

**Directorate of Employment Generation & Training, Punjab,
SCO 46-47, Sector 17-E, Chandigarh.**

No.VTEM/SDI/
To

Dated:

The VTPs (whose courses & centres have been approved by RDAT)

Subject:- Implementation of SDI scheme.

The list of courses & the code allotted to you as approved by the RDAT Faridabad under SDI scheme is attached herewith at Annexure-I. The scheme is to be implemented as per the guidelines of the Directorate General of Employment & Training.

I) Admission: Admission of the candidates is to be made as per norms of the scheme.

- i) Wide publicity is to be given to the scheme by the VTP so that maximum number of candidates are available for the training. Department will also issue one advertisement in this regard.
- ii) The candidates will submit their forms to the VTP or the respective District Bureau of Employment Generation & Training. Application form for Admission to the courses under the scheme can be downloaded from the Department's website www.pbemployment.gov.in or from the Director General of Employment and Training's www.dget.gov.in/mes. Form will be available with the District Bureau of Employment Generation & Training and the VTPs also. One specimen copy is enclosed.- Annexure-II.
- iii) If the number of applications is more than the number of seats, the extra candidates can be adjusted in the next batch.
- iv) For admission, three member committee will be constituted under the chairmanship of the ADC(D). The other two members will be the Distt. Employment Generation & Training Officer & the VTP.
- v)
 - (a) VTP shall implement Govt.'s reservation policy applicable for admission in ITIs.
 - (b) According to Govt.'s Notification No. 2/12/2005-2T.E (1)980 dated 23-6-05. 15% reservation will be given to residents from other State in General categories.
 - (c) Proof of reserved category should be enclosed alongwith application form.

- vi) VTP will not admit any trainee once the course is started.
- vii) VTPs will submit list of the trainees admitted to the nodal Govt ITIs notified by the Director Technical Education & Industrial Training.
- viii) VTP/nodal Govt. ITI will enter data about the trainees on the web based software once it is operationalised.
- ix) Batch size for each course should not be exceed 30 candidates. If the accommodation available with the VTP is for a smaller batch, the size of the batch will be determined accordingly.
- x) Consent for the Terms & Conditions for VTP's as mentioned on Page-39 of Implementation Manual (January2008) & Undertaking as mentioned in para-9 of Application Form must be sent immediately to RDAT FARIDABAD, if not already sent. A copy of same may also be sent to this office.

II) Training Fee: The VTPs can charge training fee from the candidates at the following rates:

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|------|---|------------|
| i) | For a course of 90 hour duration: | Rs. 500 |
| -2- | | |
| ii) | For a course of 91 to 180 hours duration: | Rs. 1000/- |
| iii) | For a course of 181 to 270 hours duration: | Rs. 1500/- |
| iv) | For a course having duration more than 270 hours: | Rs. 2000/- |

For candidates belonging to S/C, S/T category & women candidates, there will be a relaxation of 25% in fee.

The training fee is to be re-imbursed to the candidates who pass the test conducted by the assessing bodies.

III Testing & Certification.

On completion of training course under the scheme, trade test will be conducted by the Assessing Bodies empanelled by the DGE& T. List of Assessing Bodies is displayed on website of DGE&T. VTPs will contact the Assessing Bodies of their own and invite them for testing.

Successful candidates will be awarded certificates issued by National Council for Vocation Training. (NCVT).

IV Testing & Certification Fee: Candidates will deposit a fee of Rs. 500 or 800 with the assessing bodies for testing and certification. The Assessing bodies will reimburse the fee to the successful candidates. Details of fee for various courses are available on the website of Director General of Employment & Training.

The candidates who have not undergone training through an approved VTP but want to have their skill certified, may appear in the test after depositing the requisite fee with the Assessing Bodies. But in such cases assessment fee will be reimbursed in respect of SC, ST, OBC, Persons with Disability & women candidates only.

V) Publicity of the scheme: The VTPs use their own resources to publicise the scheme.

VI) Placement: The VTPs will track the trainees for 3 years or till they get gainfully employed.

VII) Monitoring: Officers of the Department will monitor the training courses from time to time to check attendance & to ensure quality of the training & completion of course curriculum. Surprise inspections will be carried out by the officers from the Directorate also.

VII) Targets for the year: Target regarding the number of persons to be trained under each approved trade during the financial year may please be intimated to this office so that compiled data may be forwarded to the RDAT Faridabad.

Sd/-

Director of Employment Generation & Training, Punjab.