

# Directorate of Technical Education, U.T, Chandigarh

PEC University of Technology Campus, Sector 12, Chandigarh  
(Ph.No.0172-2740674)

## PROSPECTUS

for admission to

**Government Industrial Training Institute,  
Sector 28-C, Chandigarh, Ph No. 0172-2997028**

&

**Government Industrial Training Institute for Women,  
Sector 11-C, Chandigarh, Ph. No. 0172-2740250**

## SESSION 2026-2027



---

Issued under the authority of Director, Technical Education, Chandigarh Administration  
Chandigarh.

**Instructions:** Candidates are advised to study the prospectus carefully before applying for  
admission.

The copy of the prospectus can be downloaded from the website before online registration.

# CHANDIGARH MAP



**ABOUT DIRECTORATE OF TECHNICAL EDUCATION,**  
**UNION TERRITORY, CHANDIGARH**

Directorate of Technical Education, Union Territory, Chandigarh  
PEC University of Technology Campus,  
Sector 12, Chandigarh-160012  
Tel.No.+91-0172-2740674, FaxNo.0172-2740678

The Directorate of Technical Education was set up on the formation of Union Territory, Chandigarh in November, 1966. This Directorate is headed by Dr. Palika Arora, PCS, as Director Technical Education. Two Govt. Industrial Training Institutes viz; Govt. Industrial Training Institute, Sector 28-C, Chandigarh and Govt. Industrial Training Institute for Women, Sector 11-C, Chandigarh are running under the control of Directorate of Technical Education, UT, Chandigarh. Both these Institutes cater to the vast manpower requirements of industry in Chandigarh and neighboring states.

## *Message*



The Directorate of Technical Education U.T, Chandigarh Administration is dedicated to providing both technical and non-technical skills through a range of degree, diploma, and ITI certificate courses, catering to all segments of society, with a particular focus on empowering women for self-reliance and employment, utilizing the latest advancements in science and technology.

The department diligently endeavors in both social and educational domains to serve students and citizens from diverse backgrounds. I am delighted to know that the Govt. ITIs working under Technical Education Department, UT, Chandigarh are going to start admission process for the session 2026-2027. We are committed to nurturing skilled professionals to meet the needs of Industrial World. Our ITIs Strive to provide international standard skill training with well equipped workshops, qualified & experienced faculty. I extend my best wishes to the Technical Education Department of Chandigarh Administration and the entire team for their commitment to realizing educational objectives. I am optimistic that the Technical Education Department will continue to reach new milestones in its pursuit of excellence.

***Ms. Prerna Puri, IAS***  
***Secretary, Technical Education***  
***U.T. Chandigarh***

## *Message*



It gives me immense pleasure to announce the commencement of the admission process for the academic session 2026-27 across the Government ITIs operating under the department of Technical Education, UT, Chandigarh.

Our Mission here is to empower the ITI trainees with the diverse skills and knowledge needed to excel in today's dynamic and ever evolving job market through the eco system of training developed by DGT, MSDE, New Delhi. We are deeply committed to fostering an environment where innovation, hands on experience, and academic excellence converge to create impactful learning experiences.

Through our state-of-the-art institutions, dynamic curricula, and industry collaborations, we aim to produce a skilled workforce that not only meets the demands of the global economy but also contributes meaningfully to the societal progress.

As we advance into an era, marked by innovation and digital transformation, we strive to provide with the cutting-edge technical skills and industry knowledge essential for navigating for today's rapidly evolving technological landscape.

I wish all the best to entire team for its commitment!

**Dr. Palika Arora, PCS**  
**Director, Technical Education**  
**U.T. Chandigarh**

## INDEX

S. NO.	DESCRIPTION	PAGE NO.
1.	Admission and Counseling Schedule	7
2.	General Eligibility for Admission, Important instructions for the candidates	8
3.	Admission Related Information	9
4.	Check list for Filling Online Application Form	10
5.	Procedure to fill/submit on-line Application Form	11-12
6.	Sanctioned intake capacity and Reservation Tables of seats	13-15
7.	About Govt. Industrial Training Institute, Sector 28 C, Chandigarh	16-19
8.	About Govt. Industrial Training Institute for Women, Sector 11 C, Chandigarh	20-23
9.	Procedure to prepare the Merit List ( <b>Annexure 1</b> )	24-25
10.	An overview of the trades at both Govt. ITIS ( <b>Annexure 2</b> )	26-31
11.	Fee Structure for Admission 2026-27 GITI, Sector 28 C, Chandigarh ( <b>Annexure 3</b> )	32
12.	Fee Structure for Admission 2026-27 GITI For Women, Sector 11 C, Chandigarh ( <b>Annexure 4</b> )	33
13.	Reservation of seats in admission ( <b>Annexure 5</b> )	34-37
14.	General Notes ( <b>Annexure 6</b> )	38-39
15.	Gap Character Certificate ( <b>Annexure 7</b> )	40
16.	Rules & Regulations ( <b>Annexure 8</b> )	41-42
17.	Anti-Alcohol/Drug Abuse Policy ( <b>Annexure 9</b> )	43

**ADMISSION SCHEDULE FOR GOVERNMENT INDUSTRIAL TRAINING INSTITUTE FOR WOMEN  
SECTOR 11-C, CHANDIGARH &  
GOVERNMENT INDUSTRIAL TRAINING INSTITUTE SECTOR 28 C, CHANDIGARH**

Sr. No.	Important Dates	Particulars
1	19.05.2026	Start Date for online Submission of Admission Form.
2	24.06.2026	Last Date for online Submission of Admission Form.
3	29.06.2026	Display of Provisional Merit List
4	01.07.2026	Notification of Discrepancies by Students up to 3:00 pm
5	04.07.2026	Display of Merit List
6	09.07.2026	Display of Final Admission List with Allocated Trade/ Institute

**COUNSELING DATES:**

1st Counseling (Online)	10.07.2026 to 11.07.2026
2nd Counseling (Online)	15.07.2026 to 16.07.2026
Physical Counseling (both Govt. ITIs) at Govt. Industrial Training Institute, Sector 28 C, Chandigarh	18.07.2026 to 25.07.2026
Walk-In-Admission at the respective Institute (subject to the availability of seats as on closing of physical counseling dated 25.07.2026)	26.07.2026 to 08.08.2026

**Note: Applicants should report for admission in the Government Industrial Training Institute, Sector 28-C, Chandigarh for Physical Counseling of both Govt. ITIs (GITI Sec 28 & GITI(W) Sec 11) as per the detailed physical counseling Schedule given above.**

Admission to seats, that has been filled during Online and physical counselling but has fallen vacant subsequently up to 03.08.2026 shall be made in order of merit among desirous applicants on 05.08.2026. The detail of these vacant seats will be updated regularly on the website of the respective institute. Accordingly, the applicants can submit their admission forms in offline mode from 26.07.2026 to 04.08.2026 at the respective institute for the said seats. Any such seat remaining vacant on 05.08.2026 will be filled during ongoing walk-in admission till 08.08.2026.

Note: - After the completion of admission process 2026 as per the prescribed schedule, any subsequent admission if permitted by DGT, MSDE, New Delhi may be conducted against vacant seats subject to the availability through Walk in Admission or on the basis of merit order.

**Note 1:** Applicant must bring computer generated copy of his/her application form along with all the requisite photo-copy documents self-attested as well as originals at the time of physical counseling for verification.

**Note 2:** It is compulsory for the applicant to deposit the fee at the time of taking admission in each and every counseling in the respective allotted institute failing which he / she will lose the right to admission in the subsequent counseling.

**Note 3:** After completion of the admission process, the last paid admission fee will be taken into account for all purposes and all other earlier paid admission fees, if any will be refunded back in due course of time.

**Note 4:** The admission of the applicant is liable to be cancelled on noticing any tampering/mismatching in the documents uploaded and any ingenuity of the original documents while verification at any stage without any refund of admission fee.

**Note 5:** The particulars of the applicant as mentioned in his / her Aadhar card should be in one-to-one match with the corresponding details as mentioned in his/ her matriculation certificate for ensuring flawless trainee verification and e-KYC post admission. Aadhar Card must be linked with a designated mobile number for e-KYC.

**Note 6:** All disputes will be subject to Chandigarh jurisdiction only

## General Eligibility for Admission-

- (i) Candidates applying for admission should attain the age of 16 years for Drone Technician trade and 14 years for other trades as on 01.09.2026
- (ii) Candidates should be physically fit for the work involved in the trade for which they are to be trained.
- (iii) He/she should be of good moral character.
- (iv) The trainees admitted in a two-year trade course in 2025-27 session willing to take admission in the immediate next session 2026-27/2026-28 without completing their current course must have deactivated their admission of 2025-27 session obtaining withdrawal certificate/ cancellation certificate as applicable for the generation of PRN of 2026-27/2026-28 session.
- (v) Candidate will get admission on the basis of merit of marks obtained in the qualifying exam mentioned against each trade.

## IMPORTANT INSTRUCTIONS FOR THE CANDIDATES:

1. **Original certificates, testimonials and two Latest passport size photographs (Colored) are mandatorily required** at the time of physical counseling for Admission.
2. No separate letters will be sent to the candidates for counseling. Candidates should report 15 minutes before the prescribed time and if any candidate does not report on the schedule date and time of **physical counseling**, his/her candidature will be debarred.
3. The admission will strictly be made on merit i.e on the basis of marks obtained in the entry qualification of each trade mentioned in the prospectus.
4. **Fees will be required to be deposited through online mode on the spot at the time of physical counseling.** Candidates not depositing the same will not be admitted and their seat will be offered to the next candidate in order of merit. Fee schedule for both the institutes is given separately institute wise.
5. The procedure of submitting the application form is given below.
6. **The seats remaining vacant even after last counseling will be filled through walk in interview on first cum first serve basis subject to availability of seats.**
7. **List of Documents to be uploaded under Document Upload Section of online admission form:**
  - Matric (10<sup>th</sup>) Class Detail Mark Certificate
  - 8<sup>th</sup> Class Detail Mark Certificate if opted for trades based on 8<sup>th</sup> pass.
  - 12<sup>th</sup> Class and 10<sup>th</sup> Class detail marks certificate if opted for trade based on 12<sup>th</sup> pass
  - Character Certificate from institution last attended. In case of Gap, Character Certificate to be attested by the Gazette Officer/ Sarpanch/ MC
  - Aadhaar Card
  - Category Certificate
  - Economically Weaker Section Certificate issued by Competent Authority
  - Sports Gradation Certificate issued by Competent Authority
  - NCC certificate
  - NSS certificate

## **ADMISSION RELATED INFORMATION**

1. **Procedure to prepare the merit list: The Detailed Information is appended as Annexure 1**
2. **An overview of the trades at both Govt ITIs: The detailed information on the subject is appended as Annexure 2**
3. **Fee Structure for Admission 2026-27 GITI, Sector 28 C, Chandigarh: The Detailed Information is appended as Annexure 3**
4. **Fee Structure for Admission 2026-27 GITI For Women, Sector 11 C, Chandigarh: The Detailed Information is appended as Annexure 4**
5. **Reservation of seats in admission: 85% seats of the total sanctioned intake of the institute will be filled up from amongst the Candidates who pass their qualifying examination from School/College recognized by Chandigarh Administration and situated in the Union Territory, Chandigarh as a regular student of the said School/College. (A certificate from the head of School/College to this effect must be attached). Further the National Institute of Open Schooling (NIOS) Secondary/Senior Secondary pass outs from the accredited schools in UT, Chandigarh shall also be included in the 85% seats. These seats will be termed as “U.T. Pool”. The remaining 15% seats will be filled from amongst the Candidates who pass their qualifying examination from the institutions other than those located in the Union Territory, Chandigarh or otherwise. These seats will be termed as “General Pool”.  
However, the Candidates whether belonging to reserved category or not, who have passed their qualifying examination from the institute located in Union Territory not recognized Chandigarh Administration and not eligible for admission under U.T. pool quota, are eligible for admission in General Pool quota. Further the detailed information is appended as Annexure 5**
6. **General Notes: The Detailed Information is appended as Annexure 6**
7. **Gap Character Certificate: The Detailed Information is appended as Annexure 7**
8. **Rules and regulations: The Detailed Information is appended as Annexure 8**
9. **Anti-alcohol/Drug Abuse Policy: : The Detailed Information is appended as Annexure 9**

**Disclaimer:** Unless otherwise specifically stated the information contained herein is made available to the public by the department for information and guidance of candidates seeking Online Admission in Government ITIs of Chandigarh only and no legal claim can be made for any damage caused by using the contents of this prospectus.

