

**ITI ADMISSION - 2021**



**ADMISSION TO  
GOVERNMENT AND PRIVATE  
INDUSTRIAL TRAINING  
INSTITUTES  
PROSPECTUS - 2021**

**GOVERNMENT OF PUDUCHERRY  
LABOUR DEPARTMENT  
DIRECTORATE OF TRAINING**



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## Admission to Government and Private Industrial Training Institutes

### PROSPECTUS - 2021

#### 1. Training Objectives:

The objectives of the Industrial Training Institutes are,

- To provide state- of- art technical skill to the youth of Puducherry
- To ensure a steady flow of skilled workers in different trades for the industry
- To reduce unemployment among the educated youth by equipping them for suitable industrial employment.

#### 2. General Information:

Admission to all the Government and Private Industrial Training Institutes in the Union Territory of Puducherry will be done by receipt of applications from the eligible candidates through online and counselling process. Those who wish to join Industrial Training Institutes are advised to apply “online”, after reading this prospectus thoroughly.



- Admission to all the Government and Private ITIs in the UT of Puducherry will be done through **Counselling**.
- Admission to ITI courses is based on the applicant’s marks in eligible exam/test and the reservation policy adopted as per Government norms through counselling on the dates allotted to the applicants.

#### 3. Details of Training:

- One-year and two-year Trade courses are offered in Industrial Training Institutes under National Council for Vocational Training (NCVT) and State Council for Vocational Training (SCVT) schemes.
- List of Government and Private Industrial Training Institutes in UT of Puducherry and the Trades offered in each ITI are detailed in Para-20.
- Duration of Training for each Trade and minimum educational qualification required for admission are detailed in Para-19.
- Training in all the Industrial Training Institutes in the UT of Puducherry will commence from September 2021 as per the instructions of DGT, New Delhi.

- For NCVT Trades, All India Trade Test (AITT) will be conducted at the end of every Training Year (Annually) and the successful Trainees will be awarded National Trade Certificates (NTC).
- For SCVT Trades, Trade Tests will be conducted at the end of every Training Year (Annually) and the successful Trainees will be awarded Certificates by the State Council for Vocational Training (SCVT).

#### 4. Educational Qualification for Admission:

Eligible qualification for the trades offered in the Government and Private Industrial Training Institute is 8<sup>th</sup> Pass and 10<sup>th</sup> Pass.

- **For 8<sup>th</sup> Passed Candidates** - Minimum academic qualification required for admission to the following trades are 8<sup>th</sup> Pass or above:
  - ✓ Mason (Building Construction)
  - ✓ Sewing Technology
  - ✓ Welder
  - ✓ Wireman

However, all the candidates who apply for the above Trades need to write a Common Screening Test and the final admission for these Trades is based on the merit list of screening test and the reservation policy.

- **For 10<sup>th</sup> Passed Candidates** – Minimum academic qualification for admission to all other Trades is a pass in 10<sup>th</sup> Standard or above.

#### 5. Age Limit:

- The applicants should have completed 14 years of age as on 1<sup>st</sup> July, 2021.
- No upper age limit for candidate seeking admission under craftsmen training scheme.

#### 6. Physical Fitness:

- The applicant should neither suffer from any infectious disease nor show symptoms of any pandemic disease. Further, the applicant should be free from push-pull diseases.
- Up-dated Health Record/Medical Fitness Certificate should be produced at the time of admission.



- Person with Disability will be allotted the Trade suitable to his/her disability based on the Medical Certificate issued by a Government Medical Practitioner.
- Persons with Disability should necessarily submit his/her photograph of size 125 x 75 mm, clearly showing the disability, with the Medical Certificate issued by a Government Medical Practitioner at the time of admission.

## **7. Reservation:**

<b>Sl. No.</b>	<b>Reservation Category</b>	<b>Quota</b>
1	Scheduled Caste – Origin (SC-Origin)	16%
2(a)	Most Backward Class (MBC)	18%
2(b)	Extreme Backward Class (EBC)	2%
2(c)	Other Backward Class (OBC)	11%
2(d)	Backward Class Muslim (BCM)	2%
2(e)	Backward Tribe (BT)	1%
3	Economically Weaker Section (EWS) (Subject to approval by the Government of Puducherry)	10%

- To avail the above reservation, the applicant has to submit the original Caste Certificate obtained from the Revenue Official of Government of Puducherry not lower than the rank of Deputy Tahsildar.
- Permanent Integrated Certificate issued by a Revenue Official not lower than the rank of Deputy Tahsildar has to be submitted at the time of admission.



