



GOVERNMENT OF GOA

CITIZEN CHARTER

2024



Directorate General of Training



OF

DIRECTORATE OF SKILL DEVELOPMENT & ENTREPRENEURSHIP

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(HEAD OFFICE)

Sr.No.	Designation of Officer	Email ID	Contact No.
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**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 Government I.T.I. and website	Email ID	Contact No.
1.	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
2.	Principal Junior Scale, Mapusa Government Industrial Training Institute,1st & 2nd floor, BSNL Telephone Exchange Building, P & T Colony, Porvorim, Goa-403 521 and Behind District Hospital, Peddem, Mapusa, Goa-403507 Website : www.itimapusa.goa.gov.in	mapusa-iti.goa@nic.in	2959999, 2262637
3.	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
4.	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
5.	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
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 403 601 & its Extension Building at: Aquem Baixo, Margao, Goa - 403 602 Website : www.itimargao.goa.gov.in	margao-iti.goa@nic.in	2714887(Borda) 2765846 (AquemBaixo)
8.	Principal Junior Scale, Vasco Government Industrial Training Institute, Bogda, Vasco, Goa- 403802 Website : www.itivasco.goa.gov.in	vasco-iti.goa@nic.in	2524030/29562 32 9421257847
9.	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
10.	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

PRIVATE INDUSTRIAL TRAINING INSTITUTES

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

INTRODUCTION

DIRECTORATE GENERAL OF TRAINING (D.G.T.)

The Directorate General of Training (D.G.T.), New Delhi in the Ministry of Skill Development and Entrepreneurship is the apex organization for development and coordination at the National level for the programmes related to vocational training. There are about 15,000 Industrial Training Institutes (I.T.I.s) under D.G.T. across the country imparting vocational training.

The Craftsmen Training Scheme (C.T.S.) is the flagship scheme of D.G.T. for training of skilled craftsmen and is implemented through Government and Private Industrial Training Institutes (I.T.I.s) which are under the administrative and financial control of the State Governments or Union Territory administration. The I.T.I.s impart training in 150 Trades/courses which includes 82 Engineering trades, 63 Non-Engineering Trades and 05 trades for Persons with Disabilities (PwD)/ Divyangjan, all of which are NSQF compliant. Duration of these training courses varies from 6 months to 2 years.

A provision for supplementing the skills learnt during the I.T.I. training is also available in the form of workplace training through the Apprenticeship Training Scheme (ATS). One of the prime objectives of this scheme is optimal utilization of the infrastructural facilities available in the industry, where the apprenticeship training actually takes place, hence meeting the requirement of skilled manpower for industry.

Apart from above schemes, D.G.T. with an objective to strengthen Industry connect and impart industry relevant training to I.T.I. aspirants has introduced the Dual System of Training (D.S.T.) model wherein the I.T.I.s are being encouraged to join hands with multiple industry partners for providing mandatory industrial exposure to the trainees during the course of their training. Hence, a part of their skill training takes place in the industry environment.

INDUSTRIAL TRAINING INSTITUTES (I.T.I.S) IN GOA

There are 10 Government and 03 Private I.T.I.s in the State of Goa imparting training in various Engineering and Non-engineering trades/courses suitable to

the Indian and Goan industrial environment. Most of the trades and units available in these Institutes are affiliated to the National Council for Vocational Training (N.C.V.T.), New Delhi which is under the aegis of Directorate General of Training (D.G.T.), Ministry of Skill Development and Entrepreneurship (M.S.D.E.), Government of India, New Delhi and training is imparted as per the syllabus approved by Government of India in consultation with N.C.V.T. However, some of the trades/units in these I.T.I.s are affiliated to the State Council for Vocational Training (S.C.V.T.), Panaji-Goa and training in these trades/courses is imparted by following the same training and examination pattern, calendar, schedule and syllabi approved by D.G.T. and M.S.D.E.; only examinations are conducted and certificates issued at the State level.

INFRASTRUCTURE

Every I.T.I. has full-fledged workshops and classrooms to impart training, library, office, separate washrooms for male and female staff and trainees, drinking water facility and other basic necessities required in an Institution as per the prescribed norms of the Government. Apart from the regular training setup, many Government I.T.I.s are provided with Science, Technology, Engineering and Mathematics (STEM) Tinkering Labs, Digital Language Labs and CCTV cameras for surveillance. The Tinkering labs are useful for the I.T.I. trainees as well as the school students who visit the I.T.I.s to upgrade their knowledge and skills.

GRADING OF I.T.I.s

The D.G.T. has introduced a new Data Driven Grading Methodology (DDGM) for grading of I.T.I.s based on the performance of the I.T.I.s derived from parameters available on the N.C.V.T. portal. As per this, the I.T.I.s having a score of 4 and above (on a scale of 1 to 10) will be eligible for addition of new units/trades. The grading score is based on criteria like admission percentage, pass percentage, and gender diversity, etc. in the I.T.I. in the past few years. Accordingly, this grading methodology is dynamic and can change over subsequent years based on the performance of the I.T.I.s in the previous years. In the year 2024, the Government I.T.I.s in Goa have scored grades in the range of 6.2 to 8.3.

INSTITUTE MANAGEMENT COMMITTEE (I.M.C.)

As per the instructions and guidelines issued by D.G.T., every Government I.T.I. has an active Institute Management Committee consisting of industry partners/members, Director (SD&E) or his/her representative, Principal, faculty and a student representative of respective I.T.I. as its members. The Chairman and the other industry members being either entrepreneur or executive of an

industry, play an important role in sharing their knowledge and experience from the industry with the Department and the I.T.I. Their guidance to the Institute staff and trainees on upgradation of their knowledge and skills in par with the latest technologies and industry requirements helps the I.T.I. Instructors and trainees to understand the efforts required to be put by them in order to meet the industry requirement and improve placements of I.T.I. trainees. Some of the industry members donate tools and equipments useful for training to the I.T.I., bear expenses towards some infrastructural needs of the Institute and help in organizing workshops/programmes/seminars/industry visits for the I.T.I. Instructors and trainees under the respective company's CSR activity.

