



GOVERNMENT OF GOA

CITIZENS' CHARTER

2024



FOR

DIRECTORATE OF SKILL DEVELOPMENT & ENTREPRENEURSHIP

Shramshakti Bhavan, 3rd Floor, Patto Plaza,
Panaji-Goa PIN Code: 403001

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OFFICE BEARERS IN
DIRECTORATE OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
(HEAD OFFICE)

Sr.No.	Designation of Officer	Email ID	Contact No.
1.	DIRECTOR	dir-ct.goa@nic.in	2437060
2.	DEPUTY DIRECTOR (TRAINING)	dir-sdct.goa@nic.in	2437059 /2437314
3.	DEPUTY DIRECTOR (TRAINING / PROJECT)	procurement- sdct.goa@nic.in	
4.	DEPUTY DIRECTOR (ADMINISTRATION)	establishment- sdct.goa@nic.in	
5.	ASSISTANT DIRECTOR (TRAINING - I)	dir-sdct.goa@nic.in	
6.	ASSISTANT DIRECTOR (TRAINING – II/ PROJECT)	ssdm- pmkvy.goa@gov.in	
7.	ASSISTANT CONTROLLER OF EXAMINATION	exam-sdct.goa@nic.in	
8.	ASSISTANT APPRENTICESHIP ADVISOR	apprenticeship- sdct.goa@nic.in	
9.	TRAINING AND PLACEMENT OFFICER	trainingplacement- sdct.goa@nic.in	
10.	ASSISTANT ACCOUNTS OFFICER	accounts- sdct.goa@nic.in	

**OFFICE BEARERS IN
GOVERNMENT INDUSTRIAL TRAINING INSTITUTES**

(SUB-OFFICES FUNCTIONING UNDER DIRECTORATE OF SKILL DEVELOPMENT & ENTREPRENEURSHIP)

Sr. No.	Designation of Officer, Name and Address of Govt. ITI and website	Email ID	Contact No.
1.	Principal Junior Scale, Panaji Government Industrial Training Institute, Altinho, Panaji, Goa-403 001 Website : www.itipanaji.goa.gov.in	panaji-iti.goa@nic.in	2226333
2.	Principal Junior Scale, Mapusa Government Industrial Training Institute, 1st & 2nd floor, BSNL Telephone Exchange Building, P & T Colony, Porvorim Goa and Behind District Hospital, Peddem, Mapusa, Goa-403507 Website : www.itimapusa.goa.gov.in	mapusa-iti.goa@nic.in	2959999, 2262637
3.	Principal Junior Scale, Pernem Government Industrial Training Institute, Tuem, Pernem, Goa - 403 512 Website : www.itipernem.goa.gov.in	pernem-iti.goa@nic.in	2954341
4.	Principal Senior Scale, Bicholim Government Industrial Training Institute, Valshi, Bicholim, Goa - 403 504 Website : www.itibicholim.goa.gov.in	bicholim-iti.goa@nic.in	2362315
5.	Principal Junior Scale, Sattari Government Industrial Training Institute, Honda, Sattari, Goa - 403 530 Website : www.itisattari.goa.gov.in	sattari-iti.goa@nic.in	2370242
6.	Principal Senior Scale, Farmagudi Government Industrial Training Institute, Farmagudi, Ponda, Goa - 403 401 Website : www.itifarmagudi.goa.gov.in	farmagudi-iti.goa@nic.in	9049566932 2956511
7.	Principal Junior Scale, Margao Government Industrial Training Institute, Borda, Margao – Goa & its Extension Building at: Aquem Baixo, Margao, Goa - 403 602 Website : www.itimargao.goa.gov.in	margao-iti.goa@nic.in	2714887 (Borda); 2765846 (Aquem Baixo)
8.	Principal Junior Scale, Cacora Government Industrial Training Institute, Cacora, Curchorem, Goa - 403 706 Website : www.iticacora.goa.gov.in	cacora-iti.goa@nic.in	2993200 9673168555
9.	Principal Junior Scale, Canacona Government Industrial Training Institute, Mastimol, Canacona, Goa – 403702 Website : www.iticanacona.goa.gov.in	canacona-iti.goa@nic.in	2953354 8788042855
10.	Principal Junior Scale, Vasco Government Industrial Training Institute, Bogda, Vasco, Goa – 403802 Website : www.itivasco.goa.gov.in	vasco-iti.goa@nic.in	2524030/ 2956232 9421257847

PRIVATE INDUSTRIAL TRAINING INSTITUTES

Sr. No.	Designation of Officer, Name and Address of Govt. ITI and website	Email ID	Contact No.
1.	Principal, Montfort Private Industrial Training Institute, Corlim, Tiswadi, Goa - 403 110 Website: www.montfortitigoa.com	montfortitigoa@gmail.com	2285524 9545004320
2.	Sesa Private Industrial Training Institute, Virdi, Sanquelim, Goa – 403 505	Gajendra.Alarmicar@vedanta.co.in	2365123 2365509
3.	Indo-German Private Industrial Training Institute, Marna, Siolim, Goa - 403 517	iseafhigt@gmail.com	9923132899 7522939960

DIRECTORATE OF SKILL DEVELOPMENT & ENTREPRENEURSHIP

SHRAMSHAKTI BHAVAN,
3rd FLOOR, PATTO PLAZA,
PANAJI-GOA

Introduction:

Industrial Training Institutes (ITI) have been set up under the Craftsmen Training Scheme (CTS) in Goa with an objective to ensure steady flow of skilled personnel to the public and private sectors, and to reduce unemployment amongst the educated youth by equipping them with required skills, education and discipline.

There are 10 Government and 03 Private ITIs in the State of Goa imparting training in various Engineering and Non-engineering trade courses suitable to the Indian industrial environment. Most of the trades and units available in these Institutes are affiliated to the National Council for Vocational Training (NCVT), New Delhi through Directorate General of Training (DGT), Ministry of Skill Development and Entrepreneurship (MSDE), Government of India, New Delhi and training is imparted as per the syllabus and curriculum approved by Government of India in consultation with NCVT. However, some of the trades/units in these ITIs are affiliated to State Council for Vocational Training (SCVT), Panaji-Goa.

1. The number of seats available and trades offered at various Government and Private I.T.Is for Academic Year 2023-24 are shown in Annexure I to VI.