## 8. Horizontal Reservation:

Sl. No.	Horizontal Reservation	Quota
1	Children and Grand Children of Freedom Fighters of U.T. of Puducherry (FF)	4%
2	Children of Ex-Service Man/Woman (Ex-Service)	3%
3	Physically Challenged (PC) (Subject to approval by the Government of Puducherry)	4%
4	Meritorious Sports Person (MSP)	1%

- To avail the above reservation, the applicant has to submit the necessary Certificate obtained on or after 01-01-2021 from the Officials mentioned below at the time of admission.
  - **For Freedom Fighters Quota:** Welfare Officer, Freedom Fighters Welfare Cell, Chief Secretariat, Puducherry.
  - **For Children of Ex-Service Man/Woman Quota:** Secretary, Rajya Sainik Board, Puducherry.
  - **For Meritorious Sports Persons Quota:** Principal Physical Education Inspector, Puducherry. (The Certificate should clearly state the applicant's participation in the National/State/Regional Level Sports activities)

## 9. Residence Certificate:

The candidate should fulfil **any one** of the following criteria as a proof of Residence of UT of Puducherry which is to be submitted at the time of admission.

- The Transfer Certificate issued by the Government School/Government recognized School/Education Institution in UT of Puducherry in 2021 mentioning the applicant's minimum continuous study of five years till 2021, will suffice for the Residence.
- Residence Certificate obtained from a Revenue Officer not lower than the rank of Deputy Tahsildar.



## 10. How to Apply:

- To apply for Government and Private Industrial Training Institutes, please apply through the websites <https://www.centacpuducherry.in/> or <https://labour.py.gov.in/>
- First register as Candidate by filling up of the required details and upload recent pass port size photograph, 9<sup>th</sup> or 10<sup>th</sup> Standard Mark sheet and submit the application.
- Please pay special attention to the **mobile number and e-mail ID**. All communication regarding Screening Test/Counselling, etc. will be sent through SMS to the registered mobile number alone. Hence, be attentive on your mobile for messages and E-mails.
- An applicant can choose only one industrial Training Institute (ITI) for each region, Puducherry, Karaikal, Mahe and Yanam.
- Government/Private ITI of Puducherry, Karaikal, Mahe and Yanam are going to be filled up by separate counselling.
- In case of any difficulty in applying online application, please contact your nearest Government ITI Help Desk for free Registration.

## 11. Trainees Selection Procedure:

- Applicants who seek admission in Sewing Technology, Wireman, Welder or Mason (Building Construction) have to appear for a Common Screening Test. Details of the Common Screening Test will be communicated to the applicants through SMS and E-mail of your registered mobile number/E-mail I.D.
- For the applicants who seek admission for courses where the minimum qualification is 10<sup>th</sup> Standard or above, merit list will be prepared by the Centralised ITI Admission Committee, Puducherry based on the guidelines followed by the Educational Department, Puducherry.
- Based on the merit list, applicants will be called for counselling and admitted in Trades.
- Applicants are requested to appear for counselling with all the originals on the date and time allotted for them.
- Applicants are not entitled to attend counselling on dates and time other than the allotted date and time to them.
- Provisional Admission Order will be issued to applicants, for the vacant seats, who attend the counselling on the date and time allotted to them based on their rank in the merit list.



- Selected candidates have to report for training in the ITI allotted to them before the last date mentioned in the Provisional Admission Order. The Provisional Admission Order stands cancelled automatically if the candidate fails to report for training on or before 5.00 p.m. on the date mentioned in the Provisional Admission order, and that seat will be considered vacant.

## 12. Equal Score in the Ranking:

Merit list will be prepared based on total marks and category of the applicants. In case more applicants fall under one rank, the following yard-stick will be applied in the order mentioned below to arrive the merit-list.

- Marks in Mathematics will be taken to determine the merit, if equals.
- Marks in Science will be considered to determine the merit, if equals.
- Date of Birth will be the final factor, and the merit is based on the seniority.

## 13. Original Certificates to be Submitted:

Those who get the Provisional Admission Order, should submit the following applicable originals to the Office of the Principal of the ITI allotted to them before the date mentioned in the Provisional Admission Order.