DIFFERENT TRAINING SCHEMES OF D.S.D.E.

1) Craftsmen Training Scheme (C.T.S.)

This is the flagship scheme of D.G.T. as well as the Department under which training is imparted in 44 different courses/trades at the Government and Private Industrial Training Institutes (I.T.I.s). The main objective of this scheme is 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.

2) Upgradation of 1396 Government I.T.I.s through Public Private Partnership (PPP)

This scheme was started by D.G.T. with an objective of improving the quality of vocational training in the country and making it demand driven so as to ensure better employability of the I.T.I. Graduates. In Goa, Vasco Government I.T.I. has been upgraded under the P.P.P. scheme with Paradeep Phosphates Ltd (PPL) (previously Zuari Agro Chemicals Ltd.) as its main Industry Partner. The Institute Management Committee (I.M.C.) headed by the Industry Partner and constituted and registered as a Society has been leading the up-gradation process of Vasco Govt. I.T.I.

3) Dual System of Training (D.S.T.)

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

The dual system of training is an amalgamation of theoretical training imparted through I.T.I.s and practical training imparted through industry to the I.T.I. trainees so as to gain hands-on experience in the industry in using latest/updated technologies and understanding the actual industry working environment. Under this scheme, courses are conducted to meet the skilled

workforce requirement of industries so that after completion of training, the trainees who are awarded the National Trade Certificate (NTC) under the scheme have an edge over regular I.T.I. pass-outs in terms of employability and employment opportunities in the industry.

4) Production Oriented Training Scheme (POTS)

Under this scheme, all the Government I.T.I.s are allowed to offer various public utility services like maintenance, repairs and servicing of machinery, equipment and domestic appliances to the public on chargeable basis. The I.T.I. trainees under the guidance of their Instructors are permitted to take up short duration work assignments/jobs related to the trade they are undergoing training under the “Earn while you Learn” concept by following due procedures.

5) Chief Minister’s Kaushalya Path Scheme (CMKPS)

The Chief Minister’s Kaushalya Path Scheme (CMKPS) is implemented with an intention to equip a large number of Goan youth with industry relevant skills through skilling, re-skilling and up-skilling programs for narrowing the gap between demand and supply of skilled workforce in the State of Goa. The scheme focuses on short term training courses that cater to the specific needs of various sectors like Hospitality, Tourism, Construction, I.T., Automotive, Beauty & Wellness, Shipbuilding, Pharmaceutical, etc.

Additionally, it offers Recognition of Prior Learning (RPL) for experienced professionals. This component assesses and certifies the skills of individuals working in various sectors without formal qualifications, acknowledging their expertise and bridging the gap between their practical experience and formal recognition.

By focusing on these diverse skill areas and offering both training and RPL, the CMKPS aims to create a readily employable and skilled workforce that meets the demands of industrial sector of Goa.

6) Pradhan Mantri Kaushal VikasYojana (PMKVY)

The main objective of this scheme which basically offers short-term, skill certification courses was to enable large number of Indian youth to take up industry–relevant skill-training(s) which could help them to secure better livelihoods.

The PMKVY-Version 1.0, 2.0 and 3.0 of the scheme, have however, since been closed for implementation and accordingly, all its training, assessment and certification related activities have also been now formally concluded.

Further, the next version of this Scheme i.e.: PMKVY 4.0 stands re-classified as purely 'Centrally Sponsored, Centrally Managed (CSCM)' Scheme with the National Skill Development Corporation (N.S.D.C.) being designated as the Central Nodal Agency (CNA) to oversee its implementation during the coming years.

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

SANKALP programme of M.S.D.E. was started with loan assistance from the World Bank. Its aim was to improve short-term training qualitatively and quantitatively by strengthening institution, bringing in better market connectivity and inclusion of marginalized section of the society. The sharing pattern of the scheme is 60:40 (GoI:State).

8) Apprenticeship Training Scheme (ATS) under Apprentices Act, 1961:

Apprenticeship training is one of the most efficient ways to develop skilled manpower for public as well as private sector establishments by using existing training facilities in the establishments without putting any extra burden on the Government or industry's exchequer to set up special training infrastructure. The candidates completing apprenticeship training are able to easily adapt to the work/industrial environment at the time of regular employment.

A few details about the Apprentices Act, 1961 are as mentioned below:

Apprenticeship Act 1961

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.

The Government has brought comprehensive amendments in the Act in December 2014 to make it more attractive for both, the industry as well as the youth. Major changes introduced in the amendment were: 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), introducing optional trades, removing stringent clauses like imprisonment and allowing industries to out-source basic training.

Following are the two sub-schemes/policy under the main scheme:

a) National Apprenticeship Promotion Scheme – (NAPS-2)

The objectives of this scheme are as follows:

- (i) To develop skilled workforce for the economy by promotion of on-the-job experiential training.
- (ii) To encourage establishments to enroll apprentices by sharing partial stipend support to the apprentices.
- (iii) To provide up-skilling opportunities for candidates who have undergone short-term skill training offered by various Central and State Government initiatives.
- (iv) To encourage enrolment of apprentices in small establishments especially Micro, Small and Medium Enterprises (MSMEs), and those located in the underserved areas such as aspirational districts and North-East Region.

Funding support under NAPS-2

- (i) Partial stipend support by GoI under NAPS-2 will be limited to 25% of stipend paid up to a maximum of Rs. 1,500/- per month, per apprentice during the training period.
- (ii) The stipend support by GoI will be paid through Direct Benefit Transfer (DBT) to the bank account of apprentices
- (iii) No stipend support will be available under NAPS-2 to the Central and State Government Departments and Central and State Public Sector Undertakings/Enterprises, including Public Sector Banks.

b) Goa Chief Minister's Apprenticeship Policy for Government Establishments-2023

Goa Chief Minister's Apprenticeship Policy for Government Establishments - 2023 was launched on 20th June 2023 for Goa Government establishments with an objective of increasing the employability of the youth of Goa and to encourage participation of Government establishments and Public sector in line with Apprenticeship Training Scheme for those youth having fifteen years residence in Goa.

