

No.DGT-A-12017/2/2017-WT

Government of India
Ministry of Skill Development and Entrepreneurship
Directorate General of Training
Women Training Section

Employment Exchange Building,
Pusa Campus, New Delhi

Dated 11th..... June, 2018
12

Office Memorandum

Subject:- Amendment of Recruitment Rules for the post of Vocational Instructor/Junior Technical Assistant/ Store Keeper under the Women Training Scheme of the DGT, Ministry of Skill Development & Entrepreneurship for seeking Comments / views/ suggestions - regarding.

The undersigned is directed to state that as per DoP&T No.AB-14017/61/2008 – Estt.(RR) dated 13/10/2015 , the proposed Amendment of Recruitment Rules for the post of Vocational Instructor/Junior Technical Assistant/ Store Keeper under the Women Training Scheme of the DGT, Ministry of Skill Development & Entrepreneurship are hereby placed on the website of Directorate General of Training, Ministry of Skill Development & Entrepreneurship for seeking comments / views / suggestions from various stakeholders. The comments / views / suggestions may be furnished to the undersigned within a period of 30(Thirty) days from the date of this Office Memorandum.

It is, therefore, requested to make available one copy of Draft RRs to each concerned officer of your institute and to display the same on the Notice Board. A Certificate to the effect that a copy of the same has been provided to all concerned of your institute, may please be furnished to this office by 11th July, 2018 positively.



(Ishwar Singh)

Director(WT & SDI)

Copy to:-

- 1) Principal, NVTI/RVTIs to be circulated to all concern and also display in the notice board.**
- 2) Spare copy.**

SCHEDULE-B

Name of post	Number of post	Classification	Scale of Pay	Whether selection post or Non-selection post	Age limit for direct recruit
(1)	(2)	(3)	(4)	(5)	(6)
Vocational Instructor/ Junior Technical Assistant/ Store Keeper (i) Vocational Instructor – 162 posts (Trade wise break-up at Annex-1) (ii) Junior Technical Assistant – 10 posts (iii) Store Keeper – 11 posts	183*(2017) *Subject to variation depending on work load	General Central Service (Group 'B' - Non-Gazetted, Non- Ministerial)	level-6 As per 7CPC of pay matrix	Selection	21 to 40 years (Relaxable for Government servants as per rule or orders issued by the Central Government from time to time).

Educational and other qualification required for direct recruits	whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation if any	Method of recruitment whether by direct Recruitment or by promotion or by deputation/Absorption & percentage of the posts to be filled by various methods.
(7)	(8)	(9)	(10)
<p>Essential qualifications:</p> <p>I. (a) Bachelor's degree in Engineering / Technology/Field in the relevant area from any recognized University/Institute approved by UGC/AICTE. (b) One year's experience in the relevant field of Teaching/Industry, after acquiring the qualifications.</p> <p style="text-align: center;">Or</p> <p>II. (a) Diploma in Engineering/Technology/Field in the relevant area from any recognized Board of Technical Education/UGC/AICTE. (b) Two years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications.</p> <p style="text-align: center;">Or</p> <p>III. (a) 10th Class passed under 10+2 system. (b) National Trade Certificate or National Apprentice Certificate awarded by NCVT under Craftsman Training Scheme of the relevant trade. (c) National Craft Instructor Certificate awarded by NCVT under CITS in relevant trade. (d) Three years' experience in the relevant field of Teaching/Industry, after acquiring above qualifications. (Trade wise detailed Essential qualification and experience of the posts as per Annexure-1)</p>	<p>Age: No Essential Qualification: Yes</p>	<p>Two years for direct recruits and Promotes</p>	<p>95% by Direct Recruitment 5% by promotion failing which by Direct Recruitment.</p>