The department is not responsible for any inadvertent error that may have erupted in the information being published in this prospectus. Department reserves the right to change the information published in this prospectus at any time without further notification.

## Check list for Filling Online Application Form

1. The applicants are required to keep the below listed information/documents ready before filling the form:
  - Matric(10<sup>th</sup>) detail mark certificate (as required).
  - 8<sup>th</sup> Class detail mark certificate (as required) if opted for trades based on 8<sup>th</sup> pass.
  - 12<sup>th</sup> Class and 10<sup>th</sup> Class detail marks certificate if opted for trade based on 12<sup>th</sup> pass
  - In order to calculate percentage of marks, refer [Annexure 1](#) of prospectus.
  - Scanned passport size photo of the applicant (not more than 50kb)
  - Scanned signature of the applicant (not more than 50kb)
  - Scanned Copies of Testimonials/Documents (.pdf format only)
  - Scanned copy of Aadhaar Card.
  - Email Id of the applicant (Mandatory) and Mobile Number of the applicant. (Applicant will receive acknowledgment to the filled Online Form through SMS on his/her mobile number).
  - Applicant's Bank Name, Account Number, IFSC Code of Branch (If available)

**NOTE: The admitted candidates are advised not to change their Email id & Mobile no. till the completion of course.**

2. The applicants are advised to read the prospectus thoroughly before filling the online application form. An applicant can apply online only. There is no offline mode for submission of application form.
3. Each section of the online application forms should be completed carefully.
4. Give the name of Board from which the qualifying examination has been passed.
5. For admission, fraction of marks less than the requisite percentage shall not be rounded off to the advantage of the candidates i.e., 32.9%, 39.9% and 49.9% shall not be rounded off to 33%, 40% and 50% etc.
6. No separate communication will be sent to the applicants for attending the physical counselling and all the information/updates will be available on this website and the online prospectus.
7. The admission will be based on merit, which will be calculated on the basis of marks obtained in qualifying examination.
8. The applicant should note the Application Form No. generated after online submission of form.

## Procedure To Fill/Submit On-Line Application Form

### STEPS TO FOLLOW:

#### Step1: Online Registration

- Click on Register option on website by filling email ID, Mobile Number and Name (Spellings of Name must be same as in Class8th /Class 10<sup>th</sup> marks sheet/certificate, as essential qualification of the respective trade).
- **Mobile Number will be the Login ID and Password will be sent to your registered mobile number through SMS.**
- **In Case SMS is not received by applicant within 15 minutes, Forget Password link can be used to generate password.**
- Candidate can change the password, if he/she desires.
- Candidate will be able to Login to the admission portal by using the password in all future visits to this portal.
- Pay Registration Fee of Rs.85/-online to proceed further to fill application form. **Registration Fee is not Refundable.**
- Payment verification may take maximum up to 24 hours. You can verify your payment by using the option **Payment Verification** on the website (**Note: Transaction number will be used to verify the status of transaction**).
- **A candidate can apply for Multiple Trades/Institutes with the same User id and Password.**
- Check prospectus for details concerning trades of both the GITIs and Read the rules and regulations thoroughly before filling the Application form.

#### Step 2: Login to apply for courses

- Click on **APPLICATION FORM** and fill the required information.
- Instruction page will be displayed once the candidate selects the trades.
- The candidate must check e filled application form thoroughly before submitting.

## How to Apply Online for Trades/ Institutes

- Login to the website. Click on APPLICATION FORM.
- Instruction page will be displayed once the candidate selects the given options.
- After this the application form will be displayed to the candidate.
- Candidate will have to fill details in various columns as required.
- Candidate will have to upload scanned copies all his/her certificates/ testimonials.
- Candidate will also be required to upload his/her photograph as well as scanned signature.
- Candidate will be able to view and can modify the information before final submission of the online application form. No editing is possible in the form by the candidate after the final submission.
- Candidates are required to print the application form and bring the form along with self- attested copies of relevant testimonials along with their original sat the time of admission.

### Note:

- **A candidate can apply for Multiple Trades in both Institutes with the same User id and Password**
- **All the information to the Candidates would be sent on his/her Registered Mobile Number**

Applicants can submit their online application form by uploading the details on the web portal, by logging on to admission website. After uploading the details, the Registration No. will be conveyed to the applicant by SMS on his/her registered mobile number.

### Note:

- (i) If a reserve category applicant falls under general category merit list, the applicant will be given admission in the general category only so the applicant must report as per the admission counselling schedule.
- (ii) Applicants seeking admission against **Sports quota must submit Gradation Certificate** from Director of Sports.
- (iii) Incomplete application forms submitted online will not be considered.
- (iv) Certificate of Dependents of Defense Personnel as well as Wards of Freedom fighters should be duly signed and verified from the 1<sup>st</sup> Class Magistrate of area or competent authority of the services concerned.
- (v) Certificate of disability for handicapped Trainees, should be duly signed and verified by P.M.O.
- (vi) In case of Economic Weaker section, the candidate will have to submit income certificate based on the economic index and issued by competent authority.
- (vii) During training, the trainees will not be allowed to pursue any other course of study.

## SANCTIONED IN TAKE CAPACITY AND RESERVATION AT GOVT. I.T.I SECTOR 28C, CHANDIGARH (ADMISSION 2026)

### UT Pool for Chandigarh: 510 Seats

S.No.	Name of Course	Total Sanctioned seats (UT & General Pool)	U.T Pool Seats (85%)	General Category Seats		SC (15%)		Dependents of Defense personnel (5%)		(DIVYANG) Person with Disability (4%)				Freedom Fighter (2%)		SPORTS (2%)		OBC (27%)		EWS (10%)			
				Open	Women	Open	Women	Open	Women	Open	Sub category Group	Women	Sub Category Group	Open	Women	Open	Women	Open	Women	Open	Women	Open	Women
1.	Stenographer & Secretarial Assistant (English)	24	20	6	2	2	1	1	--	--	--	1	D	--	--	--	--	3	2	1	1		
2.	Draughtsman Civil	24	20	6	2	2	1	--	1	1	E	--	--	--	--	--	--	4	1	1	1		
3.	Electronics Mech.	24	21	5	2	2	1	1	--	1	B	--	--	1	--	--	--	4	2	1	1		
4.	Electrician	20	17	4	2	2	1	1	--	--	--	--	--	--	--	--	--	4	1	2	--		
5.	Fitter	40	34	8	3	3	2	1	1	2	A, C	--	--	1	--	--	1	6	3	2	1		
6.	Draughtsman Mechanical	20	17	4	2	2	1	--	--	1	E	--	--	--	--	--	--	4	1	1	1		
7.	Instrument Mechanic	24	20	6	2	2	1	1	--	1	D	--	--	--	--	--	--	3	2	1	1		
8.	Ref. & AC Technician	24	21	5	2	2	1	1	--	1	C	--	--	--	--	--	1	4	2	1	1		
9.	Turner	20	17	6	2	2	--	1	--	--	--	--	--	--	--	--	--	3	2	1	--		
10.	Machinist	20	17	5	2	2	--	--	1	--	--	--	--	--	--	--	--	4	1	2	--		
11.	Mechanic Motor Vehicle	24	20	5	2	2	1	1	--	1	B	--	--	--	--	--	--	4	2	2	--		
12.	Mechanic Diesel	48	41	10	4	4	2	1	1	1	A	1	B	1	--	1	--	8	3	3	1		
13.	COPA	72	61	15	7	6	3	2	1	2	A, C	1	B	--	1	1	--	11	5	4	2		
14.	Sewing Technology	20	17	3	2	2	1	--	1	--	--	1	D	--	--	--	--	4	1	1	1		
15.	Plumber	24	20	5	2	2	1	1	--	--	--	--	--	--	1	1	--	3	2	1	1		
16.	Welder	40	34	8	4	3	2	1	1	1	C	--	--	--	1	1	--	6	3	2	1		
17.	Wood Work Technician	24	21	5	3	3	--	1	--	1	C	--	--	1	--	--	--	4	1	2	--		
18.	Mechanic Auto Body Repair	20	17	3	1	3	--	1	--	1	B	--	--	1	--	--	--	3	2	2	--		
19.	Mechanic Auto Body Painting	20	17	3	2	2	1	1	--	--	--	--	--	--	--	1	--	4	1	2	--		
20.	Geo Informatics Assistant	24	21	5	2	2	1	--	1	--	--	1	A	1	--	--	1	4	1	1	1		
21.	Solar Technician (Electrical)	20	17	3	1	2	1	1	--	--	--	1	A	--	--	1	--	4	1	1	1		
22.	Drone Technician	24	20	5	2	2	1	1	--	--	--	--	--	1	--	1	--	3	2	1	1		
<b>Total</b>		<b>600</b>	<b>510</b>	<b>125</b>	<b>53</b>	<b>54</b>	<b>23</b>	<b>18</b>	<b>8</b>	<b>14</b>	<b>--</b>	<b>6</b>	<b>--</b>	<b>7</b>	<b>3</b>	<b>7</b>	<b>3</b>	<b>97</b>	<b>41</b>	<b>35</b>	<b>16</b>		

S. No	Group	Benchmark Disability	S. No	Group	Benchmark Disability
1	A	Locomotor Disability, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack	3	C	Deaf, Hard Hearing
2	B	Blindness, Low vision	4	D	Autism, Intellectual Disability, Specific Learning Disability
5	E	Multiple Disabilities			

Under DIVYANG (Person with Disability) Category, the total 4% reservation has been further sub-divided into the above mentioned Groups A, B, C, D & E disabilities for the selected list of the eligible trades against each group as per **DGT Letter MSDE-19/02/2018-CD (pt)** at URL : <https://www.dgt.gov.in/node/1682>.

