

PROSPECTUS

GOVERNMENT OF JAMMU & KASHMIR

DEPARTMENT OF TECHNICAL EDUCATION

STATE COUNCIL FOR VOCATIONAL TRAINING



INDUSTRIAL TRAINING INSTITUTE

KHURIBATPORA

MESSAGE FROM THE SUPERINTENDENT DESK

Our country is in a phase of development to increase the employment intensity of economic growth, we must pay special attention to labor intensive manufacturing section such as food processing industry, textiles, small and medium enterprises, tourism and construction. In such a scenario a revolutionary attempt to fix the problems of vocation education in india, especially ITI's is being felt with urgency. Developing ITI's is everybody's cause in India and everybody be it from governments, industry, academic or professionals is conscious of this need.

For the purpose our government is launching a massive Skills Development Mission to empower india's youth and prepare them for meeting the current and emerging skills gap in india and place them at par with global bench marks on skills.

Under the same plan this institution has upgraded some trades and according to the industrial demand some new trades are being introduced, so that the trained youth be placed after the successful training.

CERTIFICATION

The Craftsmen Training Scheme is conducted by National Council for Vocational Training (NCVT) all over the country, through the respective State Council for Vocational Training (SCVT) in the states. On completion of the training, the All India Trade Test (AITT) is conducted by the NCVT leading to the award of National Trade Certificate (NTC) on successful qualification of the AITT. Some of the trades which are not affiliated with the NCVT are conducted by the SCVT in state and trainees are awarded State Trade Certificate on successful qualification of the Trade Test to be conducted by SCVT.

NOMENCLATURE OF TRADES

S. No.	Name of the Trade	Required Qualification	Duration	Scheme
1.	Stenography & Secretarial Assistant (English)	10th. (Matric)	One Year	SCVT (Normal)
2.	Stenography & Secretarial Assistant (English)	10th. (Matric)	One Year	SCVT (Self-finance)
3.	Computer Operator & Programming Assistant (COPA)	10th. (Matric)	One Year	SCVT (Normal)
4.	Computer Operator & Programming Assistant (COPA)	10th. (Matric)	One Year	SCVT (Self-finance)
5.	Plumber	10th. (Matric)	One Year	SCVT (Normal)
6.	Dress Making	10th. (Matric)	One Year	SCVT (Normal)

NATURE & SCOPE OF TRADES FUNCTIONING IN ITI KHURIBATPORA

NON-ENGINEERING TRADES

1. Stenography & Secretarial Assistant (English)

The training aims at developing the necessary skills in the 'would be office stenographer' besides equipping them in all aspects of the job such that one is transformed into a skilled Stenographers on completion of his training.

2. Computer Operator & Programming Assistant (COPA)

Qualifies a candidate to work as a middle level computer professional. Concept of both hardware & software are given in the training. The trainees become conversant with operating systems like DOS, Windows and UNIX. Language programming as d-base C/C++ is done and knowledge is also imparted about internet and its scope.

3. Dress Making

The objective of this course is to impart necessary knowledge and skill to the trainees in the Trade so that they become employable as stitching machine operators or cutter or pattern making helpers in the Garment Making Industry or Tailoring Establishment or Set up own cutting / tailoring shops.

ENGINEERING TRADES

1. Plumber

A candidate is trained to be able to work as a Domestic/Commercial Plumber.

There are a lot of job opportunities for a good plumber in all sectors including self-employment.

ADMISSIONS

ADMISSION FOR OPEN MERIT SEATS

The admission for free seats will be made purely on merit based on the marks obtained by the applicants in the qualifying examination based on the maximum qualifications prescribed for the respective trade.

ADMISSION FOR PAYMENT SEATS

The admission for payment seats shall also be made on the same procedure as laid down for free seats.

The following candidates are eligible for admission in the ITI's of the State: -

- ❖ Those who are permanent resident of the J&K State (except the wards of Defense Personnel's for whom special sanction from the Government is required).**
- ❖ Those who are between 14-40 years of age as on 1st August of the corresponding years (relaxation to 45 years in case of ex-servicemen and war widows).**
- ❖ Those who possess the minimum academic qualification prescribed for each trade.**
- ❖ Those who undertake to abide by rules/regulations of ITI's.**
- ❖ 30% reservation seats are available for women candidates in each trade.**

OPEN /PAYMENT /SELF-FINANCE FEE STRUCTURE OF VARIOUS TRADES

S. No.	Name of Trade	Fee Structure	Sanction Strength
1.	Stenography & Secretarial Assistant (English)	Unit I: Rs. 400/= Rs. 1400/= Unit II: Rs. 6000/=	20seats (Open Merit) 06seats (Payment) 26seats (Self-finance)
2.	Computer Operator Programming Assistant (COPA)	Unit I: Rs. 500/= Rs. 3500/= Unit II: Rs. 6000/=	20seats (Open Merit) 06seats (Payment) 26seats (Self-finance)
3.	Plumber	Unit I: Rs. 400/= Rs. 1400/=	20seats (Open Merit) 06seats (Payment)
4.	Dress Making	Unit I: Rs. 400/= Rs. 1400/=	16seats (Open Merit) 05seats (Payment)

EXTRACT OF IMPORTANT RULES

- 1) An aptitude test would be conducted of the candidates admitted in ITI's at the end of the second month after admission. A candidate found unsuitable for a trade can be considered for another trade before he/she is rejected altogether.**
- 2) The minimum compulsory attendance for trainees with regard to their eligibility for appearing in the All India Trade Test / State Test is 80% for actual number of working days.**
- 3) Casual leave at the rate of 12days per year for the course will be admissible to trainee's subject to a maximum of 10days at any time.**
- 4) A candidate who is unable to attend due to illness may be allowed medical leave up to 15days. Leave for a further period not exceed 3weeks for One-year training course in continuation or in addition to 15days absence may be granted to a trainee on production of Medical Certificate.**
- 5) Trainees who are not fit to attend the training after the leave period shall be discharged from the institution.**
- 6) A trainee who is absent from the training for ten consecutive days without permission and without information to the Superintendent about the reason of his/her absence will be treated as an absconder.**
- 7) Candidates selected for admission in an ITI shall have to deposit his/her School leaving certificates /Discharge certificates of the school /college last attended in original in the institution together with the admission dues within 7days of the selection failing which the seat will be passed on to next eligible candidate.**

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