

# Admission

## Government Institute for Training of Trainers

### Sector-5, Rohtak

#### A. About:

Government Institute for Training of Trainers (G.I.T.O.T.) has been set up by the Industrial Training Department, Haryana located at Rohtak and **affiliated by Ministry of Skill Development & Entrepreneurship, New Delhi GOI.** The demand of qualified instructors is huge as compared to capacity of various instructor training institutes in India. This institute is entrusted with the mission to act as a center for offering quality training programs for instructors to meet the demand of various Industrial Training Institutes (ITI's) at regional and also at national levels. Initially the institute is running CTI course for instructors of Govt. Industrial Training Institutes, for industries sponsored and private candidates under Crafts Instructor Training Scheme of Ministry of Skill development & Entrepreneurship, Govt. of India. The objective of this institute is not only to train and produce systematically trained craft instructors but to conduct need based training programs in the form of 'Tailor Made' programs. The GITOT, Rohtak will have a seating capacity of 240 trainees in the following skill areas under CITS scheme.

1. Fitter
2. Turner
3. Mechanic Motor Vehicle

#### B. Course Structure:

Craft Instructor Training for Engineering Trades in semester system will be imparted as per the syllabi approved by National Council for Vocational Training (NCVT) for each semester. The complete course of Instructor Training for engineering trades will be delivered in two semesters each of six month duration namely:

- a. FIRST SEMESTER – 6 months (Comprising Basic components of trade theory, practical, workshop calculation & science and Engg. Drawing)
- b. SECOND SEMESTER – 6 months (Comprising Advanced Trade theory, practical, Training Methodology and Principles of Teaching)

#### c. Batch Size:

	1 <sup>st</sup> Semester (2 units) Admissions in each semester	2 <sup>nd</sup> Semester (2 units)	Total intake
Fitter	20 + 20	20 + 20	80
Turner	20 + 20	20 + 20	80
Mechanic Motor Vehicle	20 + 20	20 + 20	80
Admission of Trainees per semester	120	120	240

Training Schedule is to be started from academic session.

1st Semester      1<sup>st</sup> August to 31<sup>st</sup> January

2nd Semester      1<sup>st</sup> February to 31<sup>st</sup> July

**C. Mode of Admission:**

Admission will be made purely on the basis of merit of Entrance Test held by Ministry of Skill Development & Entrepreneurship, GOI, New Delhi, generally in the month of June every year. Sponsored candidates for Govt. organization may apply to institute for direct Admission through Proper Channel i.e. through state Directorates. Selection of private candidates will be made on merit of all India Entrance Test to be conducted by Ministry of Skill Development & Entrepreneurship, GOI, and New Delhi.

1. 25 % of sanction seats are reserved for sponsored candidates.
2. First preference will be given to the candidates sponsored by state directorates/Union Territories in-charge dealing with Craftsman Training Scheme from the various Govt. ITI's in India.
3. The next preference will be given to the candidates sponsored by affiliated Pvt. ITI's, Government of India Departments, any other Department of State Government/UT, Public sector Enterprises (Central/State), If seats fall vacant then these will be offered to affiliated ITI's /ITC's, Government of India undertakings and industrial organizations on strictly first come first serve basis. There is no age limit for candidates sponsored by state directorate.
4. Private candidates for the rest of 75% vacant seats who apply through the all India Entrance Test held by Ministry of Skill Development & Entrepreneurship, GOI, New Delhi.
5. Reservation will be made as per Government policy.

**D. How to apply:**

1. State Directors may send nominations of instructor working in Govt. ITI'S directly to the Joint Director of the Institute.
2. Private affiliated ITI/ITC instructor & fresh ITI students may apply for entrance test.
3. Application form may be available from the website Ministry of Skill Development & Entrepreneurship, GOI, and New Delhi, which is advertised in newspaper.

**E. Sponsored Candidates:**

1. 25 % seats are to be filled by sponsored eligible candidates.
2. Candidates who are Matriculate and in-between 18 to 40 years of age & have passed National Trade Certificate (NTC) or National Apprenticeship Certificate (NAC) in the concerned trade or Diploma/degree in relevant branch of Engineering (Appendix A).

