

Email

**DIRECTORATE OF TECHNICAL EDUCATION
VOCATIONAL & INDUSTRIAL TRAINING
HIMACHAL PRADESH, SUNDERNAGAR.**

(Email: traininghp@rediffmail.com, Contact No. 01907-267416)

No. STV(IT)-H-F(7)-28/NTC/2017/ 11250 - 11350 Dated 21/02/2018

To

The Principal,
All Govt. & Pvt. ITIs,
(Himachal Pradesh)

Subject: Regarding issuance of pending National Trade Certificates.

Memo,

On the subject cited above, you are directed to send the data of pending trainees, who have passed out on or before July 2017 (**trainees admitted on or before Aug 2013 only**) and have not received the NTCs and the data of these trainees has not been sent to this Directorate for preparation of e-National Trade Certificates. (**If the data of the trainees has already been sent to this office, then there is no need to send it again**). You are directed to send the data on the formats prescribed by the DGT, New Delhi, in MS Excel (Format enclosed) for preparing the e-National Trade Certificates of pending training, on or before 12/03/2018 positively, for onward submission to the DGT, New Delhi. You are further directed to submit the Undertaking (copy enclosed) that there is no pendency with respect to your institute regarding NTCs of passed out trainees till Jul 2017. You are further directed to send the intimation even no eligible candidate is there for issuance of e-National Trade Certificates within the time mentioned above. The detailed instructions to send the trainees detail are enclosed herewith as Annexure-A.

The submission of correct information in time as per enclosed format shall be the sole responsibility of the concerned Principal/DDO. This is for your information and necessary action at the earliest.



Director

Technical Education,
Vocational & Industrial Training
Himachal Pradesh, Sundernagar

- Encls:
- Format of Undertaking
 - Soft & hard copy of the format A-1 (Conventional System) and B-1 (Semester system)
 - Instructions Sheet
 - Master Trade Code Sheet (Trade code on the formats should be according to trade code on the Master Trade Code Sheet)

UNDERTAKING

This is to certify that the correct details of all the pending National Trade certificates (NTCs) of the (Name of the ITI) has been submitted on dateto the Director, Technical Education, Vocational & Industrial Training, Himachal Pradesh, Sundernagar and further no NTCs data of trainees passed on or before July 2017 is pending of this institute for preparing National Trade certificates. This is also, certified that N.T.Cs pertaining to pending, Court Cases have not been included in the list of N.T.Cs submitted to the Director, Technical Education, Vocational & Industrial Training, Himachal Pradesh, Sundernagar as on date for final printing/Facsimile signature of the SCVT/NCVT. After today.....(Name of the ITI) will not intend for any NTC of other than mentioned in the submitted data.

Place:

Date:

Signature of
Principal of Govt. ITI/Pvt. ITI,
Name of the ITI

Format A-1 (for conventional system)

Sr. No.	MIS ITI Code	ITI Name	Trade Code	Trainee Name	Trainee Type	Father Name	Date of Birth	Training From	Training To	Exam Month	Exam Year

Principal Signature
With ITI Seal

Format B-1 (for Semester system)

Sr. No.	MIS ITI Code	ITI Name	Trade Code	Trainee Name	Trainee Type	Father Name	Date of Birth	Training From	Training To	Exam Month	Exam Year

Principal Signature
With ITI Seal

Instructions Sheet

- 1 Trainees detail of **Conventional System** should be in the **Format A-1**
- 2 Trainees detail of **Semester System** should be in the **Format B-1 (Trainee admitted in Aug 2013 only)**
- 3 Formats should be in MS Excel (text format)
- 4 Each page of hard copy of trainees detail should be duly signed by the Principal of the Institution.
- 5 Soft copy of the trainees detail should be in the Re-write able CD.
- 6 Instruction to fill the columns of the formats are as under:

