

### **Instruction sheet for filling of Application form**

Applications are invited in prescribed formats from candidates intending to get admission in the Industrial Training Institutes, Industrial Training Centres and Junior Polytechnic of the State for undergoing training in Trade Courses under Craftsmen Training Scheme under National Council for Vocational Training (N.C.V.T) in the Session commencing from August'09.

**Only those candidates passed in the respective qualifying examination from any of the Institutes located within the State of West Bengal shall be eligible for admission in Govt. ITIs & ITCs and Junior Polytechnic.**

Application format and instruction sheet will be available in the website of the Technical Education & Training Department ( [www.wbtet.nic.in](http://www.wbtet.nic.in) ).

Application formats and instruction sheets will also be displayed at the institute notice board and in the notice board of the District Collector Office/ SDO Office nearest to the ITI/ITC/Junior Polytechnic. Formats neatly typed in plain papers and filled in by handwriting will be accepted.

The application form is to be filled in by the applicant in **ENGLISH** in handwriting with ball pen.

**Trade Courses available for admission:** Group wise list of trade courses available for admission are displayed at institute notice board. Availability of trades vary for individual institute. Candidates are to check for the trades available before submission of filled-in application form to any institute.

#### **Qualification Criterion :**

**'E' Group of Trades:** Passed in Class -VIII from any recognized school located within the State of West Bengal only. Selection will be made in order of merit on the basis of a written test in Mathematics and Physical Science to be held on Sunday, **the 14th June, 2009 (Sunday)** . Applicants will appear in the test on producing receipt of the application form, no separate admit cards will be issued. The time and venue for the test will be displayed at institute notice board, where application is submitted, from **10<sup>th</sup> to 12<sup>th</sup> June 2009**.

**Courses offered for 'E' Group Trade:** a) **Two year courses:** Painter (General), Wireman b) **One Year courses:** Welder(Gas & Electric), Plumber, Foundryman, Building Construction, Carpenter, Sheet Metal Worker, Cutting & Sewing, Manufacturing of Footwear and Leather Goods Maker.

c) **6 Months course:** Sanitary Hardware Fitter.

**'M' Group of Trades:** Passed in Madhyamik or equivalent examination from any institute under any Board / Council recognized by West Bengal Council of Higher Secondary Examination located within the State of West Bengal only. Selection will be made on the basis of marks obtained in Madhyamik or its equivalent examination.

**Courses offered for 'M' Group Trade:** a) **Three Years Course:** Tool & Die Maker. b) **Two year Courses:** Draughtsman Mechanical, Draughtsman Civil, Electrician, Fitter, Electronic Mechanic, Grinder, Instrument Mechanic, Machinist, Mechanic (Radio & TV), Refrigeration & Air Conditioning Mechanic, Surveyor, Turner, Mechanic (Motor Vehicle), Information Technology & Electronic System Maintenance. c) **One year Courses:** Plastic Processing Operator, Dress Making, Hair & Skin Care, Mechanic (Diesel).

**'H' Group of Trade:** Passed in Higher Secondary or its equivalent examination in 10+2 system from any institute under any Board / Council recognized by West Bengal Council of Higher Secondary Examination located within the state of West Bengal only. Selection will be made on the basis of marks obtained in Higher Secondary or its equivalent examination.

**Courses offered for 'H' Group Trade:** a) **One year courses:** Computer Operator & Programming Assistant(COPA), Stenography(English),Secretarial Practice and Desktop Publishing b) **6 month courses :** Network Technician.

**'B' Group of Trade :** Passed in Madhyamik or equivalent examination from any institute of any Board / Council recognized by West Bengal Council of Higher Secondary Examination located within the State of West Bengal only. Selection will be made on the basis of marks obtained in Madhyamik or its equivalent examination.