## SANCTIONED INTAKE CAPACITY AND RESERVATION AT GOVT I.T.I SECTOR 28C, CHANDIGARH (ADMISSION 2026)

General Pool for other states: 90 Seats

S. No.	Name of Course	Total Sanctioned seats (UT& General Pool)	General Pool seats (15%)	General Category		SC (15%)		ST (5%)		Dependents of Defence personnel (5%)		(DIVYANG) Person with Disability (4%)			Freedom Fighter (2%)		Sports (2%)		OBC (27%)		EWS (10%)			
				Open	Women	Open	Women	Open	Women	Open	Women	Open	Subcategory Group	Women	Subcategory Group	Open	Women	Open	Women	Open	Women	Open	Women	
				5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
1.	Stenographer & Secretarial Assistant (English)	24	4	1	--	--	1	--	--	--	--	1	B	--	--	--	--	--	--	1	--	--		
2.	Draughtsman Civil	24	4	1	1	1	--	--	--	--	--	--	--	--	--	--	--	--	--	1	--	--		
3.	Electronics Mech.	24	3	--	--	1	--	--	--	--	1	--	--	--	--	--	--	--	--	1	--	--		
4.	Electrician	20	3	1	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	1	--	1		
5.	Fitter	40	6	2	1	1	--	--	--	1	--	--	--	--	--	--	--	--	--	1	--	--		
6.	Draughtsman Mechanical	20	3	1	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	1	--	1		
7.	Instrument Mechanic	24	4	1	1	--	1	--	--	--	--	--	--	--	--	--	--	--	--	1	--	--		
8.	Ref. & AC Technician	24	3	1	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	1	--	1		
9.	Turner	20	3	--	--	--	--	--	--	1	--	1	A	--	--	--	--	--	--	1	--	--		
10.	Machinist	20	3	1	--	1	--	--	--	--	--	--	--	--	--	--	--	--	--	1	--	--		
11.	Mechanic Motor Vehicle	24	4	1	--	--	--	1	--	--	--	--	--	--	--	--	--	--	1	1	--	--		
12.	Mechanic Diesel	48	7	1	1	1	--	--	--	1	--	--	--	--	--	--	--	1	--	1	1	--		
13.	COPA	72	11	3	1	1	1	1	--	--	--	--	--	--	--	1	--	--	--	1	1	1		
14.	Sewing Technology	20	3	--	--	--	1	--	--	--	--	--	--	1	D	--	--	--	--	--	1	--		
15.	Plumber	24	4	1	--	1	--	1	--	--	--	--	--	--	--	--	--	--	--	1	--	--		
16.	Welder	40	6	2	1	1	--	--	--	--	--	--	--	--	--	--	--	--	--	1	--	1		
17.	Wood Work Technician	24	3	1	--	1	--	--	--	--	--	--	--	--	--	--	--	--	--	1	--	--		
18.	Mechanic Auto Body Repair	20	3	--	--	--	--	--	1	--	--	--	--	--	--	--	1	--	--	1	--	--		
19.	Mechanic Auto Body Painting	20	3	--	--	--	--	--	--	1	--	--	--	--	--	--	--	--	--	1	--	1		
20.	Geo Informatics Assistant	24	3	--	1	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	1	--		
21.	Solar Technician (Electrical)	20	3	--	--	--	--	--	--	--	--	1	C	--	--	--	--	--	--	1	--	1		
22.	Drone Technician	24	4	--	1	--	--	--	1	--	--	--	--	--	--	--	--	--	--	1	--	1		
	<b>Total</b>	<b>600</b>	<b>90</b>	<b>18</b>	<b>8</b>	<b>9</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>3</b>	--	<b>1</b>	--	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>17</b>	<b>7</b>	<b>6</b>	<b>3</b>

S. No	Group	Benchmark Disability	S. No	Group	Benchmark Disability
1	A	Locomotor Disability, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack	3	C	Deaf, Hard Hearing
2	B	Blindness, Low vision	4	D	Autism, Intellectual Disability, Specific Learning Disability
5	E	Multiple Disabilities			

Under DIVYANG (Person with Disability) Category, the total 4% reservation has been further sub-divided into the above mentioned Groups A, B, C, D & E disabilities for the selected list of the eligible trades against each group as per **DGT Letter MSDE-19/02/2018-CD (pt)** at URL: <https://www.dgt.gov.in/node/1682>.

## SANCTIONED INTAKE CAPACITY AND RESERVATION AT GOVT. I.T.I (WOMEN), SECTOR 11-C, CHANDIGARH

Name of Course	Total Sanctioned Seats in all the trades	Total Seats Sanctioned under U.T. Quota 85%	Union Territory Pool for Chandigarh (85%Seats)										Total Seats Sanctioned under General Quota 15%	General Pool for Other States (15%Seats)									
			OBC 27%	SC1 5%	Dep. Of Defence 5%	PWD 4%		F.F.2 %	Sports 2%	EWS Gen10 %	Open	OBC 27%		SC1 5%	ST 5%	Dep.Of Defence 5%	PWD 4%		F.F. 2%	Sports 2%	EWS Gen10%	Open	
						No. of Seats	Sub Category										No. of Seats	Sub Category					
Sewing Technology (NSQF)	80	68	18	10	3	3	Group A, B and C	1	1	7	25	12	3	2	1	1	1	1	Group C	1	1	1	1
Surface Ornamentation (Embroidery) (NSQF)	40	34	9	5	2	1	Group C	1	0	3	13	6	2	1	0	1	0	-	0	0	0	0	2
Dress Making (NSQF)	40	34	9	5	2	1	Group C	0	1	3	13	6	2	1	1	0	1	Group B	0	0	0	0	1
Stenographer & Secretarial Asstt.- English (NSQF)	48	41	11	6	2	2	Group A and B	1	1	4	14	7	2	1	1	0	1	Group A	0	0	1	1	1
Stenographer & Secretarial Asstt. Hindi (NSQF)	48	41	11	6	2	2	Group A and B	1	1	4	14	7	2	2	0	1	0	-	0	0	1	1	1
Stenography 'Punjabi'	20	17	5	3	1	1	Group A	0	0	2	5	3	1	0	0	0	0	-	0	0	0	0	2
Computer Operator & Programming Assistant (NSQF)	48	41	11	6	2	2	Group B and C	1	1	4	14	7	2	1	1	0	0	-	1	0	1	1	1
Cosmetology (NSQF)	48	41	11	6	2	2	Group A and C	1	1	4	14	7	2	1	0	0	0	-	0	1	1	1	2
Human Resource Executive (NSQF)	48	41	11	6	2	1	Group D	1	1	4	15	7	2	1	0	0	0	-	0	0	1	1	3
Finance Executive (NSQF)	48	40	11	6	2	2	Group B and D	1	1	5	12	8	1	1	0	1	0	-	0	0	1	1	4
Marketing Executive (NSQF)	48	41	11	6	2	1	Group D	1	1	4	15	7	2	1	0	0	0	-	0	0	1	1	3
<b>Total</b>	<b>516</b>	<b>439</b>	<b>118</b>	<b>65</b>	<b>22</b>	<b>18</b>	<b>-</b>	<b>9</b>	<b>9</b>	<b>44</b>	<b>154</b>	<b>77</b>	<b>21</b>	<b>12</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>-</b>	<b>2</b>	<b>2</b>	<b>8</b>	<b>8</b>	<b>21</b>

**Note Admission in Stenography Punjabi will be made under State Scheme & the Examination will be conducted at State Level and Certificates will be issued by the U.T. Chandigarh Administration.**

S No	Group	Benchmark Disability	S No	Group	Benchmark Disability
1	A	Locomotor Disability, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack	3	C	Deaf, Hard Hearing
2	B	Blindness, Low vision	4	D	Autism, Intellectual Disability, Specific Learning Disability

Under DIVYANG ( Person with Disability) Category, the total 4% reservation has been further sub-divided into the above mentioned Groups A,B,C,D & E disabilities for the selected list of the eligible trades against each group as per DGT Letter MSDE-19/02/2018-CD (pt) available at URL : <https://www.dgt.gov.in/node/1682>.

## ABOUT GOVERNMENT INDUSTRIAL TRAINING INSTITUTE, SECTOR 28 C, CHANDIGARH



The Industrial Training Institute was set up in 1962 in the erstwhile State of joint Punjab. At present Industrial Training Institute Sector: 28-C, Chandigarh is run by the Chandigarh Administration, Chandigarh under the control of Directorate of Technical Education, UT, Chandigarh.

The Institute is headed by Er. Arun Kumar, as Principal.

The Institute is one of the oldest in this region of the country.

It has presently 25 Trades viz., Plumber; Welder; Fitter; Turner; Wood Work Technician; Electrician; Instrument Mechanic; Information & Communication Technology System Maintenance, Refrigeration and Air Conditioning Technician, Draughtsman Civil; Draughtsman Mechanical, Electronics Mechanic, Tool & Die Maker, Machinist Grinder, Machinist, Computer Operator and Programming Assistant, Sewing Technology, Stenographer & Secretarial Assistant (English), , Mechanic Motor Vehicle, Mechanic Diesel, Mechanic Auto Body Repair, Mechanic Auto Body Painting, Geo Informatics Assistant, Solar Technician (Electrical), Drone Technician. The overall strength of this institute is 932 trainees.

## GLIMPSE OF G.I.T.I, SEC-28 CHANDIGARH



Advance Welding Shop established by Maruti Suzuki India Ltd.



Survey Practical in Draughtsman Civil Trade



Tree Plantation Drive



Advance Automobile Lab established by Mahindra & Mahindra Ltd.



Geo-Informatics Lab Presentation



Project Work in Instrument Mechanic Trade



Assembly Shop established by Maruti Suzuki India Ltd.



Solar Technician trade established jointly with GITI-28 by SCGJ, New Delhi.



Mechanic Autobody Painting trade established by Maruti Suzuki India Ltd.



