

Through E-mail.

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

No. STV (IT) H-A(3)-2/NCVT/STDC/2018-21913-22023 Dated: 29/3/18  
To

All the Principals/DDO's  
Govt. Industrial Training Institutes,  
Himachal Pradesh.

**Sub: - Regarding Introduction of Short Term Skill  
Development Courses in Govt. ITI's.**

Memo,

Please find enclosed herewith copies of syllabus for the following Short Term Skill Development Course(s) for your information and further necessary action in the matter. Details are as under:-

1. Basic Plumbing Techniques
2. Basic Course on R&AC
3. LMV Driving
4. LTV Driving
5. Basic Automotive Services (4 Wheeler)
6. Basic Automotive Services (2 Wheeler)
7. Basic Training in Auto Cad (Civil)
8. Financial Accounting by using Tally
9. Basic Courses on Office Automation
10. Typing Skill in English
11. Typing Skill in Hindi
12. Basic Courses in Domestic Electrician
13. Basic Course in Motor Winding
14. Basic course on Fabrication Techniques
15. Basic course in Garment Stitching
16. Basic Course in Embroidery
17. Basic Course in Hospitality

18. Beautician

19. Assistant Cook

The syllabus for above mentioned Short Term Skill Development courses may be downloaded from the Departmental website i.e. [www.himachal.nic.in](http://www.himachal.nic.in).

Enclosure: As Above.


  
Director  
Technical Education,  
Vocational and Industrial Training,  
Himachal Pradesh Sundernagar.

Endst. No. As above.  
Copy to

22024

Dated:- 29/3/18

✓ The Branch In-charge CCDC Branch (Internal) /T.O-1 for information and further necessary action. You are requested to upload the syllabus of above said Short Term Skill Development courses on the Departmental website.

  
Director  
Technical Education,  
Vocational and Industrial Training,  
Himachal Pradesh Sundernagar