Goa has become the first State to implement Apprenticeship Policy to cover maximum State Government Departments / Establishments.

Minimum stipend ranging from Rs. 8000/- to Rs. 13000/- per month is paid to apprentices depending upon the educational qualification which is over and

above the minimum stipend rates stated under Apprenticeship Act 1961 and Apprenticeship rules. Through this policy the apprentices have been provided on-job-training in real work environment which has enhanced the employability of the Goan youth.

INFORMATION PERTAINING TO LONG-TERM TRADES/COURSES OFFERED UNDER C.T.S. IN GOVERNMENT AND PRIVATE I.T.I.s

A candidate willing to join any of the course available in the I.T.I.s may take admission as a Regular Trainee or as a Private Candidate. In case a candidate wants to pursue a course as a Regular Trainee, he/she may take admission in a Government or a Private I.T.I. However, if a candidate wants to take admission in specific course as a Private Candidate, he/she may take admission strictly in a Government I.T.I.

A. TRADES/COURSES OFFERED IN I.T.I.s

44 different Engineering and Non-Engineering trades/courses under C.T.S. as listed below are offered at the Government and Private I.T.I.s in Goa, syllabus of which are prepared and issued by D.G.T., Government of India, New Delhi and also available on www.dgt.gov.in website.

i. Engineering Trades:

Sr. No	Sector Name	Trade	Duration	NSQF Level	Entry Qualification / Eligibility Criteria
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.
5		Mechanic Auto Electrical and Electronics	1 year	Level 3	Passed 10 th class examination.

6	Capital Goods & Manufacturing	Fitter	2 years	Level 4	Passed 10 th class examination with Science and Mathematics or its equivalent.
7		Turner	2 years	Level 4	Passed 10 th class examination with Science and Mathematics or its equivalent.
8		Machinist	2 years	Level 4	Passed 10 th class examination with Science and Mathematics or its equivalent
9		Refrigeration & Air Conditioning Technician	2 years	Level 4	Passed 10 th class examination with Science and Mathematics or its equivalent
10		Draughtsman Mechanical	2 years	Level 4	Passed 10 th class examination with Science and Mathematics or its equivalent
11		Welder	1 year	Level 3	Passed 8 th class examination
12	Chemical & Petrochemicals	Attendant Operator - Chemical Plant (AOCP)	2years	Level 4	Passed 10 th class examination with Science and Mathematics or its equivalent
13	Construction	Draughtsman (Civil)	2 years	Level 4	Passed 10 th class examination
14		Wood Work Technician	1 year	Level 3	Passed 8 th class examination
15	Electronics & HW	Instrument Mechanic	2 years	Level 4	Passed 10 th class examination with Science and Mathematics or its equivalent
16		Electronics Mechanic	2 years	Level 4	Passed 10 th class examination with Science and Mathematics or its equivalent
17		Mechanic Consumer Electronic Appliances	2 years	Level 4	Passed 10 th class examination with Science and Mathematics or its equivalent
18	Environmental Science	Solar Technician (Electrical)	1 year	Level 3	Passed 10 th class examination
19	IT & ITES	Information & Communication Technology System	2 years	Level 4	Passed 10 th class examination

		Maintenance			
20	Plumbing	Plumber	1 year	Level 3	Passed 8 th class examination
21	Power	Electrician	2 years	Level 4	Passed 10 th class examination with Science and Mathematics or its equivalent
22		Wireman	2 years	Level 4	Passed 8 th class examination
23	Logistics	In Plant Logistics Assistant	1 years	Level 3	Passed 10 th class examination with Science and Mathematics or its equivalent

ii. **Non-Engineering Trades:**

Sr. No	Sector Name	Trade	Duration	NSQF Level	Entry Qualification / Eligibility Criteria
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 & should have completed 18 yrs of age as on first day of academic session.
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 (COPA)	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	Management	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	<p>a) Passed 10th class examination</p> <p>b) The minimum physical requirements are</p> <p>i. Height – 165 cm</p> <p>ii. Weight – 52 Kg</p> <p>iii. Chest – Normal 81 cm Expanded 85 cm</p> <p>A registered MBBS doctor must certify that the candidate is medically fit to undertake the course</p>

18	Electronics & Hardware	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

B. ADMISSION AS A REGULAR TRAINEE:

Admission related information such as age, standard of physical fitness, residence period, reservation of seats, method of selection, caution money deposit and other applicable fees to be paid, concessions, transport facility, working hours, leaves & holidays, etc. are published in the Prospectus of the respective year, which is available online. A common Prospectus is published for both, Government and Private I.T.I.s by the Directorate.

The Directorate has implemented online admission system from the Academic Year 2020-21 onwards for admitting candidates in C.T.S. courses/trades. This facility enables interested candidate to apply for admission to I.T.I. from anywhere across the globe, provided he/she meets the eligibility criteria.

1. The **number of seats and trades offered in the Academic Year 2024-25 at the 10 Government and 03 Private I.T.I.s** respectively are as shown in Annexure I to VI below.

ANNEXURE-1

TRADE-WISE INTAKE CAPACITY AT GOVERNMENT I.T.I.s FOR YEAR 2024-25 IN TRADES AND UNITS RUN UNDER C.T.S. SCHEME AND AFFILIATED TO NATIONAL COUNCIL FOR VOCATIONAL TRAINING (N.C.V.T.), NEW- DELHI

Sr. No.	I.T.I.	Computer Operator & Programming Assistant	Information & Communication Technology System Maintenance	Desktop Publishing Operator	Fitter	Turner	Machinist	Electrician	Instrument Mechanic	Refrigeration and Air Conditioner Technician	Electronics Mechanic	Draughtsman (Mechanical)	Draughtsman (Civil)	Fire Technology and Industrial Safety Management	Wood Work Technician	Mechanic Electric Vehicle
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
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	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	24	24

Note: If the trade is not granted N.C.V.T. affiliation, the admission shall be considered under S.C.V.T. affiliation.