ANNEXURE - I

TRADE-WISE INTAKE CAPACITY AT GOVERNMENT ITIs FOR YEAR 2024-25 IN TRADES AND UNITS RUN UNDER CTS SCHEME AND AFFILIATED TO NATIONAL COUNCIL FOR VOCATIONAL TRAINING (NCVT), NEW- DELHI

Sr No	ITI	Computer Operator & Programming Assistant	Information & Communication Technology System Maintenance	Desktop Publishing Operator	Fitter	Turner	Machinist	Electrician	Instrument Mechanic	Refrigeration & Air Conditioner Technician	Electronics Mechanic	Draughtsman (Mechanical)	Draughtsman Civil	Fire Technology and Industrial Safety Management
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Farmagudi	48	24	-	20	-	20	40	24	24	24	20	24	
2	Panaji	-	-	-	20	-	-	20	-	-	-	-	-	
3	Mapusa	48	-	-	20	-	-	20	-	-	24	-	-	
4	Margao/ Aquem Baixo	48	24	24	20	-	-	20	-	-	24	-	-	
5	Cacora	24	-	24	20	-	-	20	-	24	-	-	-	24
6	Pernem	48	-	-	-	-	-	20	-	-	-	-	-	
7	Bicholim	48	-	-	20	-	-	40	-	-	-	-	24	
8	Sattari	24	-	24	20	20	-	40	-	24	24	-	-	
9	Canacona	24	-	-	20	-	-	20	-	-	24	-	-	
10	Vasco	24	-	24	20	-	-	20	-	24	24	-	-	
	Total	336	48	96	180	20	20	260	24	96	144	20	48	24

* All courses are NSQF compliant, if the trade is not granted NCVT affiliation, the trainee's admission shall be considered under SCVT.

ANNEXURE – I(continuation)

TRADE-WISE INTAKE CAPACITY AT GOVERNMENT ITIs FOR YEAR 2024-25 IN TRADES AND UNITS RUN UNDER CTS SCHEME AND AFFILIATED TO NATIONAL COUNCIL FOR VOCATIONAL TRAINING (NCVT), NEW- DELHI

Sr No	ITI	Wood Work Technician	Mechanic Electric Vehicle	Stenographer & Secretarial Assistant (English)	Secretarial Practice (English)	Mechanic Motor Vehicle	Cosmetology	Food Production (General)	Food & Beverages Guest Service Assistant	Mechanic Diesel	Welder	Wireman	Plumber	Sewing Technology	Solar Technician(Electrical))	Computer Hardware & Network Maintenance	Total
1	2	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Farmagudi			-	-	-	-	-	-	48	40	-	48	-			404
2	Panaji			-	-	24	-	24	20	-	20	-	24	-			152
3	Mapusa			-	24	-	24		-	-	-	-	-	-			160
4	Margao/ Aquem Baixo			-	-	-	48	24	20	-	-	-	48	40		24	364
5	Cacora	24	24	-	-	24	24	-	-	48	40	20	48	20	20		428
6	Pernem			-	-	-	-	-	-	-	-	-	24	20			112
7	Bicholim			24	-	-	-	-	-	48	-	20	-	20			244
8	Sattari			-	-	-	-	-	-	24	20	20	48	20			308
9	Canacona			-	-	-	-	-	-	24	20	20	24	20			196
10	Vasco			-	-	-	-	-	-	48	20	20	24	-	20		268
	Total	24	24	24	24	48	96	48	40	240	160	100	288	140	40	24	2636

* All courses are NSQF compliant, if the trade is not granted NCVT affiliation, the trainee's admission shall be considered under SCVT.

ANNEXURE - II

TRADE-WISE INTAKE CAPACITY AT GOVERNMENT ITIs FOR 2024-25 IN TRADES AND UNITS RUN UNDER CTS SCHEME AND AFFILIATED TO STATE COUNCIL FOR VOCATIONAL TRAINING (SCVT), PANAJI-GOIA

Sr. No	ITI	Computer Operator & Programming Assistant	Dress Making	Machinist	Electronics Mechanic	Cosmetology	Welder	In plant Logistic Assistant	Wireman	Plumber	Sewing Technology	Refrigeration & Air Conditioner Technician	Computer Hardware & Network Maintenance	Attendant Operator (Chemical Plant)	Multimedia, animation & special effects
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1	Farmagudi	-	20	-	-	-	-	20	-	-	-	-	-	-	
2	Panaji	24	-	-	-	-	-	-	-	-	-	24			
3	Mapusa	-	-	-	-	-	-	-	-	-	-	-			
4	Margao/ Aquem Baixo	-	-	-	-	-	-	-	-	-	-	24			
5	Cacora	-	-	-	-	-	-	-	-	-	-	-			
6	Pernem	-	-	-	-	-	-	-	-	-	-	24			
7	Bicholim	-	-	20	24	24	40	-	-	48	-	-			24
8	Sattari	-	-	-	-	24	-	-	-	-	-	-			
9	Canacona	-	-	-	-	-	-	-	-	-	-	-			
10	Vasco	-	-	-	-	24	-	-	-	-	20	-		24	
	Total	24	20	20	24	72	40	20	00	48	20	72	00	24	24

Course will start subject to alignment to NSQF.

ANNEXURE – II (continuation)

TRADE-WISE INTAKE CAPACITY AT GOVERNMENT ITIs FOR 2024-25 IN TRADES AND UNITS RUN UNDER CTS SCHEME AND AFFILIATED TO STATE COUNCIL FOR VOCATIONAL TRAINING (SCVT), PANAJI-GOA

Sr. No	ITI	Fashion Design & Technology	Solar Technician (Electrical)	House Keeper	Front Office Assistant	Food Production (General)	Food & Beverage Service Assistant	Driver Cum Mechanic	Digital Photographer	Smart Phone Technician cum App Tester	Electrician	Drone Pilot (Junior)	Mechanic Motor Vehicle	Fitter	Mechanic Consumer Electric Appliances	Marketing Executive	Total
1	2	17	18	19	20	21	22	23	24	27	28	29	30		31		33
1	Farmagudi	-	-	-	-	-	-	-	24	-							64
2	Panaji	-	-	24	24	24	20			-	-						140
3	Mapusa	-	-	-	-	-		-	-	-	-					20	20
4	Margao/Aquem Baixo	-	-	-	-	-	-	-	-	24	-				-		48
5	Cacora	-	-	-	-	24	-	20	-	-	-	24			24		92
6	Pernem	-	-	-	-	24	20	-	-	-	-			20			88
7	Bicholim	20	20	-	-	24	-	-	-	-	-						244
8	Sattari	-		-	-	-	-	-	-	-	-		24				48
9	Canacona	-	-	-	-	-	-	20	-	-	-						20
10	Vasco	-	-	-	-	-		-	-	-	-						68
	Total	20	20	24	24	96	40	40	24	24	00	24	24	20	24	20	832

Course will start subject to alignment to NSQF.

