship Act'1961.

The following trades have been covered in Apprenticeship Training Scheme.

Sr. No.	Name of Trade	Duration of Training	Qualification
1	Electrician	One Year	I.T.I. Passed in Electrician Trade
2	Wireman	One Year	I.T.I. Passed in Wireman Trade
3.	Fitter	One Year	I.T.I. Passed in Fitter Trade

			I.T.I. Passed in Turner Trade
5.	Mechanical Motor Vehicle	One Year	I.T.I. Passed in Mechanical Motor Vehicle Trade
6.	Welder	One Year	I.T.I. Passed in Welder Trade
7.	I.T.&E.S.M.	One Year	I.T.I. Passed in ITESM Trade

- Total Passed Out Trainees from 1994 to 2013 is 1213 Under Apprenticeship Training Scheme under Apprenticeship Act'1961
- Physical Target during XIth Five Year Plan (2007-2012) was 300 Trainees and during the above period Actual Achievement is 366 Trainees i.e. 122 % Achievement
- Physical Target during 2013-2014 is 145 trainees under Apprenticeship Training Scheme.

**Note:-** 100% job opportunity will be given by this deptt. to the passed out ITI/App. Trainees in Various Industries/Public Sector Companies/Govt. Depts. UT of Dadra Nagar Haveli.

**Admission**

The admission for the Apprenticeship Training Scheme will be held in the month October every year.

**SCHEME:-**

**1. Up-gradation of 1396 Government ITIs through Public Private Partnership Scheme:-**

The ITI Silvassa has implemented the scheme of Up gradation of Government ITIs through Public Private Partnership with an objective to improve the employment outcomes of graduates from the vocational training system, by making design and delivery of training more demand responsive.

**2. Skill Development Initiative Scheme**

ITI Silvassa is registered as Vocational Training Provider (VTP) under Skill Development Initiative scheme. The Short Term Courses are conducted in Electrical, Fabrication, Automotive Repair, Production & Manufacturing and Information Comm. Tech. Sectors under the scheme. The entire successfully passed candidate will be awarded NTC certification by the Ministry which is valid in India and abroad also. Free training facility is provided under the scheme. Till date total 241 beneficiaries are covered under the scheme.

Principal,  
Industrial Training Institute,  
Dadra Nagar Haveli,  
Silvassa.