ANNEXURE -1 (continuation)

**TRADE-WISE INTAKE CAPACITY AT GOVERNMENT I.T.I.s FOR YEAR 2024-25 IN TRADES AND UNITS RUN UNDER C.T.S. SCHEME AND
AFFILIATED TO NATIONAL COUNCIL FOR VOCATIONAL TRAINING (N.C.V.T.), NEW- DELHI**

Sr. No.	I.T.I.	Stenographer & Secretarial Assistant (English)	Secretarial Practice (English)	Mechanic Motor Vehicle	Cosmetology	Food Production (General)	Food & Beverages Service Assistant	Mechanic Diesel	Welder	Wireman	Plumber	Sewing Technology	Solar Technician (Electrical)	Computer hardware & Network Maintenance	Total
1	2	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	-	-	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	48	96	48	40	240	160	100	288	140	40	24	2636

Note: If the trade is not granted N.C.V.T. affiliation, the admission shall be considered under S.C.V.T. affiliation.

*Subject to approval & acceptance of the trade under N.C.V.T. by D.G.T., New Delhi while migrating trainees on SID portal, else the trade will be under S.C.V.T.

ANNEXURE - II
TRADE-WISE INTAKE CAPACITY AT GOVERNMENT I.T.I.s FOR 2024-25 IN TRADES AND UNITS RUN UNDER C.T.S. SCHEME
AND AFFILIATED TO STATE COUNCIL FOR VOCATIONAL TRAINING (S.C.V.T.), PANAJI-GOA

Sr. No	I.T.I.	Computer Operator & Programming Assistant	Dress Making	Machinist	Electronics Mechanic	Cosmetology	Welder	In Plant Logistic Assistant	Wireman	Plumber	Sewing Technology	Refrigeration and Air Conditioning Technician
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Farmagudi	-	20	-	-	-	-	20	-	-	-	-
2	Panaji	24	-	-	-	-	-	-	-	-	-	24
3	Mapusa	-	-	-	-	-	-	-	-	-	-	-
4	Margao/ AquemBaixo	-	-	-	-	-	-	-	-	-	-	24
5	Cacora	-	-	-	-	-	-	-	-	-	-	-
6	Pernem	-	-	-	-	-	-	-	-	-	-	24
7	Bicholim	-	-	20	24	24	40	-	-	48	-	-
8	Sattari	-	-	-	-	24	-	-	-	-	-	-
9	Canacona	-	-	-	-	-	-	-	-	-	-	-
10	Vasco	-	-	-	-	24	-	-	-	-	20	-
	Total	24	20	20	24	72	40	20	00	48	20	72

ANNEXURE - II (Continuation)
TRADE-WISE INTAKE CAPACITY AT GOVERNMENT I.T.I.s FOR 2024-25 IN TRADES AND UNITS RUN UNDER C.T.S. SCHEME AND
AFFILIATED TO STATE COUNCIL FOR VOCATIONAL TRAINING (S.C.V.T.), PANAJI-GOA

Sr. No	I.T.I.	Attendant Operator (Chemical Plant)	Multimedia, animation & special effects	Fashion Design & Technology	Solar Technician (Electrical)	House Keeper	Front Office Assistant	Food Production (General)	Food & Beverage Service Assistant	Driver Cum Mechanic	Digital Photographer
1	2	14	15	16	17	18	19	20	21	22	23
1	Farmagudi	-	-	-	-	-	-	-	-	-	24
2	Panaji	-	-	-	-	24	24	24	20	-	-
3	Mapusa	-	-	-	-	-	-	-	-	-	-
4	Margao/ Aquem Baixo	-	-	-	-	-	-	-	-	-	-
5	Cacora	-	-	-	-	-	-	24	-	20	-
6	Pernem	-	-	-	-	-	-	24	20	-	-
7	Bicholim	-	24	20	20	-	-	24	-	-	-
8	Sattari	-	-	-	-	-	-	-	-	-	-
9	Canacona	-	-	-	-	-	-	-	-	20	-
10	Vasco	24	-	-	-	-	-	-	-	-	-
	Total	24	24	20	20	24	24	96	40	40	24

ANNEXURE - II (Continuation)
TRADE-WISE INTAKE CAPACITY AT GOVERNMENT I.T.I.s FOR 2024-25 IN TRADES AND UNITS RUN UNDER C.T.S. SCHEME AND
AFFILIATED TO STATE COUNCIL FOR VOCATIONAL TRAINING (S.C.V.T.), PANAJI-GOA

Sr. No.	I.T.I.	Smart Phone Technician cum App Tester	Electrician	Drone Pilot (Junior)	Mechanic Motor Vehicle	Fitter	Mechanic Consumer Electronic Appliances	Marketing Executive	Mechanic Auto Electrical and Electronics	Total
1	2	24	25	26	27	28	29	30	31	32
1	Farmagudi	-	-	-	-	-	-	-	-	64
2	Panaji	-	-	-	-	-	-	-	-	140
3	Mapusa	-	-	-	-	-	-	20	-	20
4	Margao/Aquem Baixo	24	-	-	-	-	-	-	-	48
5	Cacora	-	-	24	-	-	24	-	-	92
6	Pernem	-	-	-	-	20	-	-	-	88
7	Bicholim	-	-	-	-	-	-	-	-	244
8	Sattari	-	-	-	24	-	-	-	20	68
9	Canacona	-	-	-	-	-	-	-	-	20
10	Vasco	-	-	-	-	-	-	-	-	68
	Total	24	00	24	24	20	24	20	20	852

ANNEXURE - III

TRADE-WISE INTAKE CAPACITY AT GOVERNMENT I.T.I.s FOR YEAR 2024-25 IN TRADES AND UNITS RUN UNDER

DUAL SYSTEM OF TRAINING (D.S.T.) SCHEME AND AFFILIATED TO NATIONAL COUNCIL FOR VOCATIONAL TRAINING (N.C.V.T.), NEW- DELHI

Sr. No.	I.T.I.	Mechanic Motor Vehicle	Food Production (General)	Food & Beverage Service Assistant	Housekeeper	Total
1	2	3	4	5	6	7
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

Note: * If the trade is not granted D.S.T.-N.C.V.T. affiliation, the trainee's admission shall be considered under C.T.S.