**Courses offered for 'B' Group Trade:** Broad Based Basic Training Courses of 1 (one) year duration in different sectors of 'Automobile', 'Production & Manufacturing', 'Instrumentation', 'Chemical', 'Electrical', 'Information Technology', 'Food Processing' 'Construction and Wood Working', 'Fabrication (Fitting & Welding)', 'Apparel', 'Agricultural Machinery' & 'Hospitality' etc. which are upgraded into Centres of Excellence .

The candidates will be selected from the Merit List to be published upon verification of marks obtained by them in the respective qualifying examination from the respective Board or Council.

**Merit List will be published tentatively during 1<sup>st</sup>/ 2<sup>nd</sup> week of July 2009.**

Candidates appearing in Madhyamik 2009/ Higher Secondary Examination 2009 may also apply for admission. If the result of Madhyamik/ Higher Secondary Examination is not published within 12<sup>th</sup> May 2009, they require to submit filled-in application form within 10 (consecutive) days from the date of publication of result by the Board/ Council.

**Age :** Age of the Candidates should not be less than 14 years or more than 40 years as on 1<sup>st</sup> August , 2009. However, upper age limit will be 45 years for Ex-Service men and War Widows. There is no upper age limit for women seeking admission in Women Industrial Training Institutes and trade units earmarked for women in other Industrial Training Institutes/Centres.

Male candidates can also apply for admission in the trades Electronic Mechanic, Mechanic (Radio & TV), and COPA in the 4(four ) Women ITIs ,provided they are within the prescribed age limit and are otherwise eligible for the respective trades. However, they will only be considered for admission if sufficient number of female candidates are not available against the seats for the Trade Unit at the respective Women ITIs.

**Reservation of seats:** Reservation of seats will be made as per existing Government Rules as follows : **22%** for SC, **6%** for ST and **3%** for Physically Handicapped Candidates. 10% of seats in General ITIs and ITCs are reserved for Women.

Seats are to be filled up maintaining percentage from the following categories of candidates.:

(a) **40%** of the total seats shall be kept reserved for the candidates who have completed their qualifying examination from any of the institute located within the concerned district (i.e district quota ). Kolkata, North 24 Paraganas & South 24 Parganas will be treated as unit district. .For availing district quota seats, applicants are to enclose a school certificate issued by the head of the Institute from where the qualifying examination is passed if full address of the institute is not mentioned in the Admit Card / Marksheet / Certificate.

(b) For IMC sponsored candidates, only 10% seats will be kept reserved to those ITIs which have been upgraded only under PPP Scheme of Govt. of India, subject to approval of the Govt.

(c) Rest **50%** (where CoE in PPP mode exists) or **60%** (where CoE in PPP mode does not exist ) are to be filled by the candidate not falling within (a) and (b) above.

(e) If seats as mentioned above are found to remain vacant due to non availability of reserved category of candidates, they shall be filled up by the candidates from unreserved category.

**. Application Forms :**

Application formats and instruction sheet for filling will be available in the website of the Technical Education and Training Department, Government of West Bengal .( [www.wbtet.nic.in](http://www.wbtet.nic.in) ).

Application formats and instruction sheets will also be displayed at the institute notice board and in the notice board of the District Collector Office/ SDO Office nearest to the ITI/ITC/JP. Formats neatly typed/ printed in plain papers and filled in by handwriting will be accepted.

Filled in application forms along with the prescribed fees will be received at the institutes in which admission is sought, on all working days from 16<sup>th</sup> April to 22<sup>nd</sup> May'2009 from 11-00am to 3-00 pm. **The last date of submission of duly filled in application form is 22<sup>nd</sup> May upto 4-00pm.** Candidate intending for admission in any institute is to be submit filled-in form in the said institute only.

Attested copies of qualifying examination and age proof are to be enclosed with the application. For availing the benefits of reserved seats necessary certificate as are mentioned in the instruction sheet is/are also to be enclosed. Claim for benefit of admission in any reserved seat without certificate from competent authority would not be entertained.