Skill Training in Machinist Trade

**LIST OF COURSES, DURATION AND QUALIFICATIONS FOR ADMISSION:  
GOVT. INDUSTRIAL TRAINING INSTITUTE, SECTOR 28C, CHANDIGARH**

<b>ENGINEERING TRADES:</b>				
<b>S. No.</b>	<b>Name of the Trade*</b>	<b>Duration</b>	<b>Units</b>	<b>Qualifying Exam</b>
1.	Wood Work Technician	1 Year	One	Passed 8 <sup>th</sup> class.
2.	Welder	1 Year	Two	Passed 8 <sup>th</sup> class.
3.	Plumber	1 Year	One	Passed 8 <sup>th</sup> class.
4.	Mechanic Motor Vehicle	2 Year	Two	Passed 10 <sup>th</sup> class with Math & Science
5.	Mechanic Diesel	1 Year	Two	Passed 10 <sup>th</sup> class with Math & Science
6.	Fitter	2 Year	Four	Passed 10 <sup>th</sup> class with Math & Science
7.	Machinist	2 Year	Two	Passed 10 <sup>th</sup> class with Math & Science
8.	Turner	2 Year	Two	Passed 10 <sup>th</sup> class with Math & Science
9.	Electrician	2 Year	Two	Passed 10 <sup>th</sup> class with Math & Science
10	Instrument Mechanic	2 Year	Two	Passed 10 <sup>th</sup> class with Math & Science
11	Refrigeration and Air Conditioning Technician	2 Year	Two	Passed 10 <sup>th</sup> class with Math & Science
12	Draughtsman Civil	2 Year	Two	Passed 10 <sup>th</sup> class with Math & Science
13	Electronic Mechanic	2 Year	Three	Passed 10 <sup>th</sup> class with Math & Science
14	Tool & Die Maker (Press Tools Jigs & Fixtures)	2 Year	One	Passed 10 <sup>th</sup> class with Math & Science
15	Draughtsman Mechanical	2 Year	Two	Passed 10 <sup>th</sup> class with Math & Science
16	Information & Communication Technology System Maintenance	2 Year	One	Passed 10 <sup>th</sup> class with Math & Science
17	Machinist Grinder	2 Year	One	Passed 10 <sup>th</sup> class with Math & Science
18	Mechanic Auto Body Repair	1 Year	One	Passed 10 <sup>th</sup> class with Math & Science
19	Solar Technician (Electrical)	1 Year	One	Passed 10 <sup>th</sup> class with Math & Science
20.	Mechanic Auto Body Painting	1 Year	One	Passed 10 <sup>th</sup> class.

**NON-ENGINEERING TRADES:**

<b>S No</b>	<b>Name of the Trade</b>	<b>Duration</b>	<b>Units</b>	<b>Qualifying Exam</b>
1.	Computer Operator & Programming Assistant	1 Year	Three	Passed 10 <sup>th</sup> class.
2.	Stenographer & Secretarial Assistant (English)	1 Year	One	Passed 10 <sup>th</sup> class.
3.	Sewing Technology	1 Year	One	Passed 8 <sup>th</sup> class.
4.	Geo Informatics Assistant	1 Year	One	Passed 12 <sup>th</sup> class with Math in Matric
5.	Drone Technician	6 Months	One	Passed 10 <sup>th</sup> class with Math & Science

\* The detailed information about the trades is appended as Annexure 2

**Note:** Under PMKVY, a number of short-term courses like IT Help Desk Attendant (duration 380 hrs.), Digital Mitra (duration 210 hrs). are exclusively available for elite career building.

- Weightage of 3 Credit points will be given to the NCC 'A' Certificate holders.
- Weightage to NSS Volunteers (NSS Certificate Holder) of Chandigarh will be given on the basis of the Gradation of Certificate as shown below:  
Certificate A 2.0 Credit Point  
Certificate B 2.5 Credit Point  
Certificate C 3.0 Credit Point

## GOVERNMENT INDUSTRIAL TRAINING INSTITUTE FOR WOMEN, SECTOR 11-C, CHANDIGARH



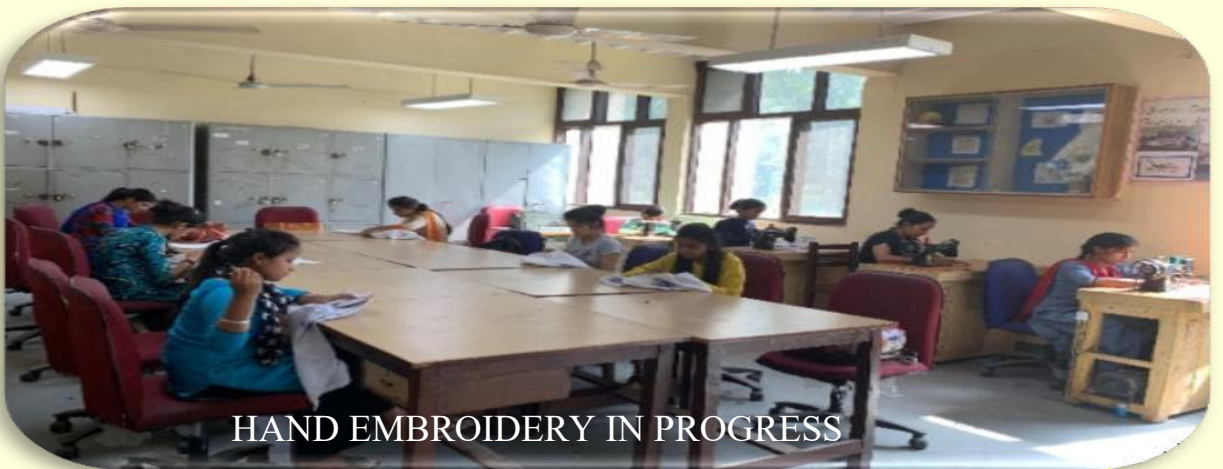
### BRIEF INTRODUCTORY BACKGROUND

The Government Industrial Training Institute for Women is situated in Sector 11-C, Chandigarh. It was established after the partition of the Punjab as a result of amalgamation of the Zenana Industrial School and Lady Maynard Industrial School for Girls, Lahore. It is the research Institute of trades/crafts in Industrial School for Girls.

The Institute is under the control of the Chandigarh Administration and runs on the pattern laid down by the Director-General of Employment and Training, Government of India. The Director of Technical Education, Union Territory, Chandigarh, is the overall incharge of the institute.

The Institute is headed by Er. Rajan Dogra, as Principal

## GLIMPSES OF G.I.T.I.W, SEC-11 CHANDIGARH





COSMETOLOGY TRADE IN PROGRESS



SEWING TECHNOLOGY TRADE IN PROGRESS



WINNERS OF REGIONAL INDIA SKILL COMPETITION 2026



TREE PLANTATION IN PROGRESS

**LIST OF COURSES, DURATION AND QUALIFICATIONS FOR ADMISSION:  
GOVT. INDUSTRIAL TRAINING INSTITUTE, SECTOR 11-C, CHANDIGARH**

**NON-ENGINEERING TRADES:**

S. No.	Name of the Trade*	Duration	Units	Qualifying Exam
1.	Computer Operator & Programming Assistant	1 Year	Two	Passed 10 <sup>th</sup> class.
2.	Stenographer & Secretarial Assistant (English)	1 Year	Two	Passed 10 <sup>th</sup> class.
3.	Stenographer & Secretarial Assistant (Hindi)	1 Year	Two	Passed 10 <sup>th</sup> class.
4.	Stenography Punjabi	1 Year	One	Passed 10 <sup>th</sup> class
5.	Cosmetology	1 Year	Two	Passed 10 <sup>th</sup> class.
6.	Dress Making	1 Year	Two	Passed 8 <sup>th</sup> class.
7.	Human Resource Executive	1 Year	Two	Passed 10 <sup>th</sup> class.
8.	Finance Executive	1 Year	Two	Passed 10 <sup>th</sup> class.
9.	Marketing Executive	1 Year	Two	Passed 10 <sup>th</sup> class.
10.	Sewing Technology	1 Year	Four	Passed 8 <sup>th</sup> class.
11.	Surface Ornamentation Techniques (Embroidery)	1 Year	Two	Passed 8 <sup>th</sup> class.

\* The detailed information about the trades is appended as Annexure 2

**Note: 1. Foundational Courses in Artificial Intelligence and Data Science like Data Annotation & Data Curation of 120 hrs. duration each with Sanction Intake of 20 students will be available.  
2. Under PMKVY, a number of short-term courses like Accounts Assistant, Junior Software Developer and General Duty Assistant will be available in near future.**

- Weightage of 3 credit points will be given to the NCC 'A' Certificate holders.
- Weightage to NSS Volunteers (NSS Certificate Holder) of Chandigarh will be given on the basis of the Gradation of Certificate as shown below:

Certificate A	2.0	Credit Point
Certificate B	2.5	Credit Point
Certificate C	3.0	Credit Point

## Annexure 1

### PROCEDURE TO PREPARE THE MERIT LIST:

- I. **U.T. Pool:** 85% seats of the total sanctioned intake of the institute will be filled up from amongst the Candidates who pass their qualifying examination from School/College recognized by Chandigarh Administration and situated in the Union Territory, Chandigarh as a regular student of the said School/College. (A certificate from the head of School/College to this effect must be attached). Further the National Institute of Open Schooling (NIOS) Secondary/Senior Secondary pass outs from the accredited schools in UT, Chandigarh shall also be included in the 85% seats.
  - a. **10<sup>th</sup>/ 8<sup>th</sup>Class:** The Percentage of Indicated grand total (marks obtained / total marks) are taken for preparing the merit list. If CGPA has been awarded then percentage of marks obtained will be calculated by multiplying CGPA by 9.5 (multiplication factor). If overall alpha-numeric grade has been awarded then this grade is taken into account for calculating the percentage of marks. If grand total /CGPA/overall alpha-numeric grade is not given total of marks of first five subjects in the detail marks certificates will be considered for calculating the percentage of the total marks. If only alpha-numeric grade of the subjects is given then these grades of first five subjects are accounted for calculating percentage of marks otherwise the marks of the first five subjects are considered for calculating the percentage of total marks. In case grand total (marks obtained/ total marks), CGPA/overall alpha-numeric grade is given then total (marks obtained/ total marks) are considered for calculating the percentage of marks.
  - b. **12<sup>th</sup> Class:** The total marks obtained mentioned in the certificate of Class 10+2 will be considered for the calculation of Percentage of Marks. In case, the total marks obtained are not mentioned in the certificate then the total of the first five subjects will be accounted for the calculation of percentage of the marks for preparing the merit list.
  - c. If there are more than one candidate with same indicative percentage, preference will be given to the candidates on the basis of **Date of Birth**. If still there are more than one candidate having same Date of Birth preference will be given to the candidate having obtained higher Math and Science Marks/ Grade Points. If still there are more than one candidate even after applying this method, the candidates having obtained higher Marks/Grade Points in English subject, will be given preference.
- II. **General Pool:** 15% seats will be filled from amongst the Candidates who pass their qualifying examination from the institutions other than those located in the Union Territory, Chandigarh or otherwise. These seats will be termed as “General Pool”.
  - a. **10<sup>th</sup>/ 8<sup>th</sup> Class:** The Percentage of Indicated grand total (marks obtained/total marks) are taken for preparing the merit list. If CGPA/GPA has been awarded then percentage of marks obtained will be calculated by multiplying CGPA by 9.5 (multiplication factor) for CBSE and GPA by 10 (multiplication factor) for Haryana Board. If overall alpha/ alpha-numeric grade has been awarded then this grade is taken into account for calculating the percentage of marks. If grand total /CGPA/overall alpha/alpha-numeric grade is not given total of marks of first five subjects in the detail marks certificates will be considered for calculating the percentage of the total marks. If only alpha/alpha-numeric grade of the subjects is given then these grades of first five subjects are considered for calculating the percentage of marks otherwise the marks of the first five subject are considered for calculating the percentage of total marks. In case grand total (marks obtained/total marks), CGPA/overall alpha/alpha-numeric grade is given then grand total (marks obtained/total marks) are considered for calculating the percentage of marks.
  - b. **12<sup>th</sup> Class:** The total marks obtained mentioned in the certificate of Class 10+2 will be considered for the calculation of Percentage of Marks. In case, the total marks obtained are not mentioned in the certificate then the total of the first five subjects will be accounted for the calculation of percentage of the marks for preparing the merit list.
  - c. If there are more than one candidate with same indicative percentage, preference will be

given to the candidates on the basis of Date of Birth. If still there are more than one candidate having same Date of Birth preference will be given to the candidate having obtained higher Maths and Science Marks/ Grade Points. If still there are more than one candidate even after applying this method, the candidates having obtained higher Marks/Grade Points in English subject, will be given preference.