ANNEXURE – III

**TRADE-WISE INTAKE CAPACITY AT GOVERNMENT ITIs FOR YEAR 2024-25 IN TRADES AND UNITS
RUN UNDER DUAL SYSTEM OF TRAINING (DST) SCHEME AND AFFILIATED TO NATIONAL
COUNCIL FOR VOCATIONAL TRAINING (NCVT) , NEW DELHI.**

Sr.No	ITI	Mechanic Motor Vehicle	Food Production (General)	Food & Beverage Service Assistant	House Keeper	TOTAL
1	2	3				4
1	Farmagudi	24				24
2	Panaji	-				-
3	Mapusa	24				24
4	Margao/Aquem Baixo	-	24	20		44
5	Cacora	-				-
6	Pernem	-				-
7	Bicholim	-				-
8	Sattari	-				-
9	Canacona	-	24	20	24	68
10	Vasco	-				-
TOTAL		48	48	40	24	160

ANNEXURE – IV

TRADE-WISE INTAKE CAPACITY AT GOVERNMENT ITIs FOR YEAR 2024-25 IN TRADES AND UNITS RUN UNDER DUAL SYSTEM OF TRAINING (DST) SCHEME AND AFFILIATED TO STATE COUNCIL FOR VOCATIONAL TRAINING (SCVT) , NEW DELHI.

Sr.No	ITI	Mechanic Two and Three Wheeler	House Keeper	Food Production (General)	Food & Beverage Service Assistant	Multipurpose Health Worker (Male)	TOTAL
1	2	3	4	5	6	7	8
1	Farmagudi				20		20
2	Panaji					20	20
3	Mapusa	40			20		60
4	Margao/Aquem Baixo		24		-		24
5	Cacora				20		20
6	Pernem						
7	Bicholim						
8	Sattari				20		20
9	Canacona						
10	Vasco				20		20
	TOTAL	40	24	48	100	20	184

* All courses are NSQF Compliant, if the trade is not granted DST-NCVT affiliation, the trainee's admission shall be considered under CTS. # Course will start subject to alignment to NSQF and Government Approval.

ANNEXURE - V

TRADE-WISE INTAKE CAPACITY AT PRIVATE ITIs FOR YEAR 2024-25 IN TRADES AND UNITS RUN UNDER CTS SCHEME AND AFFILIATED TO NATIONAL COUNCIL FOR VOCATIONAL TRAINING (NCVT), NEW- DELHI

Sr No	ITI	Fitter	Machinist	Electrician	Instrument Mechanic	Electronics Mechanic	Total
1	2	3	4	5	6	7	8
1	Sesa, Sankhali	20	20	20	24	-	84
2	Montfort, Corlim	20	-	-	-	24	44
	Total	40	20	20	24	24	128

ANNEXURE - VI

TRADE-WISE INTAKE CAPACITY AT PRIVATE ITIs FOR YEAR 2024-25 IN TRADES AND UNITS RUN UNDER CTS SCHEME AND AFFILIATED TO STATE COUNCIL FOR VOCATIONAL TRAINING (SCVT), PANAJI-GOA.

Sr. No.	ITI	Computer Operator Programming Assistant	Electrician	Food Production (General)	Food & Beverages Service Assistant	Total
1	2	3	4	5	6	7
1	Montfort, Corlim	24	20	-	-	44
2	Indo – German, Marna-Siolim	-	-	20	24	44
3	Sesa, Sankhali	24				24
	Total	48	20	24	24	112

2. Subjects to be studied during the Course of Training:

Engineering trades:	Non – Engineering trades:
1. Trade Theory	1. Trade Theory
2. Trade Practical	2. Trade Practical
3. Workshop Calculation & Science	3. Employability Skills
4. Engineering Drawing	4. Additional subject related to the trade
5. (Except for D’Man Mech. & D’Man Civil trades).	
6. Employability Skills	
* Subject to MSDE Norms	

3. **Key Development Training Schemes available/offered by ITIs:**

1) **Craftsmen Training Scheme (CTS)**

Industrial Training Institutes (ITI) have been set up under the Craftsmen Training Scheme (CTS) with an objective to ensure steady flow of skilled personnel to the public and private sectors, and to reduce unemployment amongst the educated youth by equipping them with required skills, education and discipline.

There are 10 Government & 3 Private ITIs in the State of Goa imparting training in various Engineering and Non-engineering trade courses. Most of the trades and units available in these institutes are affiliated to the National Council for Vocational Training (NCVT), New Delhi through Directorate of General of Training (DGT), Ministry of Skill Development & Entrepreneurship, Govt. of India, New Delhi and training is imparted as per the syllabus and circulars approved by Government of India in consultation with NCVT. However, some of the trades/units in these ITIs are affiliated to the State Council for Vocational Training (SCVT), Panaji – Goa.

2) **Upgradation of 1396 Government ITIs through PPP**

The scheme is to improve the quality of vocational training in the country and make it demand driven so as to ensure better employability of the graduates. The Vasco Govt. ITI is being upgraded under this scheme. The Institute Management Committee (IMC), headed by the industry Partner, constituted and registered as a Society, leads the process of up-gradation.

3) **Upgradation of Government ITIs into Model ITI**

The Key objective of this Govt. of India scheme is to develop a benchmark for industry oriented ITI which would serve as a model for other ITIs and would also raise dignity of ITI education. Govt. of India has allocated an amount of Rs.5.00 crore with 70:30 sharing pattern. Under this scheme Panaji Govt. ITI is selected for upgradation.

4) **Dual System of Training (DST)**

The objective of DST scheme is to enable industries and establishments to partner with Government and Private ITIs for conducting training programmes under high employability courses so as to fulfill their manpower requirements.

The DST is an amalgamation of theoretical training imparted through it is and practical training experience to students on industries latest/updated technologies. Under the DST scheme, the courses are conducted to meet the skilled workforce requirements of industry so that after completion of training, the trainee who are awarded National Trade Certificate (NTC) under the scheme have an edge over regular ITI pass outs in terms of employability and employment opportunities in Industry.

5) **Production Oriented Training Scheme (POTS) :**

Under the scheme of Production Oriented Training Scheme (POTS), all the Govt. ITIs shall offer various public utility services on chargeable basis on maintenance, repairs and servicing of machinery, equipment and domestic appliances. The ITIs shall also undertake the following work on “Earn while you learn” basis related to trades available in respective ITI.