ANNEXURE – IV

TRADE-WISE INTAKE CAPACITY AT GOVERNMENT I.T.I.s FOR 2024-25 INTRADES AND UNITS RUN UNDER

DUAL SYSTEM OF TRAINING (D.S.T.) SCHEME AND AFFILIATED TO STATE COUNCIL FOR VOCATIONAL TRAINING (S.C.V.T.), PANAJI-GOA

Sr. No	I.T.I.	Mechanic Two and Three Wheeler	House Keeper	Food Production (General)	Food & Beverage Service Assistant	Multipurpose Health worker (Male)	Mechanic Auto Electrical & Electronics	Total
1	2	3	4	5	6	7	8	9
1	Farmagudi	-	-	-	20	-	-	20
2	Panaji	-	-	-	-	20	-	20
3	Mapusa	40	-	-	20	-	-	60
4	Margao/ AquemBaixo	-	24	-	-	-	-	24
5	Cacora	-	-	-	20	-	-	20
6	Pernem	-	-	-	-	-	-	-
7	Bicholim	-	-	-	-	-	-	-
8	Sattari	-	-	-	20	-	20	40
9	Canacona	-	-	-	-	-	-	-
10	Vasco	-	-	-	20	-	-	20
	Total	40	24	00	100	20	20	204

ANNEXURE-V
TRADE-WISE INTAKE CAPACITY AT PRIVATE I.T.I.s FOR YEAR 2024-25 IN TRADES AND UNITS RUN UNDER C.T.S. SCHEME AND AFFILIATED TO
NATIONAL COUNCIL FOR VOCATIONAL TRAINING (N.C.V.T.), NEW- DELHI

Sr. No.	I.T.I.	Fitter	Machinist	Electrician	Instrument Mechanic	Electronics Mechanics	Total
1	2	3	4	5	6	7	9
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 I.T.I.s FOR 2024-25 IN TRADES AND UNITS RUN UNDER C.T.S. SCHEME AND
AFFILIATED TO STATE COUNCIL FOR VOCATIONAL TRAINING (S.C.V.T.), PANAJI-GOA

Sr. No.	I.T.I.	Computer Operator Programming Assistant	Electrician	Food & Beverages Service Assistant	Food Production General	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	20	24	112

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

Engineering Trades	Non – Engineering Trades
1. Theory i. Trade Theory ii. Workshop Calculation & Science iii. Engineering Drawing (Except for Draughtsman Mechanic & Draughtsman Civil trades)	1. Trade Theory 2. Trade Practical 3. Employability Skills 4. Additional subject related to the trade
2. Trade Practical	
3. Employability Skills	

C. RESERVATION OF SEATS:

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

(i) Certain percentage of the total seats at each I.T.I. in the respective trades as indicated below have been reserved for various categories of candidates:

- | | |
|--------------------------------------|---------------|
| a. Scheduled Caste (SC) | -- 02 percent |
| b. Scheduled Tribes (ST) | -- 12 percent |
| c. Person with Disabilities (PwD) | -- 04 percent |
| d. Other Backward Classes (OBC) | -- 27 percent |
| e. Economically Weaker Section (EWS) | -- 10 percent |

(ii) One seat is reserved at every Government I.T.I. for each of the following categories and the allocation of the trade is at the discretion of the Director (SD&E).

- Children of Freedom Fighters (CFF)
- Children of State and Central Government Employees (CGE)
- Children of African Repatriates of Goan Origin (CAR)

(iii) One seat in each of the I.T.I.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 the Director (SD&E).

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

D. FEES:

1. Application Processing (non-refundable) Fee to be paid while submitting Online Application form:

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

2. Tuition Fees:

On admission to a Trade, each trainee has to pay the following non-refundable Tuition fee:

Sr. No.	Trade	Tuition Fee
1	All C.T.S. Trades (C.T.S.)	Rs. 2500/-

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

*Tuition fee is also waived off for orphans or destitute children seeking admission in I.T.I.s provided required documentary evidence is submitted.

3. Caution Money Deposit Amount

A refundable amount is required to be paid as Caution Money Deposit (CMD) after admission to Government or Private I.T.I. as applicable.

If seeking admission in a Government I.T.I., a trainee is required to deposit a sum of Rs.1500/- (per Trade) to guard against any loss or damage caused to equipments or tools entrusted to him/her during the course of training. A second deposit may also be collected in case the first deposit amount has been exhausted.

If a trainee does not cause any loss or damage to the Institute, the CMD amount is refunded back to the trainee on completion of the trade/course.

4. Examination Fees:

A trainee declared eligible to appear for the annual/semester pattern All India/All Goa Trade Test (AITT/AGTT) of craftsmen under C.T.S. scheme conducted at the end of each year/semester is required to pay the following amount as examination fee:

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 Driver cum Mechanic trade (One Semester)	Rs. 275/-
Private Candidate	Rs. 2075/-

E. EXAMINATIONS:

i. Internal Exams

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

ii. Annual Exams

Annual exams are conducted for the trainees seeking admission in various C.T.S. trades under the aegis of N.C.V.T./S.C.V.T. at the end of the respective Sessional/academic year or as declared in due course after completing the training as per syllabus of the first year. Similarly, second annual exam would

be conducted at the end of the second Sessional Year or as declared in due course after completing the training as per syllabus of second year. Trainees of two years duration trades can attempt 02 annual exams.