## Annexure 2

### AN OVERVIEW OF THE TRADES AT BOTH GOVT ITIs

#### ENGINEERING TRADES

**TOOL & DIE MAKER (PRESS TOOLS, JIGS & FIXTURES)** - The course gives complete knowledge on preparation of Tools, Gauges, Fixtures required for Industries. It covers Bending Tool, Compound Tool, Progressive Tool, Draw Tool, Combination Tool etc. and CNC Programming. The trainee is made able to manufacture different components for jigs, fixtures and press tools by operating different machines like lathe, drilling, welding, milling, grinding. The trainee can also perform simple repair on machinery. One can take employment with leading Industries and be an entrepreneur as Tool and Die maker (Press Tools, Jig and Fixtures).

**DRAUGHTSMAN (CIVIL)** - The course gives a wide knowledge on construction related manual and CAD drawings, Surveying, Materials, Concrete Technology, and Building Specialization in Construction. One can take gainful employment with construction Industry, Architectural firms/Designers/PWD etc.

**DRAUGHTSMAN (MECHANICAL)** - The course gives a wide knowledge on machinery related manual and CAD drawings, Materials, Construction of machine & its materials. One can take gainful employment with manufacturing Industries of Govt. / Private Sectors.

**ELECTRICIAN** - The course has been designed in order to give in-depth practical and theoretical knowledge of conventional and emerging areas related to electrical engineering along with emphasis on electronics like Electrical Circuits, Basic Electronics, Wiring practice, Electrical machines, Measuring technique, Motor Winding practice, Switch Gears, Electrical Sub-Stations, Alternator, Electricity Power Generation, Distribution & Transmission, Domestic Appliances & Lighting and Installation service & maintenance of electrical equipment. On successful completion, one can take employment with Govt./Private sectors as well as self-employment.

**ELECTRONICS MECHANIC** – The Electronic Mechanic Trade is of two years duration and is in great demand. The course of this Trade broadly covers professional skill and knowledge of Electrical & Electronic Measuring Instruments, Soldering and De-soldering, Power Supply Circuits, Power Electronic Components, Communication Electronics, Digital Storage Oscilloscope, SMPS, UPS, Inverters, Solar Power, Cell Phones, LCD/LED TV, Digital Electronics & Computers and subjects of Engineering drawing, Workshop Calculation & Science and Employability skill. After successful completion of the course of the trade the candidate can get employment in Government/Private Sectors in manufacturing, repairing and servicing field and may be self-employed and can also pursue higher General/ technical education.

**INFORMATION & COMMUNICATION TECHNOLOGY SYSTEM MAINTENANCE-**  
The role of Information & Communication Technology System Maintenance personnel is to support and maintain computer systems, desktops, and peripherals. This includes installing, diagnosing, repairing, maintaining, and upgrading all hardware and equipment while ensuring optimal workstation performance.

**MACHINIST GRINDER** – The trainees are skilled in the field of “Surface Grinding and Cylindrical Grinding. Machinist (Grinder) setup and operates variety of machine tools such as Lathe, Surface Grinder Cylindrical Grinder, Tool and Cutter Grinder, Drilling, Lapping and Honing etc. and fits and assembles parts to fabricate or repair machine tools and maintain

Industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures.

**MECHANIC MOTOR VEHICLE** -The Mechanic Motor Vehicle is the trade of two years duration. The candidates are trained from root level of identification of tools to elevated level of performing dismantling, overhauling, repairing, troubleshooting of vehicles of all categories fueled by Petrol, Diesel and Gases that includes engine, Transmission system, Steering system, Suspension system, Wheels balancing, alignment, Braking system, Electronic control system, Electric components and Air conditioner system. The pass out candidates get jobs in automobile industries in manufacturing and servicing sector. The candidates after passing the trade can also pursue further study of general / technical field.

**MECHANIC DIESEL** - The course broadly covers the complete functioning, overhauling of Diesel Engines of vehicles of all categories being fueled by Diesel. Diesel Mechanics also deal with the repair work and maintenance of heavy motor diesel engines such as trucks, buses, public transport vehicles, heavy industrial and construction machinery and equipment and other diesel driven machines such as tractors, cranes, bulldozers etc. The course has a good demand in the Automobile industry thereby giving advantage for either employment or self-employment.

**REFRIGERATION AND AIR CONDITIONING TECHNICIAN**-The course gives an in-depth knowledge on Repair & Maintenance of Refrigerators, Centrally Air - conditioning system & Air-conditioners available in the market. On Successful completion, trainees can be absorbed in Railways, Govt./Public Sector under takings apart from self-employment.

**FITTER** - In this trade trainees acquire the skill of using metal cutting, shaping, filing & machinist tools perfectly to make metal parts with accuracy. In this trade knowledge of operating various general machines hydraulic and pneumatic tools used in mechanical industry is also imparted. The demand of Fitter trade trainees is made by Plumbing, Welding, Smithy, Tool Room & Maintenance Department of Industry. After passing this trade the fitter trainees get jobs in various mechanical industries and also gain self-employment.

**MACHINIST** – In the 'Machinist Trade 'during the course of two years'' duration the candidate is trained on subject professional skill (Trade Practical). The broad components covered under professional skill subject are training of basic fitting operations, simple to complex machining operations done for manufacturing various jobs on Drilling, Lathe, slotting, Milling, Surface grinding, cylindrical grinding, Tool and cutter grinding, CNC turning, CNC milling machines and applications of Basic electrical equipment's and sensors. After passing out the training program the candidate can get employment in Railway, defense, Machine tool and Automobile industry etc. or may be self-employed and can also pursue further general/technical education

**TURNER** – The Turner trade is regarded as the backbone of Mechanical Industry. In this trade during the course of two years''durationthecandidateisimpartedthetrainingofprofessionalskill (Trade Practical), professional knowledge (Trade Theory), Engineering Drawing, Workshop calculation & Science and Employability skill subjects. In professional skill subject the trainees acquire the skill of basic fitting operations, operating drilling machine, grinding of tools, different simple and complex operations (Turning plain, stepped, grooved, drilled, bored, threaded cylindrical/ conical jobs etc.) on conventional lathe Machines and CNC TURNING CENTER. The candidates after passing the Turner trade get jobs in Railway, Defense, Machine Tool & Automobile Industry etc. and may be self-employed. The candidate after passing the trade can also pursue further general /technical education.

**WOOD WORK TECHNICIAN** - The Wood Work Technician trade is of one-year duration and is in great demand in this trade trainee is made able to use all wood working hand tools and machinery to do all those exercises required for making wooden articles of various types like

(furniture, doors, almirahs etc.). After this trade, trainees get jobs in private/Govt. sector and can run their own business also.

**WELDER** - In the 'Welder Trade' during the course of One-year duration the trainees are provided training of subject professional skill (Trade Practical), professional knowledge (Trade Theory), Engineering Drawing, Workshop calculation & Science and Employability skill. The subject professional skill broadly covers training of Hacksawing, Filing, Marking, Drilling, Arc welding, Gas welding, Gas cutting, Brazing, Spot Welding, GMAW (MIG/MAG welding), GTAW (TIG welding), Welding Simulator, Robotic welding, Pipe welding, Plasma Arc, Abrasive Cutting, Hand Shear Cutting, Power Hacksawing Cutting and Testing of welded joints. There is huge demand in the market for welders in India as well as abroad. Govt. organization like ONGC, NTCP, BHEL, RAILWAY, MARUTI UDYOG LIMITED etc. Candidates after passing the trade can run their own business and have great opportunities for job in private industry in manufacturing as well as in repair units.

**PLUMBER** - This Trade broadly covers installation, repair and maintenance of plumbing fixtures, systems such as water, drain, waste and vent (DWV), low pressure steam, chemical and irrigation. They are able to install specialized systems such as medical gas, process piping, compressed air, water conditioners, fuel piping, sewage and water treatment, and storage and flow equipment. Plumbers may be employed by plumbing/civil work contractors, service companies, and maintenance departments of manufacturing, commercial, health care and educational facilities. They may also be self-employed. Plumbers install piping and equipment in residential, commercial, institutional and industrial buildings and sites.

**INSTRUMENT MECHANIC** - Instrument mechanic trade is a combination of Electrical, Electronics and Basis Computer. Training is given on following topics like use of Basic Hand Tools, Electrical House Wiring, Use of Electrical Instrument and Calibration, Complete Electronics and Basic Computer, Control of Process like Temperature, Pressure, Flow, Level and Calibration of Instrument, Process control with automation using PLC, DCS, SCADA Software System etc. After this course trainees are eligible for Jobs in Government Sector and in any Industry or can start their own work, shop of being overall skilled person.

**MECHANIC AUTO BODY REPAIR** - This trade is of one-year duration and was introduced at this Institute with the technical support of Maruti Suzuki India Ltd., under Model ITI Project. Advance technology machines and tools have been installed in this trade. The main work profile of trade is to develop skill in trainee of body denting/ dry denting etc. welding/plastic welding, preparation of body surface for painting, Major damage assessment. In Automobile Industry this trade is in great demand. Passed candidates of this trade can get employment in local and Multi National organizations/companies.

**MECHANIC AUTO BODY PAINTING** - This trade is of one-year duration was introduced at this Institute with the technical support of Maruti Suzuki India Ltd., under Model ITI Project. Very Advance World Class painting machines and tools and equipment's have been installed in his trade including ultra paint booth, paint mixing machine, roughness testing machine etc. The main work profile of trade is to develop skill in trainee of body Painting/Dry Sending, Primer Application, Paint Application, Paint Mixing and Plastic Painting. In Automobile Industry trained ITI pass painter are in great demand. Passed candidates of this trade are in great demand in Automobile industry and thus can get employment in local and Multi National organizations/companies.

**GEO INFORMATICS ASSISTANT**: - This trade is a one-year duration Non-Engineering Job Oriented trade. The training involves learning to install, operate, collect data through GIS and analyze the data. The trainees will be made able to capture, store, manipulate, manage and present spatial or Geographic data by using GIS and to apply digital cartography process for collection of data and produce maps, identify various component of DGPS and to use web GIS for publishing file on GEO Server.