MIS_ITI_Code	10 characters MIS ITI Code as shown in the NCVT MIS Portal
ITI_Name	ITI Name should be accordingly, shown in the NCVT MIS Portal and also in Capital letters .
Trade_Code	Trade Code should be as per the Master Trade Code Sheet in 3 digits .
Trainee_Name	Trainees name should be in the capital letters .
Trainee_Type	Type of Certified Trainee Regular/Private .
Father_Name	Father Name should be in the capital letters .
Date_of_Birth	Date of Birth of Certified Trainee in dd-MMM-yyyy format; like 26-Nov-1995
Training_From	Training Start Month Year in MMM-yyyy format; like Aug-2012
Training_To	Training End Month Year in MMM-yyyy format; like Jul-2014
Exam_Month	Month in which exam was cleared by Trainee: like July / January
Exam_Year	Year in which exam was cleared by Trainee; like 2015

Trade Code	Trade Name
008	Domestic Painter
010	Gold Smith
011	Industrial Painter
013	Marine Engine Fitter
015	Mech. Repair & Maintenance of Heavy Vehicles
016	Mech. Repair & Maintenance of Light Vehicles
019	Mechanic Communication Equipment Maintenance
020	Mechanic Lens/Prism Grinding
021	Physiotherapy Technician
022	Plastic Processing Operator
025	Rubber Technician
027	Stone Mining Machine Operator
028	Stone Processing Machine Operator
030	Attendant Operator (Chemical Plant)
037	Instrument Mechanic
038	Instrument Mechanic (Chemical Plant)
040	Laboratory Assistant (Chemical Plant)
044	Maintenance Mechanic (Chemical Plant)
045	Marine Fitter
046	Mechanic Mining Machinery
048	Mechanic Computer Hardware
049	Mechanic Consumer Electronics
050	Mechanic Cum Operator Electronics Communication System
051	Mechanic Industrial Electronics
053	Mechanic Mechatronics
054	Mechanic Medical Electronics
057	Mechanic Radio & T.V.
059	Painter General
060	Radiology Technician
068	Vessel Navigator
076	Driver Cum Mechanic
094	Cane Willow and Bamboo Worker
095	Catering & Hospitality Assistant
096	Computer Operator & Programming Assistant (VI)
098	Craftsman Food Production (Vegetarian)
099	Cutting & Sewing (VI)
100	Dairying
101	Desktop Publishing Operator (VI)
102	Digital Photographer
106	Finance Executive
107	Fire Technology and Industrial Safety Management
108	Floriculture & Landscaping
109	Footwear maker
110	Hair & Skin Care (VI)
111	Health Safety & Environment
112	Health Sanitary Inspector
113	Horticulture
114	Hospital House Keeping

116	Leather Goods Maker
117	Litho- Offset Machine Minder
118	Marketing Executive
120	Office Assitant cum Computer Operator
121	Photographer
122	Plate Maker-Cum-Impositor
124	Process Cameraman
131	Weaving of Woolen Fabrics
132	Business Management
133	Dental Laboratory Equipment Technician
201	Mechanic Diesel
202	Mechanic (Tractor)
203	Mechanic Auto Electrical and Electronics
204	Mechanic Motor Cycle
205	Pump Operator-Cum-Mechanic
206	Carpenter
207	Surveyor
208	Interior Design & Decoration
209	Plumber
210	Architectural Assistant
211	Mason (Building Constructor)
212	Welder
213	Sheet Metal Worker
214	Foundryman
215	Mechanic (Motor Vehicle)
216	Mechanic Agriculture Machinery
217	Draughtsman (Civil)
218	Mechanic (Refrigeration and Air-Conditioner)
219	Electronics Mechanic
220	Information Communication Technology System Maintenance
221	Turner
222	Machinist
223	Machinist (Grinder)
224	Draughtsman (Mechanical)
225	Mechanic Machine Tool Maintenance
226	Operator Advanced Machine Tools
227	Fitter
228	Tool & Die Maker (Dies & Moulds)
229	Tool & Die Maker (Press Tools, Jigs & Fixtures)
230	Metal Cutting Attendant (VI)
231	Electrician
232	Wireman
233	Electroplater
234	Lift and Escalator Mechanic
235	Spinning Technician
236	Textile Mechatronics
237	Textile Wet Processing Technician
238	Weaving Technician
239	Basic Cosmetology
240	Spa Therapy