The All India Trade Test (AITT) examination pattern is also followed for the trades under S.C.V.T. All the examinations would be conducted as per the norms applicable that may be revised from time-to-time.

F. TRADE CERTIFICATE ISSUED TO C.T.S. TRADE TRAINEES ADMITTED IN

i. National Council for Vocational Training (N.C.V.T.) Trades

On completion of the prescribed period of training, a trainee would have to undergo trade-testing based on the corresponding syllabus and a mark-sheet would be issued on appearing for the exam on completion of respective training period. Successful trainees will be awarded National Trade Certificate.

The N.C.V.T. registered trainees can access their academic progress online on Management Information System (N.C.V.T. MIS for annual system)/SIDH public portal using his/her personal credentials for logging into the MIS/SIDH portal and can download the mark sheet and trade certificate directly from N.C.V.T. MIS/SIDH portal www.skillindiadigital.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.

ii. State Council for Vocational Training (S.C.V.T.) Trades:

A trainee admitted under S.C.V.T. has to undergo examinations under S.C.V.T. For the trades and units under S.C.V.T., examinations and certifications will be conducted/issued as per applicable prevailing rules. However, the exam will be conducted by the State Board of Examinations and the certificates will be issued by the S.C.V.T.

ADMISSION AS A PRIVATE CANDIDATE

A candidate interested in obtaining I.T.I. certificate under respective course which has allocated percentage of vacant seats in the Government I.T.I.s should strictly approach any of the Government I.T.I.s in Goa to find details of the admission date/month and admission process, and then apply as a Private Candidate based on his/her eligibility for the respective trade/course as set by D.G.T. to enable him/her appear for the AITT on payment of applicable fees.

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

SCHOLARSHIPS:

The trainees of Government I.T.I.s are awarded the following scholarships:

1. **Merit scholarship** at the rate of Rs. 250/- per month per trainee is awarded to 40% of actually admitted trainees strength of each irrespective of the intake capacity of the trade on the basis of: (i) the marks scored at the Merit Scholarship internal test conducted by each I.T.I. (ii) assessment of the sessional work, discipline and punctuality three months after admission.
2. For the trainees seeking admission in Government I.T.I.s in Goa and residing in the State of Goa for a period not less than 10 years preceding the date of application for admission, following scheme is available as per eligibility:

Financial Assistance Scholarship (FAS) and Trainee Tool Kit Scheme:

Financial assistance at the rate of Rs. 600/- per month is available for a trainees belonging to either (i) BPL family OR (ii) Scheduled Caste Category OR (iii) Scheduled Tribes Category OR (iv) Persons with Disabilities (PwD) OR (v) having annual income of family less than Rs. 300,000/- which is to be proved by submitting Income Certificate issued by Competent Authority.

Trainee Tool Kit containing trade related items costing not more than Rs. 2500/- collectively can be claimed by a trainee belonging to SC/ST category provided he/she fills up the Trainee Tool Kit form and submit to the I.T.I. along with supporting documents immediately after joining the respective I.T.I.

POST I.T.I. OPPORTUNITIES

Direct Admissions to Second Year in Polytechnic Institutes

Government of Goa has provided vertical mobility to the I.T.I. 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 I.T.I. 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 I.T.I. trades recognized for eligibility to Diploma courses (Direct Second year) are given below:

VOCATIONAL & I.T.I. TRADES RECOGNISED FOR ELIGIBILITY TO DIPLOMA COURSES (DIRECT SECOND YEAR):

GROUP	ITI Courses	Diploma Courses	ITI
A	Information & Communication Technology System Maintenance, System maintenance, Mechanic R & TV, Medical Electronics, Electronic Mechanic, Instrument Mechanic, Electrician, Course under Centre of Excellence**(2 years): Information Technology, Multi skilled Course in Electrical and Electronics***, Electrical Sector Mechanic Electrical Vehicle (not eligible for Computer, Electronics & Comm., Electronics & Instrumentation) Mechanic Consumer Electronic Appliances (not eligible for Electrical, Electrical and Electronics) Attendant Operator Chemical Plant (eligible only for Electronics & Instrumentation)	Electrical and Electronics Engg.	1#
			1
		Computer Engg.	3
		Electronic Engg	1
		Electronics & Communication	3
		Electronics & Instrumentation	1
		Electrical Engg.	2
	Fitter, Turner, Machinist, RAC Mechanic,	Automobile Engg	1#

B	Mechanic (Motor vehicle) Draughtsman(Mechanical)*, Production & Manufacturing (2years) Course under Centre of Excellence*, Diploma in Multi skilled Industrial Technology (Mechanical) under S.C.V.T* Course under Centre of Excellence* (2 years): Fabrication (Fitting & Welding)*, Automobile Sector Mechanic Electrical Vehicle (not eligible for Shipbuilding, Fabrication Tech. and Erection Engg.) Attendant Operator Chemical Plant (not eligible for Automobile and Shipbuilding)	Mechanical Engg.	16
		Shipbuilding Engg.	1
		Fabrication Technology& Erection Engg.	1
C	Civil Draftsman	Civil Engg.	6
		Architecture Asstt.	2
E	Hospitality Management(2years)Course under Centre of Excellence	Hotel Management & Catering Technology	16

Seats reserved for nomination of ITI Instructors by Directorate of Skill Development and Entrepreneurship

*To be considered only for Diploma in Mechanical Engineering.

** Eligible for Diploma in Electronics & Communication only

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

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 I.T.I. COURSES

A. Goa Board of Secondary & Higher secondary Education in its meeting held on 23/03/2016 has resolved to grant academic equivalence to I.T.I.'s N.C.V.T./S.C.V.T. courses subject to the following conditions:

(1) Those students who after passing Std. VIII have completed a I.T.I. course of 2 years duration from a recognized center and passed N.C.V.T./S.C.V.T. 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 I.T.I. 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 I.T.I. course of two years duration from a recognized center and passed N.C.V.T./S.C.V.T. 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 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 I.T.I. 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 I.T.I.s. The Academic Council of Goa university at its recent meeting resolved to permit mobility to students who, after passing Std X, having completed the I.T.I. Courses of two years duration which have Std X as the eligibility from recognized centers and pass the National/State Council of Vocational Training (N.C.V.T./S.C.V.T.) 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 I.T.I. courses contact nearest Government I.T.I. or the Head Office.