- 10<sup>th</sup>/9<sup>th</sup> Standard Original Mark Sheet or 8<sup>th</sup> Standard Pass certificate issued by the School.
- Original Transfer Certificate (TC).
- Original Residence Certificate.
- Original Community Certificate.
- Permanent Integrated Certificate (PIC Form).
- Physically handicapped certificate mentioning 40% or above disability.
- Freedom Fighters Certificate issued by the Freedom Fighters Cell.
- Ex-Service man/woman Certificate.
- Meritorious Sports Person Certificate.
- Copy of Aadhaar registered in Puducherry State.
- Copy of Bank pass-book first page.



### Note:

- All the originals submitted at the Industrial Training Institute (ITI) at the time of admission will be returned to the Trainees only after completion/discontinuation of the Training. Hence, sufficient number of copies/Xerox of the originals may please be taken before submitting the originals at the ITI.



- The Trainees are instructed not to change their mobile numbers and the email ID as they are uploaded in the Trainees Portal of the NCVT website.

#### **14. Certificate Verification:**

At the time of Counselling/admission, the originals of the applicant's certificates will be verified for their authenticity. In case of any Forgery/Falsification, the admission will be cancelled and criminal action will be initiated.

#### **15. Tuition Fee:**

- Those who wish to join Government ITI will have to pay ₹240/- (Rupees two hundred and forty only) towards annual tuition fee.
- Candidates admitted in Government ITI under Scheduled Caste (Origin) and Physically Challenged Category are exempted from paying the tuition fee.
- All those admitted in Govt. ITI will have to pay ₹50/- (Rupees fifty only) towards Caution Money Deposit which will be refundable after completion of the Training.

#### **16. Stipend:**

All the Trainees of Government ITI, will be provided a stipend of ₹150/- per month based on their attendance.

#### **17. Merit Scholarship:**

A merit test will be conducted for each unit of Trade, and the first rank holder will be awarded ₹300/- per month till the end of the Training.



#### **18. Placement Cell and Job Opportunities:**

A placement cell is functioning in each Government ITI. The placement cell Officers will help the Trainees in getting placements in private companies/ industries/ factories/ establishments and Apprenticeship Training in Government Departments and Private Companies.

**19. List of Trades, Training period and its Educational Qualification in the Government and Private ITIs of U.T. of Puducherry:**

Sl. No.	Trade Name	Training Duration	Educational Qualification
1	Cosmetology (SCVT)	One Year	10 <sup>th</sup> Standard and above
2	Catering and Hospitality Assistant (SCVT)	One Year	10 <sup>th</sup> Standard and above
3	Computer Operator and Programming Assistant	One Year	10 <sup>th</sup> Standard and above
4	Data Entry Operator (SCVT)	One Year	10 <sup>th</sup> Standard and above
5	Draughtsman (Civil)	Two Years	10 <sup>th</sup> Standard and above
6	Electrician	Two Years	10 <sup>th</sup> Standard and above
7	Electronics Mechanic	Two Years	10 <sup>th</sup> Standard and above
8	Fashion Design and Technology (SCVT)	One Year	10 <sup>th</sup> Standard and above
9	Fitter	Two Years	10 <sup>th</sup> Standard and above
10	Instrument Mechanic	Two Years	10 <sup>th</sup> Standard and above
11	Machinist	Two Years	10 <sup>th</sup> Standard and above
12	Mason (Building Construction)	One Year	8 <sup>th</sup> Standard and above
13	Mechanic (Diesel)	One Year	10 <sup>th</sup> Standard and above
14	Mechanic (Motor Vehicle)	Two Years	10 <sup>th</sup> Standard and above
15	Plastic Processing Operator	One Year	10 <sup>th</sup> Standard and above
16	Refrigeration and Air-conditioning Technician	Two Years	10 <sup>th</sup> Standard and above
17	Sewing Technology	One Year	8 <sup>th</sup> Standard and above
18	Turner	Two Years	10 <sup>th</sup> Standard and above
19	Welder	One Year	8 <sup>th</sup> Standard and above
20	Wireman	Two Years	8 <sup>th</sup> Standard and above

## 20. List of Government and Private ITIs in the U.T. of Puducherry and the Trades available in each ITI:

(Female candidates may apply for any ITI in the UT of Puducherry)