**Appendix A:**

Sr. No.	Trade	Entry Qualification & Relevant Degree/Diploma
1	Fitter	National Trade Certificate in concerned trade. OR National Apprenticeship Certificate in the concerned trade OR Diploma/Degree in Mechanical/Production Engineering from AICTE recognized Board/University
2	Turner	National Trade Certificate in concerned trade. OR National Apprenticeship Certificate in the concerned trade OR Diploma/Degree in Mechanical/Production Engineering from AICTE recognized Board/University
3	Mechanic Motor Vehicle	NTC & NAC in Mechanic Motor Vehicle or Mechanic Auto Electrical and Electronics. OR Diploma/Degree in Mechanical/Automobile Engineering from AICTE recognized Board/University. <i>F. Valid MCWG &amp; LMV driving License Mandatory for all</i>

#### G. Fee Structure:

1. For government sponsored trainees Rs. 500/- per month
2. For Private/Industrial sponsored trainees Rs. 3000/- per month
3. For Private candidates Rs. 2000/- per month

Other Charges:	Admission Fee:	Rs. 100/- one time
	Student Fund:	Rs. 50/- per month
	Building Fund:	Rs. 150/- one time
	I.D Card:	Rs. 20/-
	Security:	Rs. 500/- Refundable
	Library:	Rs. 200/- one time
	Examination Fees:	Rs. 100/- per semester

- Fees will be charged quarterly and will be deposited before 20<sup>th</sup> of August, November, February & May.
- Stipend/scholarship as per Industrial Training Department, Haryana rules.

#### Hostel Charges

1. Accommodation/stay Rs. 1000/- per month  
(Including bed, study table & chair)
  2. Food, Tea etc. As per Catering Service Contract rate
- Hostel Security: Rs. 1000/- Refundable

#### H. Examination and Certification :

Final Trade test shall be conducted in the end of every semester in theory and practical subjects. The successful candidates who have passed both the semesters shall be awarded "Certificate of Proficiency" certificate by National Council of Vocational Training (NCVT), Govt. of India, Ministry of

Skill Development & Entrepreneurship, GOI, and New Delhi. They become eligible for the appointment as Craft Instructors at various Training Institutes. The minimum attendance required for appearing in Examination is 80% and Pass marks 60% in theory as well as practical for getting Craft Instructor Certificate.



14. Are you a resident of Haryana State ( Yes or No ) : \_\_\_\_\_
15. Are you a Handicapped (If yes please attach the certificate) : \_\_\_\_\_
16. Do you belong to SC / BC / OBC or any other reserved Category : (Yes or No) \_\_\_\_\_  
(If yes then please attach the certificate)
17. Are you an Ex-serviceman or Son / Daughter of Dependent /Widow of a Freedom fighter :  
\_\_\_\_\_
18. Religion \_\_\_\_\_
19. Do you belong from Minority section (Christian / Sikh / Parsi / Muslim / Buddhist) :  
\_\_\_\_\_

I hereby certify that I have enclosed herewith the attested photocopies of all above mentioned academic qualifications, residence proof, experience certificates and caste certificate. All the information given by is true and best of my knowledge. I understand that if any information given by me is found incorrect then my admission will be cancelled immediately.

I understand that I have to submit the fee, prescribed by the institute and I have to follow the discipline of the institute and I will not quit from my course up to completion of my training.

I agree that I will abide by all the terms and conditions laid down by the institute otherwise institute will have the right to recover from me all the expenditure made on my training.

Place \_\_\_\_\_  
Date \_\_\_\_\_

Signature of Applicant

Signature of Father/Guardian

**SPONSORSHIP CERTIFICATE**

Certified that Ms. /Mr. ....S/o/D/o Shri..... Working as ..... in the department of ..... from (date) ..... is a permanent employee of this department/ organization. His/hers name is hereby sponsored for 2-Semester CTI Course in Government Institute for Training of Trainer (GITOT), Rohtak. She/he fulfills the minimum eligibility conditions laid down for admission to this course. She/he will be relieved for the said course on the production of Admission Letter.

It is further certified that no enquiry is pending against him/her and he/she will be relieved to join the course, if selected. She/he will be absorbed in our Organization / Dep't. After the completion of the course.

Date .....

Signature of the sponsoring

No. ....

Authority with Stamp