6) **Pradhan Mantri Kaushal Vikas Yojana (PMKVY):**

Pradhan Mantri Kaushal Vikas Yojana (PMKVY) is the flagship scheme of the Ministry of Skill Development & Entrepreneurship (MSDE). The objective of this Skill Certification under Short Term Training (STT) scheme is to enable large number of Indian youth to take up industry –relevant skill training that will help them in securing a better livelihood.

7) **Skill Strengthening for Industrial Value Enhancement (STRIVE):**

This project is a World Bank assisted Government of India program with the objective of improving the relevance and efficiency of skill training provided through ITI’s and apprenticeships and is 100% funded GoI Project.

STRIVE is five year program implemented by the Ministry of Skill Development & Entrepreneurship from the year 2019 onwards through State Governments Industrial Training Institute (ITI), Centrally Funded Institutes (CFIs) and Industry Clusters (ICs). STRIVE also supports sub-missions of the National Skill Development Mission (NSDM), namely i) Institutional training and ii) Trainers. Under this scheme Farmagudi Govt. ITI and Bicholim Govt. ITI have been selected

for up-gradation.

8) **Skills Acquisition and Knowledge Awareness for Livelihood Project (SANKALP):**

SANKALP is a programme of MSDE with loan assistance from World Bank. Its aim to improve short term training qualitatively and quantitatively through strengthening institution, bring in better market connectivity and inclusion of marginalized section of the society. The sharing pattern of the scheme is 60:40 (GoI:State).

The syllabus for all the designated trades under CTS is prepared and issued by DGT, Government of India, New Delhi (www.dgt.gov.in).

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, transport facility, leaves & holidays, etc. are published in the prospectus of the respective years. One common prospectus is printed for Government and Private I.T.I.'s by the Directorate.

TRADES OFFERED AT THE GOVERNMENT ITIs AND THEIR ELIGIBILITY CRITERIA

1) **Engineering Trades:**

Sr. No	Sector Name	Trade	Duration	NSQF Level	Entry Qualification
1	Automotive	Mechanic Motor Vehicle	2 years	Level 4	Passed 10 th class examination with Science and Mathematics or its equivalent.
2		Mechanic Diesel	1 year	Level 3	Passed 10 th class examination with Science and Mathematics or its equivalent.
3		Mechanic Two and three wheeler	1 year	Level 3	Passed 10 th class examination with Science and Mathematics or its equivalent.
4		Mechanic Electric Vehicle	2 year	Level 4	Passed 10 th class examination with Science and Mathematics or its equivalent.

5	Capital Goods & Manufacturing	Fitter	2 years	Level 4	Passed 10 th class examination with Science and Mathematics or its equivalent.
6		Turner	2 years	Level 4	Passed 10 th class examination with Science and Mathematics or its equivalent.
7		Machinist	2 years	Level 4	Passed 10 th class examination with Science and Mathematics or its equivalent
8		Refrigeration & Air Conditioning Technician	2 years	Level 4	Passed 10 th class examination with Science and Mathematics or its equivalent
9		Draughtsman Mechanical	2 years	Level 4	Passed 10 th class examination with Science and Mathematics or its equivalent
10		Welder	1 year	Level 3	Passed 8 th class examination
11	Chemicals & Petrochemicals	Attendant Operator (Chemical Plant)	2 years	Level 4	Passed 10 th class examination with Science and Mathematics or its equivalent
12	Construction	Draughtsman (Civil)	2 years	Level 4	Passed 10 th class examination with Science and Mathematics or its equivalent
13		Wood Work Technician	1 year	Level 3	Passed 8 th class examination
14		Instrument Mechanic	2 years	Level 4	Passed 10 th class examination with Science and Mathematics or its equivalent
15	Electronics & HW	Electronics Mechanic	2 years	Level 4	Passed 10 th class examination with Science and Mathematics or its equivalent
16		Mechanic Consumer Electronic	2 years	Level 4	Passed 10 th class examination with Science and Mathematics or its

		Appliances			equivalent
17	Environmental Science	Solar Technician (Electrical)	1 year	Level 3	Passed 10 th class examination with Science and Mathematics or its equivalent
18	IT & ITES	Information Technology & Electronics System Maintenance	2 years	Level 4	Passed 10 th class examination with Science and Mathematics or its equivalent
19	Plumbing	Plumber	1 year	Level 3	Passed 8 th class examination
20	Power	Electrician	2 years	Level 4	Passed 10 th class examination with Science and Mathematics or its equivalent
21		Wireman	2 years	Level 4	Passed 8 th class examination
22	Logistics	In Plant Logistics Assistant	1 years	Level 3	Passed 10 th class examination with Science and Mathematics or its equivalent

2) Non-Engineering Trades:

Sr. No	Sector Name	Trade	Duration	NSQF Level	Duration
1	Apparel	Sewing Technology	1 year	Level 3	Passed 8 th class examination
2		Dress Making	1 year	Level 3	Passed 8 th class examination.
3		Fashion Design & Technology	1 Year	Level 3	Passed 10 th class examination
4	Automotive	Driver cum Mechanic (LMV)	06 months	Level 3	Passed 8 th class examination and should have completed 18 yrs of age.
5	Beauty & Wellness	Cosmetology	1 year	Level 3	Passed 10 th class examination

6	Food Industry	Food Production (General)	1 year	Level 3	Passed 10 th class examination
7	IT & ITES	Computer Operator & Programming Assistant	1 year	Level 3	Passed 10 th class examination
8		Desk Top Publishing Operator	1 year	Level 3	Passed 10 th class examination
9		Multimedia, Animation & Special Effects	1 year	Level 3	Passed 10 th class examination
10		Computer Hardware & Network Maintenance	1 year	Level 3	Passed 10 th class examination with Science and Mathematics or its equivalent
11	Media & Entertainment	Digital Photographer	1 year	Level 3	Passed 10 th class examination
12	Office Administration & Facility Management	Stenographer & Secretarial Assistant (English)	1 year	Level 3	Passed 10 th class examination
13		Secretarial Practice (English)	1 year	Level 3	Passed 10 th class examination
14	Tourism & Hospitality	Food & Beverages Service Assistant	1 year	Level 3	Passed 10 th class examination
15		Housekeeper	1 year	Level 3	Passed 10 th class examination
16		Front Office Assistant	1 year	Level 3	Passed 10 th class examination

17	Safety & Security	Fire Technology and Industrial Safety Management	1 Year	Level 3	a) Passed 10 th class examination b) The minimum physical requirements are i. Height – 165 cm ii. Weight – 52 Kg iii. Chest – Normal 81 cm Expanded 85 cm A registered MBS doctor must certify that the candidate is medically fit to undertake the course
18	Electronics & HW	Smartphone Technician cum App Tester	6 Months	Level 3	Passed 10 th class examination
19	Health Sector	Multipurpose Health Worker (Male)	2 years	Non NSQF	Passed 12 th class examination
20	Aerospace & Aviation	Drone Pilot (Junior)	6 months	Level 3	Passed 10 th class examination with Science and Mathematics or its equivalent and should have completed 18 years of age as on first day of academic session
21	Office Administration & Facility Management	Marketing Executive	1 year	Level 3	Passed 10 th class examination

ADMISSIONS:

The Directorate has implemented online admission system from the Academic Year 2020-21 onwards for admitting candidates in CTS courses/trades.