In case of recruitment by promotion/ deputation/absorption grades from which promotion/ deputation/ absorption to be made	If a Departmental Promotion Committee exists what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(11)	(12)	(13)
<p>Promotion: Assistant Store Keeper working under the Women's Vocational Training Programme with five years regular service in the grade.</p> <p>Deputation : Officers from the Central or State Government or Union territories : (a) (i) holding analogous posts on regular basis in the Parent Cadre/ Department; or (ii) With eight years' service in the grade rendered after appointment thereto on regular basis in the Pay matrix of 7 CPC level five scale in the Parent Cadre/Department; and (b) possessing the educational qualifications and experience prescribed for direct recruits under column 7</p> <p>The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the Same or some other organization/ department of the Central Government shall ordinarily not exceed three years/ as per GOI orders issued from time to time. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of the receipt of applications).</p>	<p>Group 'B' (Non-Gazetted) Departmental Promotion Committee (for considering DR selection/ promotion/ confirmation) consisting of:</p> <ol style="list-style-type: none"> 1. Director of Training (Women Training)/ HOD, DGT, Ministry of Skill Development and Entrepreneurship- Chairperson 2. A Group 'A' officer, Women Training/DGT, Ministry of Skill Development and Entrepreneurship- Member 3. A Group 'A' officer stationed in the same city, other than Ministry of Skill Development and Entrepreneurship - Member 4. Principal/Assistant Director of Training, NVTI/RVTI, Women Training, DGT, (Ministry of Skill Development and Entrepreneurship) - Member Secretary 	<p>Not Applicable</p>

Detailed Breakup of the posts:

(Vocational Instructor/ Junior Technical Assistant/ Store Keeper and Essential Qualifications & Experience)

Vocational Instructor -- 162 posts (Trade wise break-up):	Sanction Posts	Essential Educational Qualifications
1. Dress Making	15	Degree in Dress Making/ Fashion Design Technology and One year experience in the relevant field of Teaching/Industry, after acquiring the qualifications or Diploma in relevant Subject approved by AICTE/UGC and Two years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications or NTC/NAC awarded by NCVT under CTS with CITS passed in the relevant trade and Three years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications
2. Fashion Design Technology	12	Degree in Dress Making/ Fashion Design Technology and One year experience in the relevant field of Teaching/Industry, after acquiring the qualifications or Diploma in relevant Subject approved by AICTE/UGC and Two years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications or NTC/NAC awarded by NCVT under CTS with CITS passed in the relevant trade and Three years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications
3. Front Office Assistant	3	Degree in Hotel Management / Catering Technology and One year experience in the relevant field of Teaching/Industry or Diploma in relevant Subject approved by AICTE/UGC and Two years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications or NTC/NAC awarded by NCVT under CTS with CITS passed in the relevant trade and Three years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications
4. Electronics Mechanics	15	B.E./B.Tech. in Electronics/Electronics & Telecommunication and One year experience in the relevant field of Teaching/Industry or Diploma in relevant Subject approved by AICTE/UGC and Two years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications or NTC/NAC awarded by NCVT under CTS with CITS passed in the relevant trade and Three years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications
5. Desktop Publishing Operator	11	Degree in Printing Technology and One year experience in the relevant field of Teaching/Industry or Diploma in relevant Subject approved by AICTE/UGC and Two years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications or NTC/NAC awarded by NCVT under CTS with CITS passed in the relevant trade and Three years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications
6. Architectural Assistantship	19	B.Tech. Degree in Architectural Engg. and One year experience in the relevant field of Teaching/Industry or Diploma in relevant Subject approved by AICTE/UGC and Two years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications or NTC/NAC awarded by NCVT under CTS with CITS passed in the relevant trade and Three years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications
7. Fruit & Vegetables	3	Degree in Food Technology and One year experience in the relevant field of Teaching/Industry or Post-Harvest Management or Diploma in relevant Subject approved by AICTE/UGC and Two years' experience in the