ADDITIONAL ACTIVITIES CONDUCTED BY D.S.D.E.

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 N.S.D.C. under M.S.D.E.

M.S.D.E. & N.S.D.C. 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 in the respective year or date provided by D.G.T. can 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. M.S.D.E.-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 D.G.T. to avoid the duplicity of actions for competitions. The D.G.T. will promote the World Skill Competition of M.S.D.E., Government of India so that the trainees of D.G.T. may also get better opportunities at International Level. The Trainees of various institutes of D.G.T. | Government & Private I.T.I.s/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 C.T.S. under state/region to participate in World Skill Competition of M.S.D.E. through online application link available at www.bharatskills.gov.in and www.worldskillsindia.co.in.

HUMAN RESOURCE DEVELOPMENT FOUNDATION (HRDF) SOCIETY

Human Resource Development Foundation Society, has been registered under the Societies Registration Act, 1860 and bears Registration No.:153/Goa/97, dated: 07th October 1997. The affairs of the Society are managed, administered, directed and controlled by the Governing Committee, in accordance, with the rules and regulations of the Society, as well as, the orders/directives received from the Government of Goa.

The Society carries out various types of activities, such as:

- Carrying out of inspection/s of Private Institute/s, who would like to register under this Society, which is a registered Society of the Government of Goa;
- Granting of Affiliation/s to the applying Institute/s, after duly conducting thorough Inspection/s, to verify the availability of sufficient infrastructure, tools and equipment, that would be required, as per the norms/standards, prescribed for such Institute/s, to smoothly train a batch of 20 Students/Trainees;
- Conduct of Examination/s for the Students/Trainees, enrolled in the Private Institutes, that are duly-registered, under the HRDF Society, in the months of July and February, every year.
- 64 Private Institutes are presently registered, under the HRDF Society, while further, there are a total Number of 26 Courses, of 06 months and 27 courses of 01 year durations, being offered every academic period/year, with a current intake capacity of 1821 Students/Trainees.

The details of these Institutes, registered under the HRDF Society, are, as detailed here-under:

Sr. No.	Name of Institute	Registration No.	Affiliation Period
1	M/s. Bhumika Tehnical Institute, Palyem, Pernem – Goa.	01/BTIP	July 2024 to June 2026

Sr. No.	Name of Institute	Registration No.	Affiliation Period
2	M/s. Keerti Vidyalaya Technical Institute, Siolim, Bardez – Goa.	2/KVTI	July 2024 to June 2026
3	M/s. Pilar Industrial Training Institute, Amrutsthan, Pilar – Goa	03/PITI	July 2024 to June 2026
4	M/s. Vrundavan Institute of Para Medical Technology, Colvale – Goa.	06/IIMT	July 2024 to June 2026
5	M/s.3rd Millenium Computers, Marcela – Goa.	12/3MC	July 2024 to June 2026
6	M/s. Stenodac Commercial Training Institute, Panaji – Goa.	15/SCTIP	July 2024 to June 2026
7	M/s. City Computer, Nirmala Sadan, Gokulwadi, Sanquelim – Goa.	17/CCS	July 2024 to June 2026
8	M/s. GNS Computers, Panchayat Market Complex, Banastarim – Goa.	20/GEAB	July 2024 to June 2026
9	M/s. St. Bridget's Institute of Home Science, Aldona, Bardez - Goa.	26/BIHS	July 2024 to June 2026
10	M/s. Stenodac Commercial Training Institute, 201, 2 nd floor, Cruz Menson, Margao, Salcette, Goa.	28/SCTIM	July 2024 to June 2026
11	M/s. Goa College of Hospitality & Culinary Education, Vainguinim Beach, Goa.	29/GCHCE	July 2024 to June 2026
12	M/s. St. Anthony's Academy of Food Service Management, Curtorim, Salcete Goa.	36/SAFS	July 2024 to June 2026
13	M/s. Pixel Point, Tisk, Ponda-Goa.	38/PIXP	July 2024 to June 2026
14	M/s. Xanthus Institute, Porvorim-Goa.	39/XIP	July 2024 to June 2026
15	M/s. GESTO, Culinary & Hospitality Academy, Margao Goa	42/GCHM	July 2024 to June 2026
16	M/s. IMS CAD CENTRE, Opp. Fire Station, Ponda Goa.	46/IMSCC	July 2024 to June 2026
17	M/s. Pilar Sister Association, Loutolim, Salcete Goa	51/PSA	July 2024 to June 2026
18	M/s. The Goa Hindu Association Sneha Mandir, Bandora, Ponda Goa.	52/SNMP	July 2024 to June 2026
19	M/s. Kunjal Computer Academy, Bicholim Goa	60/KCA	July 2024 to June 2026
20	M/s. Indigoa Institute of Hotel & Tourism Management, Porvorim Goa.	62/IIHTM	July 2024 to June 2026
21	M/s. JTEC Computer Institute, Comba, Margao, Goa	69/JTECM	July 2024 to June 2026
22	M/s. Holy Cross Indo German Techno Centre,	72/IGTC	July 2024 to June 2026