Application Processing Fee to be paid while submitting Online Application form:

1.	Online Admission Fee (Other than SC/ST Category)	Rs. 295/- per student
2.	Online Admission Fee (SC/ST Category)	Rs. 148/- per student
3.	Prospectus Fee (Online/Offline)	Rs. 100/- per student

RESERVATION OF SEATS:

The following percentage of reservation seats would be applicable to the Government and Private ITI's in the State of Goa.

- A. Certain percentage of the total seats at each ITI in the respective trades as indicated below have been reserved for various categories of the candidates:
 - a) Scheduled Caste (SC) --- 02 percent
 - b) Scheduled Tribes -- 12 percent
 - c) Person with Disabilities (PwD) -- 04 percent
 - d) Other Backward Classes (OBC) -- 27 percent
 - e) Economically Weaker Section (EWS) -- 10 percent

- B. One seat is reserved at every Govt. ITI for each of the following categories and the allocation of the trade is at the discretion of the Director (SD&E).
 - a) Children of Freedom Fighters (CFF)
 - b) Children of State and Central Govt. Employees (CGE)
 - c) Children of African Repatriates of Goan Origin (CAR)

- C. One seat in each of the ITI's are reserved for wards of defense personnel in the following order of priority:
 - a) Children of deceased/disabled Ex-Servicemen, including those killed/disabled during peacetime.
 - b) Children of Ex-servicemen
 - c) Children of serving Jawans
 - d) Children of serving Officers
 - e) Ex-Servicemen.The allocation of trades is at the discretion of Director (SD&E)

The reservation shall be considered only if specifically indicated in the application form by the candidate.

FEES:

1. Tuition Fees:

Each trainee to be required to deposit on admission a non refundable Tuition fee towards he/she training in the trade course to which he/she is admitted as indicated below:

Sr. No.	Trade	Tuition Fee
1	All CTS Trades (CTS)	Rs. 2500/-

* Tuition fee is waived off for candidates belonging to SC/ST /BPL categories and also for those having annual income of less than Rs. 3,00,000/-

* Tuition fee is also waived off for orphans or destitute children seeking admission in ITIs.

2. Caution Money Deposit for Government ITIs:

Each trainee will be required to deposit on admission a sum of Rs.1500/- (Per Trade Course) to guard against loss or damage to equipments or tools entrusted to his/her charge during the course of training. A second deposit may also be asked for if the first one has been exhausted.

The caution money is refundable to a trainee on satisfactory completion of the course or in the event of his/her discharge from the institute on any grounds, after deduction of Government dues, if any Caution money deposits which are not claimed within six months after completion of training, and in the case of trainees who discontinue their training after one month of its commencement shall be forfeited to the Government. Also, caution money will be refunded if he/she withdraws their admission on a genuine ground.

EXAMINATIONS:

1. Annual Exams

Annual exams would be conducted for the trainees under the aegis of NCVT/SCVT for all CTS trades admitted from the Session Year 2024 and their annual exam would be conducted at the end of the same Sessional Year or as declared in due course after completing the training as per syllabus of first year. Similarly, second annual exam would be conducted at the end of that Sessional Year or as declared in due course after completing the training as per syllabus of second year. Trainees of two years duration trades will attempt 02 annual exams. Trainees may be allowed to appear in AITT for total 04 attempts, i.e. 01 attempt as Regular and 03 additional attempts as supplementary to pass the AITT. Supplementary exam will be held every 6 months or even 3 months. If a trainee does not appear in any one or none of the 1+3 additional attempts as supplementary, the trainee will lose that attempt and registration will expire. The registration of trainee will expire after 1+3 additional attempts as supplementary or completion of period of one and half year (1½) after training,

whichever is earlier. If a trainee does not successfully pass the AITT in this period, the name of the trainee will be struck-off from portal. For CTS, candidate may apply as a private candidate, after 03 years industrial experience to appear in AITT or may again seek fresh entry as regular.

The All India Trade Test (AITT) examination pattern shall be followed for the trades under SCVT. All the examinations would be conducted as per the norms applicable that may be revised from time-to-time.

2. Internal Exams

Internal quarterly exams are conducted for Annual Pattern trades under CTS. Marks scored in above exams are considered for award of Formative Assessment marks.

3. National Trade Certificate (NTC) Issued to CTS Trade Trainees:

1. NCVT Trades:

On completion of the prescribed period of training annually, a trainee would have to undergo trade-testing based on the corresponding syllabus. A mark-sheet would be issued on completion of each annual exam to successful trainees and on completion of entire course, successful trainees shall be awarded National Trade Certificate.

The NCVT registered trainees can access their academic progress online on Management Information System (NCVT MIS for annual system) public portal using his personal credentials for logging on the MIS portal and can download their mark sheet and trade certificate directly from NCVT MIS portal www.ncvtmis.gov.in which could also be verified online. The same is authentic document and is valid for submission for employment, admission, availing loan under MUDRA scheme, etc.

2. SCVT Trades:

A trainee admitted under SCVT has to undergo examinations under SCVT. For the trades and units run under the SCVT, examinations and certification as per prevailing rules would be applicable. However, the exam will be conducted by the State Board of Examinations and the certificates will be issued by the SCVT.