**DRONE TECHNICIAN**: - This trade is a sixth month duration Non-Engineering training course.

The training involves identification and selection of different types of drone and drone rules and regulations, applications and important safety precautions. The training specifically includes training of drone mechanical parts, aerodynamics of wings, propellers, disassembly and reassembly of drone platform with flying practices, testing various electronic SMD components using proper measuring instruments, placing, soldering, de-soldering, measurement of different type electrical parameters, recording data relating to drone hardware, different batteries and their charging, different sensors, their characteristics and repair, execution of primary and secondary servicing with troubleshoot malfunctioning

**SOLAR TECHNICIAN (ELECTRICAL):** - The Solar Technician (Electrical) trade is of One year duration Engineering Trade which focuses on the installation, maintenance, and repair of solar power systems, preparing trainees for a career in the renewable energy sector. This trade offers a vital opportunity for employment as the demand for skilled technical labour in the solar energy industry continues to grow with the increasing adoption of solar power systems. By providing hands-on training in solar technology, this trade fulfills the need for technical expertise that is currently lacking in the labour market encourages the employment opportunities in the future.

## **NON-ENGINEERING TRADES**

**MARKETING EXECUTIVE** – This is one of the new trades introduced in response to the changing Job Scenario and successfully placing students for the last 4 years in different industries i.e., Retail, IT, Banking, FMCG, FMCD, Education & Hospitality etc. In this course, trainees are prepared for the Job Profiles like Relationship Officer, Retail Store Sales Executive, Front Office Executive, Data Entry & Computer Operator and Customer Care Executive etc. The course sharpens the skills of a trainee in Basic Computer & Internet Applications, MS Office, Written and Spoken English, Social & Formal Etiquettes, Personality Development and Business Communication. We also provide an in-depth theoretical and practical knowledge about the Marketing Concepts like 4 P's (Product, Price, Place, Promotion), Consumer Behavior, Market Segmentation, Negotiation, Visual Merchandising, Market Intelligence and CRM. Industrial Training, Case Study, Role Play, Group Discussion, Field Visit and Expert Lecture etc. are the widely used Methodologies for Teaching during the entire course. Marketing Executive is truly one-of-a-kind and wonderful choice for those who are looking for a program that offers industry exposure and job opportunities for a good start in their career.

**FINANCE EXECUTIVE** – In this trade the students are groomed as per the requirements of current employment opportunities by giving practical and theoretical knowledge of computers (MS Word, MS Excel, MS PowerPoint, Internet, Social Media, E-mailing and Searching techniques), Basic Entrepreneur Skills, Quality Parameters, Expert Lectures, Industrial Visits, Case studies and Role plays, imparts knowledge about Banking Policies and Practices, Practical exposure to Banking Procedures, Opening and Operating accounts by visiting the banks, Mobilizing Deposits, Lending and Investment Banking, Role of RBI, Corporate Governance, Mutual Funds, Net Asset Value, Depositories, Derivatives and Stock Market Functioning. The syllabus also includes NCFM Preparatory Modules relating to Derivatives, Depositories, Mutual Funds and Capital Market. We prepare students for interviews and guide them for their grooming and personality development as well as in improvisation of their written and spoken communication skills for better placements in Banks, Financial institutions, Stock Broking, Mutual Fund, Loan, Credit card Departments and Insurance Companies. Moreover, trainees find job opportunities in, in Schools, Colleges, Hospitals, Immigration Companies, Consultants, KPOs, BPOs and MNCs as Office Assistants, Back End Operations and other office job profiles. Our previous batch students have been placed in prestigious organizations like Banks, Financial Institutions, Stock Broking, Insurance, Investment and Lending Companies.

**HUMAN RESOURCE EXECUTIVE** - This trade has a vision to train the trainees in office administrative work that includes office operations and documentation in order to be best fit for

any sector. The syllabus has been designed in such a manner that the trainee becomes proficient Basic computers and Internet Skills, Soft skills, Office Etiquettes and main focus is on human resource management which includes planning, recruitment and selection, job analysis, job design, job specification, wage, salary and compensation, appraisal system and evaluating manpower, training and development - job enrichment and growth, managing personal issues, negotiating and bargaining, maintenance and integration of HR functions, workers and corporate governance health and safety, trade union, career planning . After the completion of this course, trainees can do all kind of office jobs and operations like organizing recruitment drives, designing job descriptions and specification, model appointment letters, Training and Performance Evaluation Questionnaires, preparing reports, memos, letters, notices and other Office coordination and Office Assistance work and can work in any sector like College, School, Hospitality, Hospital, Bank, Recruitment Consultancy, Immigration, KPO, BPO besides MNCs. The main teaching methodology of this course is personality grooming of the trainee through Soft Skills, Spoken English, Industrial visits, Role Play, Expert lectures, Industrial Training, Workshops and Case studies. This is relatively a new trade which is introduced with a vision to cope up with the changing industry and service sector job needs and requirement so that the best career opportunities can be provided to the trainees.

**COMPUTER OPERATOR & PROGRAMMING ASSISTANT(COPA)-** The Broad Components includes Computer Fundamentals, identifying computer peripherals, internal components, basic DOS commands, Windows and Linux interface and its related software installation process. Trainees will work with MS Office package to create word document, practice with excel sheet and get idea to create a good power point presentation, maintain database with My SQL. They will understandable to work on Advanced excel concepts. They will use internet to search information using browser along with official/ social communication process. Trainees will learn E-commerce system and will be able to browse, select and transact using different E-commerce websites. They will identify different type of cybercrimes now days and will be able to secure information from Internet by using cyber security concept. The trainees will be able to use cloud for their projects. They will comprehend the basic programming techniques and can create algorithms and flow charts. Trainees will create basic static webpage using HTML. The trainee learns scripting language i.e. Java Script and will develop dynamic webpage. They will be able to develop programs using Python/Java as an Elective Module.

**SEWING TECHNOLOGY** - This Trade broadly covers knowledge on stitching garments of male, Female & children both Indian & Western designs. After doing this course one can join industry as Tailor in general and will progress further as master Tailor, Supervisor and can rise up to the level of Manager, can become Entrepreneur, can join apprenticeship programs in different types of Industries leading to National Apprenticeship certificate.

**COSMETOLOGY** - This course broadly covers the basic knowledge of anatomy, physiology and dietetics in relation to beauty, hair dressing and effects of cosmetics on human body. On successful completion trainees become capable to work as beautician, hair dresser, makeup artist, manicurist, pedicurist, hair stylist, slimming assistant, hair colorist and a yoga expert and can work at various beauty salons and hotels. They can open their own beauty salons or practice as beauty consultants.

**DRESS MAKING** - This Trade broadly covers knowledge on stitching garments of male, Female & children both Indian & Western designs, designing with Coral draw and different types of Draping. After completing this course one can effectively work as a Designer to a Boutique, Stylist in Boutique, Consultant to a Boutique, Be-Spoke designer, Design Assistant in Export Units, Design services in e-tailing, Assistant Production Merchandiser. Thus, the trainees are prepared for both self-employment as well as wage employment with Garment Exporters.

**STENOGRAPHER & SECRETARIAL ASSISTANT (ENGLISH/HINDI/PUNJABI)**-The trade broadly covers and Emphasis on phonetic system, Explanation of consonants and vowels sounds. Short forms (Grammalogues), Note taking technique. Transcription technique and Vocabulary of new outlines on various, Daily transcription, weekly tests. Monthly assessment at the rate of 60, 80 to 100 wpm. After obtaining certificate the candidates are gainfully employed as a Stenographer/ Personal secretary in the various Private/ Public organization, News agencies & Government Department and Advertising Agencies.

**SURFACE ORNAMENTATION TECHNIQUES (EMBROIDERY)**-A course which covers all types of design and embroidery related works like Motifs / patterns and Conceptualization developer, Aari (crewel embroidery) Embroider, Zig-zag (satinem broidery) Machine operator and Hand Embroider. On successful completion of this course, the trainee is able to demonstrate locking, starting and finishing, with factual knowledge of different types of materials &stitches. The trainee develops the skills to prepare the sample of phulkari of Punjab, kantha of Bengal, Kasuti of Karnataka, Chikan kari of Lucknow, Kshida of Kashmir, Chamba of Himachal, Kutch of Karnataka with quality concepts and can be absorbed with leading garment manufactures, Design Coordinator to Fashion Designer etc. in both India & abroad.

## Annexure 3

### FEE STRUCTURE FOR ADMISSION 2026-27 GITI, SECTOR 28 C, CHANDIGARH

Sr. No.	DESCRIPTION	DURATION OF THE COURSE		
		½ Year (06 Months)	1 Year (12 Months)	2 Years (24 Months)
A.	<b>Govt. Revenue (Non-Refundable)</b>			
	Tuition fee @Rs. 100 PM	600/-for Six Months	1200/-Per Year	1200/-Per Year
B.	<b>PLA Account:</b>			
	<b>01 Security:(Refundable)</b>			
	a Caution Money	250	250	250
	b Library Security	100	100	100
	<b>02 Fund:(Non-Refundable)</b>			
	a Student Fund	240	240	480
	b Smart Card	200	200	200
	c Maint. of Play Ground Fund	60	60	120
	d Magazine/Brochure Fund	100	100	200
	e Stationery Fund/Class Examination	50	50	100
C.	<b>IMC Account:(Non-Refundable)</b>			
	Placement Registration Fee	50	50	50
	<b>Total</b>	<b>1650</b>	<b>2250</b>	<b>2700</b>

In case the name is struck off due to some reasons, readmission can be given at the discretion of the Principal with **Re-admission fee of Rs. 200/-**

Tuition fee for 2<sup>nd</sup> year of two-year trades will be charged after the completion of 1<sup>st</sup> year of successful Training.

#### CONCESSION/FACILITIES:

1. Stipend @Rs.100PM will be paid to all the trainees as per their attendance
2. Merit scholarship of Rs. 125 per month to 4% trainees will also be awarded on the basis of result of internal examination which will be conducted after three months training.
3. No Tuition fee will be charged from SC/ST& Persons with disability, EWS even if he/she takes admission against any other category.
4. Every trainee will give his/her **AADHAAR LINKED BANK ACCOUNT NUMBER** along with IFSC Code immediately after the admission for disbursement of funds i.e. Stipend/Scholarship etc.

#### TUITION FEE WAIVER SCHEME

All the SC/ST/Person with Disability (Divyang) /EWS candidates are exempted from deposition of tuition fee.