**Fees to be deposited along with the filled in application form for all categories of candidates (in cash only):**

1. With the form for E Group trades : Rs.80/- (Eighty) only per form
2. with the form for B /M /H Group trades : Rs.50/- (Fifty) only per form

The candidates passed /appeared from any institute recognized by any Board / Council other than Board / Council of West Bengal will have to submit an additional amount of Rs. 100/- by Cash for verification of Mark Sheet at the time of submission of filled in application form.

Application forms sent by post will not be accepted. The filled-in application form is to be deposited to the respective institute in person only. Incorrect / illegible /incomplete applications or those containing incorrect information will be rejected whenever detected.

**Full form of the abbreviations used under serial 5 & 6 :**

SC : Scheduled Cast

PH : Physically Handicapped

ST : Scheduled Tribe

**Competent authorities for issuing certificates (under serial 5 & 6)**

<u>Nature of Certificate</u>	<u>Issuing authority</u>
Scheduled Caste/ Scheduled tribe Certificate	District Collector / S.D.O.
Handicapped Certificate	Physically Handicapped Certificate issued by the Medical Officer not below the rank of D.M.O. or qualified Government Medical Specialist in the specific area of handicappedness specifically indicating the degree of incapacitation is to be produced as proof of belonging to “ PH ”Category for a candidate.
Certificate of sponsorship by IMC	Chairman of the IMC (Institute Managing Committee)
Document for Widow / Separated Women	Documents for Widow/Separated Women are to be furnished from M.P./M.L.A. or Gazetted Officer/Zilla Parishad Member/Commissioner of Municipality/Councillor of Municipal Corporation.

**b] Institute Code of the ITIs, ITCs and Junior Polytechnics of the State (to be filled in the Application form]**

Name of Institute	Institute Code	Name of the Institute	Institute Code	Name of the Institute	Institute Code
ITI GARIAHAT	G001	ITI MALDA	G019	SUBHASNAGAR ITC	S006
WOMEN ITI CALCUTTA	G002	ITI BALURGHAT	G020	HIJLI ITC	S007
ITI TOLLYGUNGE	G003	ITI RAIGUNJ	G021	HOOGHLI ITC	S008
PROVASH ROY ITI, AMTALA	G004	ITI TUNG	G022	ST. VINCENT ITC	S009
WOMEN ITI BANIPUR	G005	ITI SILIGURI	G023	SEVAYATAN ITC	S010
ITI KALYANI	G006	WOMEN ITI SILIGURI	G024	KALIMPONG ITC	S011
ITI HOOGHLY	G007	ITI ALIPURDUAR	G025	BIPRADAS PALCHOU DHURY ITC	S012
BTC HOOGHLY	G008	ITI COOCHBEHAR	G026	CHHOTOJAGULIA ITC	S013
ITI HOWRAH HOMES	G009	ITI TOOFANGUNJ	G027	KANYAPUR ITC	S014
ITI HALDIA	G010	ITI BARRACKPORE	G028	SARAJUPRASAD ITC	S015
ITI MIDNAPUR	G011	ITI FOR PHYSICALLY CHALLENGED BOYS & GIRLS	G029	KALIAGANJ ITC	S016
ITI JHARGRAM	G012	ITI FULIA	G030	R. K. MISSION BOYS HOME (RAHARA)	S017
ITI CHHATNA	G013	ITI SHIBPORE	G031	SABRAKONE ITC	S018
ITI PURULIA	G014	R. K. MISSION SHILPAYATANA, BELUR MATH	S001	RAMKRISHNA MISSION ITC, NARENDRAPUR	S019
WOMEN ITI BURDWAN	G015	SATISH CHANDRA ITC	S002	ST. XAVIERS ITC	S020
ITI DURGAPUR	G016	RUPNARAYANPUR ITC	S003	ASANSOLE POLYTECHNIC	S021
ITI SURI	G017	SWAMI MAHADEVANANDA ITC	S004		
ITI BEHRAMPURE	G018	JALPAIGURI ITC	S005		