4. Examination Fees:

The trainees declared eligible to appear for the yearly/semester pattern trade test of craftsmen under CTS scheme conducted at the end of each year/semester shall have to pay an examination fee as under :-

Exam Pattern/Category	Fees per attempt
Regular trainee – Annual pattern /per year	Rs. 700/-

Repeater- Annual pattern /per year	Rs. 1000/-
Repeater- Semester pattern	Rs. 575/-
Regular trainee of DCM trade (One Semester)	Rs. 275/-
Private candidate	As applicable

5. World Skill Competition:

World Skills Competition is the largest Skill Competition in the world held once every two years in one of the World Skill International (WSI) member countries. India has been member of World Skill since 2007. The competition is equivalent of Olympic Games for Skill amongst youth across world. There are about 56 Skills under six skill categories. Trainees compete over span of four days working on test projects which are based on contemporary Industry Standards and Infrastructure. World Skill India & India Skill is an initiative of the NSDC under MSDE.

MSDE & NSDC hold annual Skill Competition to be known as National Level Skill Competition also known as India Skill Competition. The Participant of India Skill will emerge from winner of State Level Skill Competition and subsequently Regional Level Skill Competition. The Winners of India Skill will, through a process of selection, represent India at World Skill and other international Competitions.

Eligibility Criteria :Any skilled person aged 21 and below could participate in any of the skills mentioned under India skills, with the exception to Aircraft Maintenance, Manufacturing Team Challenge and Mechatronics, where the candidate should be 21 to 23 years of age.

Further, vide letter No. MSDE-18017/45/2018-TTC(Pt), dated 5th December 2019, competent authority has decided to discontinue the Regional & All India Skill Competition for apprentices and All India Skill Competition for Craftsmen held by DGT to avoid the duplicity of actions for competitions. The DGT will promote the World Skill Competition of MSDE, Govt, of India so that the trainees of DGT may also get better opportunities at International Level. The Trainees of various institutes of DGT I Govt. & Pvt. ITIs/Apprentices in establishments irrespective of trade/educational qualification etc. may participate in this competition only if they fulfill age criteria as per guidelines. The Trainees of ATS and CTS under state/region to participate in World Skill Competition of MSDE through online application link available at www.bharatskills.gov.in and www.worldskillsindia.co.in.

PRIVATE CANDIDATES RELATED GUIDELINES

Guidelines for Private Candidates under CTS (w.e.f 11.02.2019) are available at (<https://dgt.gov.in/sites/default/files/pdf/DraftGuidelinesforPrivateCandidate.pdf>).

Private candidates are admitted in only Government ITIs which meet the criteria set by DGT to be able to admit Private Candidates as per the directions issued by DGT.

GRADING OF ITIs

The DGT has started awarding of grades to Government and Private ITIs. The objective of conducting grading exercise for ITIs is to provide “star rating” to the performing institutes and give an opportunity to the institutes lagging behind in some of the parameters, to improve upon. The scoring shall be done against each of the defined parameters. Composite score of the institute shall determine its current performance level and shall enable them to find out the key areas where they can improve further, so as to get higher rating during next grading process.

STAFF POSITION IN ITIs:

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

SCHOLARSHIPS:

The trainees of Govt. ITI’s are awarded the following scholarships:

1. Merit scholarships at the rate of Rs. 250/- per month per trainee will be awarded to 40% of the sanctioned strength in each trade at every ITI on the basis of: (i) the marks scored for internal test (ii) assessment of the sessional work, discipline and punctuality three months after admission.

If the number of trainees in any unit is less than the number of sanctioned seats, the merit scholarships shall be awarded in proportionate number.

2. Financial Assistance Scholarship (FAS) and Trainee Tool Kit Scheme: Financial assistance at the rate of Rs. 600/- per month is awarded to the trainees belonging to BPL, SC/ST categories, Persons with Disabilities and to the trainees whose family annual income is less than Rs. 3,00,000/- on production of an income certificate issued by the competent authority. In addition, a Trainee’s Tool Kit maximum worth of Rs. 2500/- is provided to the trainees undergoing training and belonging to SC/ST category on the production of Caste Certificate issued by the competent authority.

INFRASTRUCTURE:

Every ITI has full-fledged workshops, classrooms, library, office, etc. as per the prescribed norms of the Government.

Nearly 90% of the instructional staff including supervisory staff (Group Instructors) is trained by the central agency namely National Skill Training Institute (NSTI) at Mumbai, Kolkata, Bhopal, Chennai, Hyderabad, Calicut and Delhi and Central staff Training & Research Institute (CSTRI), Kolkata and Foreman Training Institute (FTI), Bangalore. Also courses are conducted by trained Group Instructors of I.T.I.'s under Principles of Teaching (POT). Some short-term special training programmes are also arranged by the central agency (DGT).

POST ITI OPPORTUNITIES:

Direct Admissions to Second Year in Polytechnic Institutes

Government of Goa has provided vertical mobility to the ITI passed candidates in pursuing their studies in the various fields corresponding to their trades through the seats reserved in the Polytechnics in the state provided the trainees have passed the qualifying examination i.e ITI certificate after passing S.S.C from Industrial Training Institute in Goa under the Directorate of Skill Development & Entrepreneurship as per the criteria specified in the Prospectus of Directorate of Technical Education for admission to Polytechnic. The details of seat allotted and ITI trades recognized for eligibility to Diploma courses (Direct Second year) are given below:

Sr. No.	ITI Courses	Diploma Courses	Total Seats Allotted for ITI trainees
1.	Information & Communication Technology System Maintenance, System Maintenance, Mechanic Radio & TV, Medical Electronics, Electronics Mechanic, Instrument Mechanic, Electrician, Course under Centre of Excellence** (2years), Information Technology, Multi-skilled course in Electrical and Electronics*** , Electrical Sector.	Electrical & Electronics Engg.	1
		Computer Engineering	3
		Electronics Engineering	2
		Electronics & Communication	3
		Electrical Engineering	2
2.	Fitter, Turner, Machinist, RAC Mechanic, Mechanic (Motor Vehicle), Draughtsman (Mechanical)* Production & Manufacturing (2 years) course under CoE*, Diploma in Multi-	Automobile Engineering	1
		Mechanical Engineering	5
		Shipbuilding Engg.	1

	skilled Industrial Technology (Mech.) under SCVT*, Course under Centre of Excellence *(2 years) Fabrication (Fitting & Welding)*, Automobile Sector	Fabrication Technology & Erection Engg.	1
3.	Draughtsman Civil	Civil Engineering	5
		Architecture Engg.	1
TOTAL			25

* To be considered only for Diploma in Mechanical Engineering.

** Eligible for Diploma in Electronics & Communication only.

*** Eligible for Diploma in Electrical Engineering/Electrical & Electronics Engineering.

The eligible candidates should report to the Directorate of Technical Education, Porvorim and the Principals of the respective Polytechnics in the State for more information.