## Annexure 4

### FEE STRUCTURE FOR ADMISSION 2026-27 GITIW-SECTOR 11 C

S No.	DESCRIPTION	AMOUNT (Per annum)
A.	<b>Govt. Revenue (Non-Refundable)</b>	
	Tuition fee @Rs.100 PM	1200
B.	<b>PLA Account: Fund:(Non-Refundable)</b>	
	a Student Fund	375
	b Smart Card Fund	200
	c Maint. of Play Ground Fund@ Rs 40 PM	480
	d Magazine/Brochure Fund	100
	e Stationery Fund /Class Examination	50
C.	<b>IMC Account:(Non-Refundable)</b>	
	Placement Registration Fee	50
	<b>TOTAL</b>	<b>2455</b>

#### CONCESSION/FACILITIES:

1. Stipend @Rs.100PM will be paid to all the trainees as per their attendance
2. Merit scholarship of Rs. 125 per month to 4% trainees will also be awarded on the basis of result of internal examination which will be conducted after three months training.
3. No Tuition fee will be charged from SC/ST& Persons with disability, EWS even if he/she takes admission against any other category.
4. Every trainee will give his/her **AADHAAR LINKED BANK ACCOUNT NUMBER** along with IFSC Code immediately after the admission for disbursement of funds i.e. Stipend/Scholarship etc.

#### TUITION FEE WAIVER SCHEME

All the SC/ST/Person with Disability (Divyang) /EWS candidates are exempted from deposition of tuition fee.

## **Annexure 5**

**RESERVATION OF SEATS IN ADMISSION:** 85% seats of the total sanctioned intake of the institute will be filled up from amongst the Candidates who pass their qualifying examination from School/College recognized by Chandigarh Administration and situated in the Union Territory, Chandigarh as a regular student of the said School/College. (A certificate from the head of School/College to this effect must be attached). Further the National Institute of Open Schooling (NIOS) Secondary/Senior Secondary pass outs from the accredited schools in UT, Chandigarh shall also be included in the 85% seats. These seats will be termed as “U.T. Pool”. The remaining 15% seats will be filled from amongst the Candidates who pass their qualifying examination from the institutions other than those located in the Union Territory, Chandigarh or otherwise. These seats will be termed as “General Pool”.

However, the Candidates whether belonging to reserved category or not, who have passed their qualifying examination from the institute located in Union Territory not recognized Chandigarh Administration and not eligible for admission under U.T. pool quota, are eligible for admission in General Pool quota.

### **1. SCHEDULED CASTE(SC) CANDIDATES: 15% of seats are reserved for the scheduled caste candidates in each pool.**

“Scheduled Caste candidates from all over India will be eligible for admission who have Certificates issued in the candidate’s name only from the competent authority.”

### **2. OTHER BACKWARD CLASS (OBC) CANDIDATES: 27% Seats are reserved for trainees of UT/General Pool.**

- I. UT Pool: The admissible benefit of reservation to this category will be extended on the pattern of Central Govt. for which the Central list of OBC for the Union Tertiary of Chandigarh has been listed below. The OBC category certificate must be issued only in the candidate’s name by the Chandigarh Administration.
- II. General Pool: The OBC category certificate must be issued only in the candidate’s name by the competent authority of any other State/UT for General Pool and the caste must be included in the central list of OBC issued for that respective State/UT.
- III. The OBC certificate must have been issued on or after 01<sup>st</sup> April 2026.

**The central list of Other Backward Class (OBC) for the Union Territory of Chandigarh is given below:**

1. Aheria, Aheri, Heri, Naik, Thori or Turi
2. Bagria/ Bagaria
3. Bairagi/Baragi /Baregi
4. Barai, Tamboli, Tomboli, Tarboli
5. Barra, Berrer
6. Barwar
7. Batera /Battera
8. Beta, Hensi/Hansi or Hasi
9. Bharbhunja, Bharbhuja, Bharbhuria
10. Bhat, Bhatra, Darpi, Ramiya
11. Bhuhalia-Lohar, Bhubalia-Lohar
12. Chang, Chahang

13. Changar, Chamgar
14. Chhimba, Chimba Chhippi/Chhipi /Chippi, Darji/Darj, Tank, Chimpa Chiba (Hindu, Muslim, Sikh, Christian)
15. Chirimar/Chrimar
16. Christian converted from scheduled castes
17. Daiya
18. Dakaut, Dahakaut
19. Dhimar, Dhinwar, Jhinwar, Kahar, Mallah, Kasye Rajputs
20. Dhobi
21. Dhosali, Dosali, Bhosali(Hindu, Muslim, Sikh, Christian)
22. Faquir
23. Gadaria, Gaddaria, Gadderia
24. Gawala/Gwala/Gowala/Gowale,Gawla/Yadav/Ahir,
25. Ghasiara, Ghosi, Ghani/Ghazi, Goasiara or Ghosia
26. Ghirath including Chahng & Bahti
27. Gwaria, Gauria or Gwar
28. Hajjam/Hazam, Nai, Nais,
29. Jhangra-Brahman, Jhangara-Brahman/ Jangra-Brahman, Khati
30. Jogi, Nath
31. Jullaha/ Julaha(Weavers)(excluding those in Scheduled Caste)
32. Kamboj
33. Kanjar, Kanchan
34. Kumhar /Kumahar
35. Kurmi, Kummi
36. Khanghera
37. Kuchband
38. Labana, Vanzara
39. Lakhera, Maninar/ Kanihar
40. Madari
41. Mochi (excluding those in Scheduled Caste)
42. Mirasi
43. Nalband
44. Nar
45. Noongar
46. Pinja, Penja, Pemja (Hindu, Muslim, Christian, Sikh)
47. Rai Sikh
48. Rechband
49. Rehar, Rehare / Rehara Rer/ Re, Rehard
50. Shorgir
51. Singhikant, Singiwala/Singhiwala, Singhikar, Singhwala
52. Soi
53. Teli
54. Thathera/Thethera,Tamera
55. Bhar/Rajbhar
56. Ramgarhia
57. Gujjar
58. Saini
59. Soni, Sunar/ Swarnakar Daula, Soni Barderi
60. Lohar (Hindu, Muslim, Sikh, Christian)

**3. DEPENDENTS OF DEFENCE AND PARAMILITARY FORCES etc:** 5% seats in each pool would be filled from the categories of Trainees, in order of preference: (Ref to Letter No. F.No.6(1)/2017/D (Res. II) dated 21 May 2018 Govt. of India and Letter No.19/1/3-IH (10)-2019/10048 dated 25 June 2019 of Home Department, Chandigarh Administration)

- Priority I: Widows/Wards of Defense personnel killed in action.  
Priority II: Wards of disabled in action and boarded out from service.  
Priority III: Widows/Wards of Defense personnel who died while in service with death attributable to military service.  
Priority IV: Wards of disabled in service and boarded out with disability attributable to military service.  
Priority V: Wards of Ex-Servicemen and serving personnel who are in receipt of Gallantry Awards:  
I. Param Vir Chakra  
II. Ashok Chakra  
III. Maha Vir Chakra  
IV. Kirti Chakra  
V. Vir Chakra  
VI. Shaurya Chakra  
VII. Sena, Nau Sena, Vayu Sena Medal  
VIII. Mention – in dispatches  
Priority VI: Wards of Ex-Serviceman  
Priority VII: Wives of Ex-Serviceman  
i. Defense personnel disabled in action and boarded out from service.  
ii. Defense personnel disabled in service and boarded out with disability attributable to military service.  
iii. Ex-servicemen and serving personnel who are in receipt of Gallantry Awards.  
Priority VIII: Wards of Serving Personnel.  
Priority IX: Wives of Serving Personnel

**4. CRITERIA FOR PERSONS WITH DISABILITY:** For DIVYANG (Person with Disability) Category, the total 4% reservation has been further sub-divided into Groups A, B, C, D & E disabilities for the selected list of the eligible trades against each group as mentioned in DGT Letter MSDE-19/02/2018-CD (pt) dated 02 July 2019 at URL: <https://www.dgt.gov.in/node/1682>. Under this category, the eligible candidates will furnish a medical certificate issued by the Principal Medical officer/Civil Surgeon of Chandigarh or the concerned district clearly indicating percentage and type of disability, name of the disease-causing handicap, whether handicap is temporary or permanent, whether handicap is progressive or non-progressive. The Trainees having temporary handicap would not be considered against the reserved seats for person with disability. Where the certificates are issued by any authority other than the Principal Medical Officer of Chandigarh and the candidates turn comes for admission against reserved seat for person with disability, the concerned head of institution shall refer the candidates to the Principal Medical Officer, Chandigarh and shall admit the candidate only after confirmation from the P.M.O. Chandigarh.

**5. CRITERIA FOR CHILDREN/GRAND CHILDREN OF FREEDOM FIGHTER:**

2% seats in each pool would be filled from the children and grandchildren of freedom fighters.

**Note:**

- I. A freedom fighter is a person who has either been granted freedom fighter pension by the Chandigarh Administration or been awarded Tamar Petra for his political sufferings. No person other than the above-mentioned persons will be considered as freedom fighters for the purpose of reservation in admission. The requisite certificate will be issued by the Deputy Commissioner, Chandigarh and the certificate issued by any other authority will not make the children and grandchildren of the freedom fighter eligible for seeking admission in the institutions of U.T. Chandigarh. The certificate issued by the Deputy Commissioner in Chandigarh will be taken into consideration irrespective of the form in which it is issued, if the

meaning otherwise is clear.

II. Grand Children means son's sons/daughters or daughter's sons/daughters.

III. The certificate of the candidates who apply under this category from the U.T. pool should be verified by the Deputy Commissioner, U.T. Chandigarh. The outside candidates who

Apply against this quota will have to submit their freedom fighter certificate from their concerned Deputy Commissioner of the state.

#### **6. CRITERIA FOR SPORTS PERSON:**

2% Seats in each pool would be filled from the sports quota. Applications seeking admission against sports quota must submit Gradation Certificate from Director of Sports.

#### **7. CRITERIA FOR WOMEN:**

30% seats for women candidates are reserved based on the general reservation policy of U.T, Chandigarh.

#### **8. ECONOMICALWEAKER SECTION**

- 1) 10% of seats from amongst the total seats are reserved for Economically Weaker Sections (EWS). They will get Full tuition fee waiver benefit in order of their merit. The candidates seeking admission under this quota will have to submit income certificate based on the economic index and issued by competent authority as mentioned in the table given below.

## Annexure 6

### GENERAL NOTES:

If the requisite numbers of candidates of the reserved seats in U.T. Pool are not available, the seats will be thrown open to the candidates belonging to general category of the said pool and similarly in general pool also.

The student who has applied in one or more than one reserved category is to be considered in General Category first in order of his/her merit and then be given chance in other categories.

**N.C.C. and Games:** The interested trainees can take part in NCC (subject to availability) and Games. Facilities for certain numbers of games exist at present and interested trainees can take part in one or more of the items of which facilities are available.

**Library and Reading Room:** There is a library containing Technical Books which can be used for reference by the Trainees

**Working Hours:** The trainees will undergo training work for **Forty (40) hours** per week as per the latest trade syllabus issued by DGT, New Delhi.

The timings are as follows:

From 9:30AM to 5:30PM with half an hour lunch break from 1:30PM. To 2:00PM. All Saturday and Sunday will be observed as holidays.