241	Architectural Draughtsman
242	Computer Operator and Programming Assistant
243	Desk Top Publishing Operator
244	Multimedia Animation & Special Effects
245	Fruit and Vegetable Processor
246	Fashion Design & Technology
247	Sewing Technology
248	Dress Making
249	Surface Ornamentation Techniques (Embroidery)
250	Computer Aided Embroidery And Designing
251	Baker and Confectioner
252	Food & Beverages Services Assistant
253	Food Production (General)
254	Front Office Assistant
255	House Keeper
257	Pre/Preparatory School Management (Assistant)
258	Secretarial Practice (English)
259	Stenographer & Secretarial Assistant (English)
260	Stenographer & Secretarial Assistant (Hindi)
261	Tourist Guide
262	Travel & Tour Assistant
263	Weaving Technician for Silk & Woolen Fabrics
264	Computer Hardware & Network Maintenance
265	Technician Power Electronics System
266	Mechanic Auto Body Repair
267	Mechanic Auto Body Painting
268	Welder (GMAW & GTAW)
269	Welder (Pipe)
270	Welder (Structural)
271	Welder (Welding & Inspection)
272	Welder (Fabrication & Fitting)
273	Mechanic Consumer Electronics Appliances
274	Refractory Technician
275	Mechanic Air-conditioning Plant
276	Civil Engineer Assistant
277	Information Technology
278	Milk & Milk Products
279	Food Beverage
280	Agro Processing
281	Data Base System Assistant
282	Software Testing Assistant
283	Bamboo Works
612	Welder (DA)
613	Sheet Metal Worker (DA)
617	Draughtsman (Civil) (DA)
901	Architectural Draughtsman (NE)
902	Architectural Draughtsmanship
903	Building Maintenance
904	Cabin/Room Attendant
905	Cane Willow and Bamboo Work

906	Corporate House Keeping
907	Counselling Skills
908	Craftsmen Food Production (General)
909	Creche Management
910	Cutting & Tailoring
911	Data Entry Operator
912	Dental Laboratory Technician
913	Domestic House Keeping
914	Driver- Cum- Mechanic Light Motor Vehicle
915	Embroidery & Needle Work
916	Event Management Assitant
917	Excavator Operator (Mining)
918	Fashion Technology
919	Firemen
920	Food & Beverages Guest Service Assistant
921	Horticulture (P)
922	Hospital Waste Management
923	Information Tech. & Electronic System Maintenance
924	Institution House Keeping
925	Insurance Agent
926	Interior Decoration and Designing (P)
927	Library & Information Science
928	Lift Mechanic
929	Lift Mechanic (P)
930	Manufacture of Footwear
931	Mechanic Repair & Maintenance of Two Wheelers
932	Medical Electronics
933	Medical Transcription
934	Network Technician
935	Old Age Care
936	Para Legal Assistant/ Munshi
937	Pre-Preparatory School Management
938	Radiology Technician (Radio Diagnosis & Radio Therapy)
939	Sanitary Hardware Fitter
940	Secretarial Practice
941	Stenography (English)
942	Stenography (Hindi)
943	Steward
944	Weaving of Silk and Woolen Fabrics
945	Welder (Gas & Electric)
946	Forger & Heat Treater
947	Hair and Skin Care
948	Lacquer Turning
949	Cutting & Sewing
961	Mechanic Dental Laboratory Equipment
962	Pattern Maker
963	Data Preparation and Computer Software
964	Hand Compositor
965	Letter Press Machine Operator
966	Data Preparation and Computer Assistant
967	Book Binder