Sr. No.	Name of Institute	Registration No.	Affiliation Period
	Marna Siolim-Goa		
23	M/s Sai Para Medical Institute Near PHC Building, Sankhalim-Goa	74/SPMIS	July 2024 to June 2026
24	M/s. Sharvani Computer Service, Velguem, Bicholim- Goa	78/SCSV	January 2024 to December 2025
25	M/s. Lawande Computer Academy, Vasantnagar, Sanquelim - Goa	83/LCAS	July 2024 to June 2026
26	M/s. Orchid Learning Centre Near B. M. Hall, Opp mother care Hospital, Borda Margao -Goa	87/OLCM	July 2024 to June 2026
27	M/s. Don Bosco Vocational Training Institute, Igramol, Quepem – Goa	86/DBVTI	July 2024 to June 2026
28	M/s. Oorja Training & Research Academy, Comba, Margao Goa	88/OTRA	July 2024 to June 2026
29	M/s. Stenosis Institute of Secretarial and Language Studies, 2nd Floor, Indira Apts, Opp. Hotel Delmon, Panaji Goa.	89/SISL	July 2024 to June 2026
30	M/s .R. P. Computers, Sapana Park, Ponda Goa.	93/RPCP	July 2024 to June 2026
31	M/s. Brighter Info Train, Valpoi, Sattari Goa	94/BITV	July 2024 to June 2026
32	M/s. Agnel Vocational Training Institute, Agnel Ashram, Verna Goa	101/AVTI	July 2024 to June 2026
33	M/s. Axcel Computer Education, Khorlim, Mapusa- Goa	109/ACEM	July 2024 to June 2026
34	M/s. Institute of Mixology & Flair, Quepem - Goa	113/IMF	July 2024 to June 2026
35	M/s. International Institute of Hotel Management, Nuvem, Salcete-Goa	114/IIHM	July 2024 to June 2026
36	M/s. Libra Computers, Mapusa- Goa	116/LIC	July 2024 to June 2026
37	M/s. Nice Academy of Computer Education, Margao- Goa	119/NICEM	July 2024 to June 2026
38	M/s. ACE, Academy of Computer Education ,Panaji- Goa	120/ACE	July 2024 to June 2026
39	M/s. Aspiration Solution, Panaji- Goa	121/ASP	July 2024 to June 2026
40	M/s. JTEC Computer Institute, Cuncolim- Goa	122/JTECC	July 2024 to June 2026
41	M/s. National Institute of Computer Education, Panaji- Goa	123/NICEP	July 2024 to June 2026
42	M/s. National Institute of Computer Education, Margao- Goa	124/NICEM	July 2024 to June 2026
43	M/s. Databits Computer Institute, Valpoi- Goa	125/DCIV	July 2024 to June 2026

Sr. No.	Name of Institute	Registration No.	Affiliation Period
44	M/s. Bhalchandra Technologies, Computer Training Institute, Mapusa- Goa	129/BTM	July 2023 to June 2025
45	M/s. Shree Infotech Computer Institute, Pernem-Goa	130/SICI	July 2023 to June 2025
46	M/s. Skills World, Mapusa- Goa	131/SWM	July 2023 to June 2025
47	M/s. Goa Institute of Skill Training Hsg. Board, Sankhali - Goa	132/GISTS	July 2023 to June 2025
48	M/s. Brighter Infohub, Sanquelim- Goa	133/BIS	July 2023 to June 2025
49	M/s Skills World, Curchorem- Goa	134/SWC	July 2023 to June 2025
50	M/s. Computer Time, Ponda- Goa	135/CTP	July 2023 to June 2025
51	M/s. Sai Nursing Institute Sanquelim- Goa	136/SNIS	July 2023 to June 2025
52	M/s. Finesse Institute of Fashion Designing & Garment Technology, Margao- Goa	137/FIM	January 2024 to December 2025
53	M/s. New Goa Training Institute, Marcel- Goa	138/NGTIM	January 2024 to December 2025
54	M/s. Planetfluid, Porvorim- Goa	139/PFP	July 2024 to June 2026
55	M/s Fiire Margao- Goa	140/FM	July 2024 to June 2026
56	M/s. ARN Computer Education Ponda- Goa	141/ARNCE	July 2024 to June 2026
57	M/s. Montfort Academy Corlim- Goa	142/MAC	July 2024 to June 2026
58	M/s Healthy Life Academy Margao- Goa	143/HLA	July 2024 to June 2026
59	M/s. Fr. Agnel Institute of Hotel Management Margao- Goa	144/FAIHM	July 2024 to June 2026
60	M/s. Chowgule Center for Creative Arts (CCCA) Margao- Goa	145/CCCA	July 2024 to June 2026
61	M/s. Goa Academy of Excellence Mapusa- Goa	146/GAE	July 2024 to June 2026
62	M/s. The Gym Fitness Forever and Crossfit, Porvorim- Goa	147/TGFFC	July 2024 to June 2026
63	M/s. Society of Pilar Sanguem Guardian Angel Vocational Education, Curchorem- Goa	148/SPSGAVE	July 2024 to June 2026
64	M/s.Fr. Bento Martins Institute of Vocational Education, Honda- Goa	149/FBMIVE	July 2024 to June 2026

ADMINISTRATIVE INFORMATION

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

The Department is headed by the Director and each section at the Head Office is headed by the respective Section Head/Officer. There are technical and non-technical staff working in various sections at the Head Office.

Each of the I.T.I.s is headed by a Principal. The training activities undergoing at the I.T.I.s are supervised by the Group Instructors/Millwright Foreman/Surveyor and conducted by the Vocational Instructors. The I.T.I.s too have technical and non-technical staff working towards implementation of various schemes/activities as per the instructions issued by D.G.T./higher authorities.

Director	01 Post
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
Research Assistant	01 Post
Office Superintendant	01 Post

LIST OF PIO AND APIO'S

Deputy Director (Admn.)	Public Information Officer
Deputy Director (Training)	Assistant Public Information Officer
Assistant Director (Training)	Assistant Public Information Officer
Assistant Controller of Examination	Assistant Public Information Officer
Assistant Apprenticeship Advisor	Assistant Public Information Officer
Training cum Placement Officer	Assistant Public Information Officer
Assistant Account Officer	Assistant Public Information Officer
Office Superintendant	Assistant Public Information Officer

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.

VIGILANCE HANDLING:

The Deputy Director (Administration) is appointed as the Vigilance Officer for Directorate of Skill Development & Entrepreneurship.

Last Updated as on 05/12/2024