### Government Industrial Training Institutes:

Sl. No.	Name of the ITI	Trades
1	Govt. ITI for Men, Mettupalayam, Puducherry	<ul style="list-style-type: none"> <li>• Computer Operator and Programming Assistant</li> <li>• Electrician</li> <li>• Electronics Mechanic</li> <li>• Fitter</li> <li>• Mason (Building Construction)</li> <li>• Mechanic (Motor Vehicle)</li> <li>• Plastic Processing Operator</li> <li>• Refrigeration and Air-conditioning Technician</li> <li>• Welder</li> <li>• Wireman</li> </ul>
2	Govt. ITI for Women, NSC Bose Road, Vambakeerapalayam, Pondicherry.	<ul style="list-style-type: none"> <li>• Cosmetology (SCVT)</li> <li>• Computer Operator and Programming Assistant</li> <li>• Sewing Technology</li> </ul>
3	Govt. ITI, Nettapakkam, Puducherry.	<ul style="list-style-type: none"> <li>• Computer Operator and Programming Assistant (SCVT)</li> <li>• Electrician (SCVT)</li> <li>• Fitter</li> <li>• Sewing Technology</li> </ul>
4	Govt. ITI, Bahour, Puducherry	<ul style="list-style-type: none"> <li>• Fitter (SCVT)</li> <li>• Wireman (SCVT)</li> </ul>
5	Govt. ITI, Villanur, Puducherry	<ul style="list-style-type: none"> <li>• Catering and Hospitality Assistant (SCVT)</li> <li>• Draughtsman (Civil)</li> </ul>
6	Govt. ITI for Men, T.R.Pattinam, Karaikal	<ul style="list-style-type: none"> <li>• Computer Operator and Programming Assistant</li> <li>• Electrician</li> <li>• Fitter</li> <li>• Instrument Mechanic</li> <li>• Machinist</li> <li>• Mechanic (Diesel)</li> <li>• Mechanic (Motor Vehicle)</li> </ul>

<b>Sl. No.</b>	<b>Name of the ITI</b>	<b>Trades</b>
		<ul style="list-style-type: none"> <li>• Refrigeration and Air-conditioning Technician</li> <li>• Turner</li> <li>• Welder</li> <li>• Wireman</li> </ul>
7	Govt. ITI for Women, T.R.Pattinam, Karaikal.	<ul style="list-style-type: none"> <li>• Cosmetology (SCVT)</li> <li>• Computer Operator and Programming Assistant</li> <li>• Data Entry Operator (SCVT)</li> <li>• Draughtsman (Civil)</li> <li>• Sewing Technology</li> </ul>
8	Rajiv Gandhi Govt. ITI, Mahe	<ul style="list-style-type: none"> <li>• Electrician</li> <li>• Draughtsman (Civil)</li> </ul>
9	NSC Bose Govt. ITI, Yanam	<ul style="list-style-type: none"> <li>• Fashion Design and Technology (SCVT)</li> <li>• Mechanic (Motor Vehicle) (SCVT)</li> <li>• Wireman</li> </ul>

### **Private Industrial Training Institutes:**

<b>Sl. No.</b>	<b>Name of the ITI</b>	<b>Trades</b>
1	Indira Gandhi Private ITI, Thirukanur, Puducherry	<ul style="list-style-type: none"> <li>• Electrician</li> <li>• Wireman</li> </ul>
2	Jai Amman Private ITI, Mathikrishnapuram, Puducherry.	<ul style="list-style-type: none"> <li>• Electrician</li> <li>• Wireman</li> </ul>
3	Pondicherry Private ITI, Orleanpet, Puducherry.	<ul style="list-style-type: none"> <li>• Electrician</li> <li>• Fitter</li> <li>• Wireman</li> </ul>
4	Rajive Memorial Private ITI, Orleanpet, Puducherry.	<ul style="list-style-type: none"> <li>• Electrician</li> <li>• Fitter</li> </ul>
5	Sri Vivekananda Private ITI, Nellithoppu, Puducherry.	<ul style="list-style-type: none"> <li>• Electrician</li> <li>• Wireman</li> </ul>
6	Worth Private ITI, Thengaithittu, Puducheery.	<ul style="list-style-type: none"> <li>• Turner</li> </ul>

## 21. Contact Details:

For any information about Online Admission in Government and Private ITIs please contact:

Office Address	The Assistant Director (Training), Directorate of Training, Labour Department Complex, Vazhudhavour Road, Gandhi Nagar, Puducherry 605 009.
Telephone	0413-2273275
Mobile Number	8300838089
email id	<a href="mailto:adt.pon@nic.in">adt.pon@nic.in</a>
Website address for submission of on-line application.	<a href="https://www.centacpuducherry.in/">https://www.centacpuducherry.in/</a> or <a href="https://labour.py.gov.in/">https://labour.py.gov.in/</a>