Academic Equivalence to ITI Courses

A. Goa Board of Secondary & Higher secondary Education in its meeting held on 23/03/2016 has resolved to grant academic equivalence to ITI's NCVT/SCVT courses subject to the following conditions:

(1) Those students who after passing Std VIII have completed a ITI course of 2 years duration from a recognized center and passed NCVT/SCVT examination with prescribed syllabus and on their own volition have appeared and passed the examination conducted by the Goa Board of Secondary and Higher Secondary education in the subjects: 1) Language–I 2) Language–II/ Language-III prescribed by the Goa Board shall be considered equivalent to have passed SSC Examination.

Students who complete a recognized a ITI course of one year duration and complete one year apprenticeship training or certified employment will also be extended the same facility.

(2) Those students who after passing Std X have completed a ITI course of two years duration from a recognized center and passed NCVT/SCVT examination will prescribed syllabus and on their own volition, have appeared and passed the examination conducted by the Goa Board of Secondary and Higher Secondary Education in the subjects 1) Language - I Communication Skill in English 2) Language- II prescribed by the Goa Board shall be considered equivalent to have passed H.S.S.C examination.

For the above purpose the candidates have to register themselves as private candidate offering isolated subjects, who have passed SSC and completed ITI fulfilling other conditions as laid down at(2) above.

B. The Goa University grants vertical mobility to the Vocational Students of Goa Board and the same facility is extended to the students of ITIs. The Academic Council of Goa university at its recent meeting resolved to permit mobility to students who, after passing Std X, having completed the ITI Courses of two years duration which have Std X as the eligibility from recognized centers and pass the National/State Council of Vocational Training (NCVT/SCVT) examinations of prescribed syllabus and on their own volition have appeared and passed the examination conducted by the Goa Board of Secondary and Higher Secondary Examination in the Subjects of English/Communication Skills for Std XII prescribed by the Goa Board.

The Eligibility for joining a particular program however would be decided based on earlier Circulars issued on the subject matter.

For details on Academic Equivalence to ITI courses contact nearest Govt. ITI or the Head Office.

APPRENTICESHIP TRAINING SCHEME UNDER APPRENTICES ACT, 1961:

Millions of Indian youth should go for acquisition of skills and there should be a network across the country for this and not the archaic systems. They should acquire the skills which could contribute towards making India a modern country. Whenever they go to any country in the world, their skills must be appreciated.

The Apprentices Act, 1961 was enacted with the objective of regulating the program of training of apprentices in the industry by utilizing the facilities available therein for imparting on-the-job training. Ministry of Skill Development and Entrepreneurship is the administrative ministry responsible for implementation of the Act.

Apprenticeship training is one of the most efficient ways to develop skilled manpower for industry by using training facilities available in the establishments without putting any extra burden on exchequer to set up training infrastructure. Persons after undergoing apprenticeship training can easily adapt to industrial environment at the time of regular employment.

1. Apprenticeship Act 1961

The Government has brought comprehensive amendments in the Act in December 2014 to make it more attractive for both industry and youth. Major changes introduced in the amendment are: replacing the outdated system of trade wise and unit wise regulation of apprentices with a band of 2.5% to 15% of the total

workforce (including contractual workers), introduction of optional trades, removing stringent clauses like imprisonment & allowing industries to out-source basic training.

2. **National Apprenticeship Promotion Scheme**

The main objective of the scheme is to promote apprenticeship training and to increase the engagement of apprentices by offering the incentives under this scheme:

- (i) Sharing of 25% of prescribed stipend subject to a maximum of Rs. 1500/-per month per apprentice with the employers. The stipend support would not be given during the basic training period for fresher apprentices.
- (ii) Sharing of basic training cost in respect of apprentices who come directly to apprenticeship training without any formal trade training. Basic training cost will be limited to Rs. 7500/-for a maximum of 500 hours/3 months.

Implementing Agencies

- (i) Regional Directorates of Apprenticeship Training (RDATs) under the control of Directorate General of Training will act as implementing agencies in their regions for Central Public Sector Undertaking and establishments operating their business in 4 or more States.
- (ii) State Apprenticeship Advisers (SAA) will act as implementing agencies for state public sector and private establishments under their jurisdiction.

Categories of Apprentice Engagement

The trainees from Industrial Training Institutes after completion of their trade courses under National Council of Vocational Training NCVT/SCVT may be engaged by employers for apprenticeship training in the trades designated under the Apprentices Act, 1961. Such trainees are given full credit of the period spent in Industrial Training Institutes and they are required to undergo apprenticeship training in specified industries only, for the remaining period of apprenticeship in the corresponding trades, provided they possess basic qualification, prescribed under the Apprenticeship Act, 1961 for the designated trade.

For assessing more 'News & Updates', as well as, important documents like Apprentices Act 1961 / Apprenticeship Rules 1992 & their latest Amendments, please click on the following Web Link/s:

Central Ministry's 'Apprenticeship Web-Portal' .

HUMAN RESOURCE DEVELOPMENT FOUNDATION (HRDF) SOCIETY:

Human Resource Development Foundation Society is a registered Society under the Societies Registration Act, 1860 bearing No. 153/Goa/97 dated 07th October 1997. The affairs of the Society are managed, administered, directed and controlled, in

accordance with the rules and regulations of the Society and orders/directives received from the Government of Goa by the Governing Committee. Society carries different types of activities such as:

- Carrying out the inspection of the Private Institutes who would like to register under this Society (Registered Society of Government of Goa.).
- Affiliation is granted to the Institutes after conducting a thorough inspection after verifying the availability of infrastructure, tools and equipments as per the norms/standards expected to conduct training for a batch of 20 students.
- Conducting Examination of the trainees enrolled in Private Institutes Registered under HRDF Society in the month of July & February.
- Following are the 58 private Institutes registered under HRDF Society. Total 45 courses of 6 months and 36 courses of 1 year duration having intake capacity of 3690 trainees. The details of Institutes registered under HRDF Society are as under:

1.