Processing		relevant field of Teaching/Industry, after acquiring the qualifications or NTC/NAC awarded by NCVT under CTS with CITS passed in the relevant trade and Three years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications
8. Catering & Hospitality	1	Degree in Hotel Management / Catering Technology and One year experience in the relevant field of Teaching/Industry or Diploma in relevant Subject approved by AICTE/UGC and Two years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications or NTC/NAC awarded by NCVT under CTS with CITS passed in the relevant trade and Three years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications
9. Interior Design & Decoration	6	Degree in Interior Design and Decoration Engineering and One year experience in the relevant field of Teaching/Industry or Diploma in relevant Subject approved by AICTE/UGC and Two years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications or NTC/NAC awarded by NCVT under CTS with CITS passed in the relevant trade and Three years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications
10. Travail and Tour Assistant	2	Degree in Tourism and One year experience in the relevant field of Teaching/Industry or Diploma in relevant Subject approved by AICTE/UGC and Two years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications or NTC/NAC awarded by NCVT under CTS with CITS passed in the relevant trade and Three years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications
11. Hospital House Keeping	1	Degree in relevant subject and One year experience in the relevant field of Teaching/Industry or Diploma in relevant Subject approved by AICTE/UGC and Two years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications or NTC/NAC awarded by NCVT under CTS with CITS passed in the relevant trade and Three years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications
12. Electrician	1	B.Tech. in Electrical / Electrical and Electronics Engineering and One year experience in the relevant field of Teaching/Industry or Diploma in relevant Subject approved by AICTE/UGC and Two years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications or NTC/NAC awarded by NCVT under CTS with CITS passed in the relevant trade and Three years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications
13. Floriculture & Landscaping	1	Degree in Agriculture and One year experience in the relevant field of Teaching/Industry or Diploma (Agriculture / Horticulture) approved by AICTE/UGC and Two years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications or NTC/NAC awarded by NCVT under CTS with CITS passed in the relevant trade and Three years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications
14. Instrument Mechanic	1	Instrumentation/Instrumentation and Control Engineering and One year experience in the relevant field of Teaching/Industry or Diploma in relevant Subject approved by AICTE/UGC and Two years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications or NTC/NAC awarded by NCVT under CTS with CITS passed in the relevant trade and Three years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications
15. Computer Operator and Programming Assistant	22	BE/B.Tech. in Computer Science/IT and One year experience in the relevant field of Teaching/Industry or Diploma in relevant Subject approved by AICTE/UGC and Two years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications or NTC/NAC awarded by NCVT under CTS with CITS passed in the relevant trade and Three years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications

16. Food & Beverages Service Assistant	4	Degree in Hotel Management / Catering Technology and One year experience in the relevant field of Teaching/Industry or Diploma in relevant Subject approved by AICTE/UGC and Two years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications or NTC/NAC awarded by NCVT under CTS with CITS passed in the relevant trade and Three years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications
17. Cosmetology	20	Diploma in Beauty culture/Cosmology approved by AICTE/UGC and Two years' experience in the relevant field of Teaching/Industry or NTC/NAC awarded by NCVT under CTS with CITS passed in the relevant trade and Three years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications
18. Stenography (Hindi)	4	Diploma in Stenography & Secretarial Practice / Office Management/Modern office Management approved by AICTE/UGC and Two years' experience in the relevant field of Teaching/Industry or NTC/NAC awarded by NCVT under CTS with CITS passed in the relevant trade and Three years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications
19. Office Management	17	Diploma in Stenography & Secretarial Practice / Office Management/Modern office Management approved by AICTE/UGC and Two years' experience in the relevant field of Teaching/Industry or NTC/NAC awarded by NCVT under CTS with CITS passed in the relevant trade and Three years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications
20. Bamboo Works	1	Bachelor Degree in Civil/Mechanical Engineering and One year experience in the relevant field of Teaching/Industry or Diploma in relevant Subject approved by AICTE/UGC and Two years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications or NTC/NAC awarded by NCVT under CTS with CITS passed in the relevant trade and Three years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications
21. Surface ornamentation Technique	3	NTC/NAC awarded by NCVT under CTS with CITS passed in the relevant trade and Three years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications or Diploma in relevant Subject approved by AICTE/UGC and Two years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications. and Three years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications
Sub Total	162	
(ii) Junior Technical Assistant	10	Degree in Engineering/Technology in Computer Science/IT and One year experience in the relevant field of Teaching/Industry or Diploma in relevant Subject approved by AICTE/UGC and Two years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications or NTC/NAC awarded by NCVT under CTS with CITS passed in COPA trade and Three years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications
(iii) Store Keeper	11	Degree in Engineering/Technology in Computer Science/IT and One year experience in the relevant field of Teaching/Industry or Diploma in relevant Subject approved by AICTE/UGC and Two years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications or NTC/NAC awarded by NCVT under CTS with CITS passed in COPA trade and Three years' experience in the relevant field of Teaching/Industry, after acquiring the qualifications.
Total	183	