**Holiday:** The Institute will observe all the gazetted and two restricted holidays during the calendar year as declared by the Chandigarh Administration Chandigarh from time to time. However, two holidays will be at the discretion of the Principal of the Institution which shall be granted as and when the occasion arises.

**Attendance and Leave:** The minimum compulsory attendance for the trainees in regard of their eligibility for the final test is 80 percent of the actual number of working days. The shortage of attendance below 80 percent but not below 75 per cent shall be condoned by the Principal; in exceptional cases provided that the trainee has not missed the essential training and the absence was due to unavoidable circumstances reasons beyond his/her control.

**Note:** If the trainee absents himself/herself for more than half the number of days i.e., 50% attendance, for what so ever reasons his/her name will automatically be struck off from the rolls of the institute.

**Leave** In addition to holiday, casual leave up to the limit of 12 days during 1 year course and 24 days during the 2 years course will be admissible to trainees subject to maximum 10 days at any one time. If trainee is stipend holder, he will continue to draw stipend at the full rate during such leave.

**Medical Leave** Besides above trainees will be granted medical leave upto 15 days in a year; leave for further period not exceeding 3 Weeks in continuation or in addition to 15 days absence will be granted on producing the Medical certificate from Medical Officer or a Registered Medical Practitioner.

**Special Leave** Extraordinary leave will be allowed to the trainee up to 15 days. Stipend will not be admissible during such leave. In case, overstay Leave the name of the trainee will be struck off from the rolls and treated as absconder.

**Absconder:** A trainee who absents himself from Training Institute/Centre for 10 Consecutive

days without permission and without informing the Principal will be treated as an absconder and his/her name will be struck off from the rolls with effect from the 1<sup>st</sup> day of his absence. However, re admission can be given at the discretion of the Principal with re admission fee of Rs.200/- No attendance and other benefit will be given on account of re-admission.

**Study Tour:** For the purpose of obtaining an idea of the actual working conditions, the trainees nearing completion of their training will be sent to nearby Industrial Workshops.

**Medical Examination:** The trainees seeking admission in any regular course, in any Branch or in the hostel are required to obtain Medical Certificate from a MBBS Doctor, as required under Training Manual of DGE&T, Govt. of India, New Delhi and submit the same on the date of finalization of their admission at the concerned institute.

**Final Trade Test:** A trainee has to undergo a CBT and Practical examination which is being conducted by the Directorate General of Training (DGT), New Delhi. The certificate issued to him will be National/State level certificate. The examination question papers supplied by the DGT will probably be in both the language (viz. English and Hindi). The examinee can reply in English or Hindi or regional language Punjabi also. The exams will be conducted annually for the trainees admitted from the session August, 2026 and their first annual exam will be held in the month of June/July, 2027 and in the month of January/February 2027 for Six-month trade after completing the training as per NSQF syllabus of respective trade. Similarly, for two-year trades the exam for 2<sup>nd</sup> year will be conducted in the month of June/July, 2028 after completing the training as per syllabus.

Apart from above CBT and practical examination, regular fortnightly test and other classroom activities will be conducted and performance of the same will be highlighted in the formative assessment chart prepared by the concerned trade instructor and will be taken into account while assigning Final Formative Marks. Improvement in any subject is not available.

- Final CBT fee will be charged as per the guidelines received from DGT, New Delhi during the academic session.
- The failed trainees of all the trades will have to submit the reappear forms and deposit the requisite fee within prescribed time from the declaration of the Result. No forms and fees shall be accepted thereafter.

**National Trade Certificate:** After the declaration of the result by DGT, New Delhi, e-Marksheets and e-NTC are downloadable through SIDH portal and the same are distributed among the passed-out trainees at the time of Annual Convocation.

**Apprenticeship Training:** A trainee who passes All India Trade Test under Craftsman Training Scheme is eligible to join the industry as apprenticeship. He/she may contact the Apprenticeship Cell at Govt. ITI, Sector 28-C, Chandigarh for signing the contract as Apprenticeship and further he/she can join the local industry as per vacancy.

## Annexure 7

### Gap Character Certificate

Note: This certificate is required from the candidate who is having gap period in between this session and the qualifying exam.

I certify that Sh/Ms..... S/O, W/O, D/O.....is personally known to me for the last..... Years. He/ she bears a good moral character.

Date:

Signature.....

Designation.....

Stamp

To be issued by the Gazette Officer/ Sarpanch/ MC

## Annexure 8

### RULES AND REGULATIONS

- (i) Each student may enjoy the full benefits of the facilities placed at his disposal but he has to abide by the rules and regulations of the Institute also. These rules are solely designed to safeguard the welfare of Trainees and are liable to change/modify without any prior notice from time to time. The Trainees are advised to keep themselves informed and aware about the day -day instructions and updations in the Institute. A plea of ignorance of any rules cannot be accepted as an excuse of breaking it. Trainees are expected to maintain the decorum and to pay the due respect to all faculty members. Every staff member has authority to point out the indiscipline created by the trainees even of other trades also.
- (ii) The trainees intending to avail stipend or scholarship benefits under any of the Government social welfare schemes must intimate and preferably apply for the Bonafide student certificate at the beginning of the academic session and must submit their application within one month from the date of commencement of the session. Any request received after the stipulated period shall not be entertained.
- (iii) Loud talking, loitering or congregating in the corridor, being a source of destruction is not permitted.
- (iv) Late arrival and early departures from the class are recorded as absence from the class.
- (v) The trainees are advised to work in the workshop as per the instructions of the class in-charges.
- (vi) No student has any authority over the employees of the Institution.
- (vii) Tools and other machinery must be left in good order after use. If damaged, the fact of the same must be immediately reported for necessary action.
- (viii) No responsibility can be accepted for any loss or damage to student's property.
- (ix) The studies at the Institute require attention and diligence on the part of Trainees. A student neglecting his studies and showing unsatisfactory progress will be given two warnings after which if he/she fails to improve, he/she will be liable for expulsion from the Institution.
- (x) Trainees shall observe all safety precautions. The Institution is not responsible or accidents of whatever natures in the Institute, Hostel, Workshop and Playground.
- (xi) Trainees are issued Smart Card at the time of admission. Loss of the card must be reported immediately and duplicate identity card will be issued on payment of Rs. 50. Failure to inform about the loss will be seriously taken.
- (xii) Trainees are advised to deposit all cash with local Post Office / Bank and draw their requirements from time to time. The Institute is not responsible for any loss by the theft or otherwise.
- (xiii) Trainees are not allowed to take part in the ragging Politics or go to Press if any student found violating the rules, he will be expelled from the Institute.
- (xiv) Vehicles and their accessories brought by the Trainees in the Institute campus will bear their own risk and responsibility. Institute will not be responsible for any theft or loss. However, if the trainees need the facilities of parking/security of their vehicles, the same are to be requested to the Principal through their class incharge and nominal charges will be taken from them.
- (xv) The Trainees must inform their change of address, otherwise the institute will not be

responsible in any event arising thereof.

- (xvi) For Govt. ITI, Sector 28C, Chandigarh it is compulsory to wear the Grey Color Trouser and Sky- Blue Color Shirt for all the trainees of Engineering trades and Grey Color Trouser and white Color Shirt for all the Non -Engineering trades during all working days from 9.30 AM to 5.30 PM.
- (xvii) For Govt. ITIW, Sector 11 C, Chandigarh it is compulsory to wear the Grey Color Shirt and Dark Blue Color Trouser for all the trainee so fall trades during all working days from 9.30 AM to 5.30 PM.
- (xviii) Late deposit of tuition fees will be fined @ of Rs. 1/- per day for first 15 days after which the name will be removed from the rolls However, readmission can be granted at the discretion of the Principal with re-admission charges of Rs. 200/-.

## Annexure 9

### Anti-Alcohol/DRUG ABUSE Policy

Govt. Industrial Training Institute Sector 28-C, Chandigarh / Govt. Industrial Training Institute for Women Sector 11-C, Chandigarh has their responsibility to maintain an educational environment conducive to academic and vocational achievement. The Institute recognizes that the Use and abuse of alcohol and other drugs may interfere with student's educational goals and also may interfere with the education environment in the Institute campus. Therefore, this institute has a stringent policy governing the use of alcohol and other drugs. The purchase, possession, use, consumption, sale, distribution or storage of any alcoholic beverage, controlled substance or illegal drug is prohibited on the Institute campus, training sites and at all Institute sponsored students' events, conferences and activities. The said policy is applicable to the already studying as well as new inducted students.

As per The Cigarettes and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003, smoking of tobacco in public places, except in special smoking zones in hotels, restaurants, airports is prohibited. Places where smoking is restricted include auditoriums, movie theatres, hospitals, public transport (aircraft, buses, trains, metros, monorails, taxis,) and their related facilities (airports, bus stands/ stations, railway stations), restaurants, hotels, bars, pubs, amusement centres, offices (government and private), libraries, courts, post offices, markets, shopping malls, canteens, refreshment rooms, banquet halls, discotheques, coffee houses, educational institutions and parks.

The students as per this policy are directed to adhere strictly to the specific norms as stated below. This policy is a part and parcel of the rules and regulations of the r.

1. The purchase, possession, use, consumption, sale, distribution or storage of any alcoholic beverage, controlled substance or illegal drug is prohibited-on university campus, training sites and at university sponsored students' events, conferences and activities.
2. Under suspicious circumstances, the students may be tested at random for substance abuse at any point of time during their stay on campus.
3. Students may be asked by the University authorities to submit the drug/alcohol test report after regular interval of time.
4. Students involved in accidents can be asked to submit the drug/alcohol test report.
5. If any student of Govt. Industrial Training Institute, Sector28C, Chandigarh his found under the influence/ possession of alcohol or illegal/banned drugs/substances or if found distributing the same or is caught smoking cigarette in the Institute campuses or training sites or at any of the Institute sponsored students' events, conferences and activities; it could potentially lead to termination of the student from the rolls of the Institute.

An under taking to this effect (Annexure-1) shall be submitted by the students through their respective trade instructors to the Principal of the institute immediately.

#### UNDERTAKING BY THE TRAINEE

I, \_\_\_\_\_, Roll. No. \_\_\_\_\_, S/o d/o Mr./Mrs./Ms. \_\_\_\_\_ having been admitted to Govt. Industrial Training Institute Sector 28-C Chandigarh / Govt. Industrial Training Institute for Women Sector 11-C, Chandigarh have received a copy of the ANTI- ALCOHOL/DRUG ABUSE Policy

(Hereinafter called the "Policy") carefully read and fully understood the provisions contained in the said Policy.

- 1) I have, in particular, perused and fully understood clause 5 of the Policy and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of the purchase, possession, use, consumption, sale, distribution or storage of any alcoholic beverage, controlled substance, smoking or illegal drug on Institute campus, training sites and at all INSTITUTE sponsored student events, conferences and activities actively or passively, or being part of a conspiracy to promote such activities on the Institute campus.
- 2) I hereby affirm that, if found guilty as mentioned in clause 2 above, I am liable for punishment according to clause 5 of the Policy, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

Signature of Trainee