Sr. No.	Name of Institute	Registration No.
1	Bhumika Tehnical Institute, Arambol, Palyem, Pernem – Goa.	01/BTIP
2	Keerti Vidyalaya Technical Institute, Siolim, Bardez – Goa.	2/KVTI
3	Vrundavan Institute of Para Medical Technology, Colvale – Goa.	06/IIMT
4	Shri. Bhumika Technical Institute, Parye, Sanquelim – Goa.	07BTIS
5	Comtech Computer Academy, Tisk, Ponda Goa.	09/CCA
6	3rd Millenium Computers, Marcela – Goa.	12/3MC
7	Stenodac Commercial Training Institute, Panaji – Goa.	15/SCTI
8	City Computer, Nirmala Sadan, Gokulwadi, Sanquelim – Goa.	17/CC
9	Society for Youth Development, Bandora, Ponda Goa.	19/SYD
10	GNS Computers, Panchayat Market Complex, Banastarim – Goa.	20/GNSC
11	St. Bridget's Institute of Home Science, Aldona, Bardez - Goa.	26/BIHS

12	Stenodac Commercial Training Institute, 201, 2 nd floor, Cruz Menson, Margao, Salcette, Goa.	28/SCTIM
13	Goa College of Hospitality & Culinary Education, Vainguinim Beach, Goa.	29/ACE
14	Svenska Institute of Technology, Kundaim, Ponda Goa.	34/SIT
15	St. Anthony's Academy of Food Service Management, Curtorim, Salcete Goa.	36/SAFM
16	Pixel Point, Tisk, Ponda-Goa.	38/PIXP
17	Xanthus Institute, Porvorim-Goa.	39/XIP
18	Travco Aviation Academy, Margao-Goa.	44/TAA
19	IMS CAD CENTRE, Opp. Fire Station, Ponda Goa.	46/IMSCC
20	Pilar Sister Association, Loutalim, Salcete Goa	51/PSAS
21	Sneha Mandir, Bandora, Ponda Goa.	52/SNMP
22	Ponda Institute of Carving & Catering Technology, Nagamasjid – Highway, Ponda Goa.	55/PICCT
23	Goa Montessori & N.T.T. Study Centre, Alto Porvorim Goa	57/GMNT
24	Kunjai Computer Academy, Bicholim Goa	60/KCA
25	Indigoa Institute of Hotel & Tourism Management, Porvorim Goa.	62/IIHTM
26	Holy Cross Indo German Techno Centre, Marna Siolim-Goa	72/IGTC
27	Sai Para Medical Institute Near PHC Building, Sankhalim-Goa	74/SLC
28	JTEC Computer Institute, Comba, Margao, Goa	69/JTECM
29	Digicom Computer Education, Nr. Bus Stand, Canacona - Goa	82/DCEC
30	Lawande Computer Academy, Vasantnagar, Sanquelim - Goa	83/LCAS
31	Orchid Learning Centre Near B. M. Hall, Opp mother care Hospital, Borda Margao -Goa	87/OHSA
32	In Goa Academy, Alto Porvorim Goa.	92/INGA
33	R. P. Computers, Sapana Park, Ponda Goa.	93/RPCP
34	Don Bosco Vocational Training Institute, Igramol, Quepem – Goa	86/DBVTI
35	Vinsan Academy, Panaji Goa.	95/VAFM
36	Brighter Info Train, Valpoi, Sattari Goa	94/BRIT
37	Infotaq Computer's, Suvidha Sankal, Valpoi, Sattari Goa.	99/ICVS
38	Infotech Training Academy, Curchorem – Goa.	103/ITA
39	Vision Academy, Mapusa – Goa.	100/VA

40	D'ziners Institute of Fashion, Margao – Goa.	102/DIF
41	Agnel Vocational Training Institute, Agnel Ashram, Verna Goa	101/AVTI
42	Digicom Computer Academy, Nr. ICICI Bank, Curchorem Goa.	97/DICE
43	Digicom Computer Education., Margao Goa	59/DCEM
44	Kamaxi Skills, Verna Industrial Estate, Verna – Goa.	105/KMA
45	Dct's S.S. Dempo College of Commerce & Economics, Bambolim - Goa.	106/DCT
46	Rajaram Institute of Industrial Technology, Margao – Goa.	107/RIIT
47	Honda Institute of Gymnasium & Computer Education, Honda, Sattari – Goa.	107/HIGCE
48	Master Chef Culinary & Hospitality Academy, Colmorod, Navelim - Goa.	110/MCHA
49	Oxford Institute, chandrawado, Fatorda – Goa.	108/OI
50	Axcel Computer Education, Khorlim, Bypass Road, Fatorda - Goa	109/ACEM
51	Pilar Industrial Training Institute, Amrutsthan, Pilar - Goa	03/PITI
52	Fr. Agnel Culinary & Hospitality Academy, Margao - Goa.	111/FACH
53	Enviroskills Academy, Mala Panjim Goa.	112/EA
54	Institute of Mixology & Flair, Quepem - Goa	112/EA
55	International Institute of Hotel Management, Nuvem, Salcete-Goa	114/IIHM
56	Gesto Culinary & Hospitality Academy, Margao Goa.	42/GCHM
57	Oorja Training & Research Academy, Comba, Margao Goa	88/OTRA
58	Stenosis Institute of Secretarial and Language Studies, 2nd Floor, Indira Apts, Opp. Hotel Delmon, Panaji Goa.	89/SISL

INSTITUTE MANAGEMENT COMMITTEES (IMC):

Based on the instructions and guidelines from DGT, New Delhi, Institute Management Committees have been constituted in all the Government ITIs. The committee comprises of industry members, Director (SD&E), Principal, a staff and students representative of respective ITI. The Chairman and main committee members being

entrepreneurs or executive play an important role in sharing their knowledge and experience from the industry and guiding the institute staff and trainees on upgradation of their knowledge skills which will help them in understanding the latest technologies used by the industry and the demand of the industry. The members also extend help by donating tools and equipments useful for training. By bearing expenses towards some infrastructural needs of the institute and by organizing workshops/programmes/seminars/industry visits for the staffs and trainees of the institute that would help in building self confidence and keeping abreast with the latest trends of the industries.

ADMINISTRATIVE INFORMATION

Directorate of Skill Development & Entrepreneurship is functioning in Shramshakti Bhavan, 3rd floor, Patto Plaza, Panaji-Goa.

Director	Head of the Department
Deputy Director (Training)	02 Posts
Deputy Director (Admn.)	01 Post
Assistant Director (Training)	02 Posts
Principal Senior Scale	02 Posts
Principal Junior Scale	08 Posts
Assistant Controller of Examination	01 Post
Assistant Apprenticeship Advisor	01 Post
Training cum Placement Officer	01 Post
Assistant Accounts Officer	01 Post

GRIEVANCES HANDLING:

The Deputy Director (Administration) is appointed as the Public Grievances Officer for Directorate of Skill Development & Entrepreneurship, and respective I.T.I. Principal is appointed as the Public Grievances Officer for respective I.T.I.

Updated as on 14/06/2024