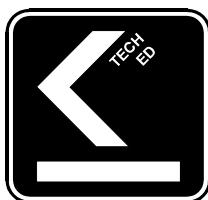


# **INFORMATION BROCHURE**

## **for PRIVATE CANDIDATES**

**WORKING IN ORGANIZATIONS / FACTORIES COVERED UNDER  
APPRENTICESHIP TRAINING PROGRAMME**

**YEAR - 2018 EXAM**



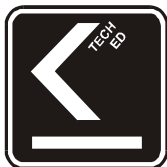
## **for ALL INDIA TRADE TEST UNDER CRAFTSMEN TRAINING SCHEME OF NCVT**

**Issued by**

**THE PUNJAB STATE BOARD OF TECHNICAL  
EDUCATION & INDUSTRIAL TRAINING,  
PLOT NO. 1-A, SECTOR 36-A, CHANDIGARH  
PHONE : 0172 - 2622585, 2615389**

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**Price : Rs. 100/-**



# THE PUNJAB STATE BOARD OF TECHNICAL EDUCATION AND INDUSTRIAL TRAINING

Plot No. 1-A, Sector 36-A, Chandigarh Ph. 0172-2622585, 2615389

## INSTRUCTIONS FOR PRIVATE CANDIDATES AND FOR THE HEAD OF INDUSTRIAL TRAINING INSTITUTE/CENTRES REGARDING FILLING THE APPLICATION FORM OF THE PRIVATE CANDIDATES UNDER CRAFTSMEN TRAINING SCHEME (SEMESTER SYSTEM PATTERN).

### 1. ELIGIBILITY CONDITIONS

- i) The applicant should have the minimum prescribed entry qualification for a particular trade under CTS in which he/she is desirous of appearing as private candidates.
- ii) The applicant should possess minimum of 3 years experience in the relevant trade in establishments implementing apprenticeship training scheme / small establishments covered under factories Act, 1948 or registered with any Government / Local authorities.
- iii) Govt. Industrial Training Institutes covered under Apprenticeship Act 1961 will verify the authenticity of the particulars of the private candidates keeping in view the guidelines given by DGT, New Delhi before permitting them to appear in the AITT under NCVT. State must affiliated trade units in trades opted by candidates and candidates must be attached to an ITI having affiliated trade units in trade opted by candidates.
- iv) Numbers of candidates do not depends upon affiliated trades units of ITIs.
- v) There is no upper age limit.
- vi) Private candidates need to appear for all the semester in the particular trade.

### 2. GENERAL INFORMATION

- i) The application form complete in all respect should be submitted in duplicate alongwith proof of educational qualifications : Fee of Rs. 300/- (Cost of Form Rs. 100/- + Processing Fee Rs. 200/- and annexure I, II and III to the head of the Institute/Centre concerned and the Institute/Centre will send the original copy of the application form to the Board scrutiny of the application.
- ii) All candidates whose name appear in the list of successful candidates (to be uploaded on website of the Board) after final scrutiny will have to deposit registration form fee Rs. 50/-, Registration fee Rs. 100/-, examination fee Rs. 500/-, Practical fee Rs. 50/- and Rs.75/- DGT New Delhi fees in the form of draft payable to the Secretary, Punjab State Board of Technical Education & Industrial Training, Chandigarh.
- iii) The break in experience of a particular trade for over two years from the last date of submission of application will not make a person eligible unless 3 years experience has been put in subsequently in the trade in which he wishes to be trade tested.
- iv) The candidate should seek information with regard to date-sheet, Centre and Roll No. from the concerned Institution/Centre. **In the event of any candidate approaching the Board directly/indirectly, his application is liable to be cancelled/rejected.**
- v) The Secretary of Punjab State Board of Technical Education and Industrial Training, Chandigarh is not bound to intimate the reasons of rejection of eligibility. All information regarding eligible candidate will be sent to the concerned institute/centre before the start of examinations
- vi) Last date of submission of application form by the candidate to the concerned Institute/Centre is **29-9-2017**.
- vii) Last date of submission of applications by the concerned Institute/Centre to Board is **16-10-2017**.
- viii) The application forms of private candidates should be routed through the Principal-cum-Assistant Apprenticeship Advisor under whom the experience has been acquired.
- ix) For information on detailed syllabus, Head of the Institute/centre may be contacted.
- x) Furnishing false information shall render liable to be penalised under Factory Act.
- xi) Every Application form must be verified by the Principal-cum-Assistant Apprenticeship Advisor of the Institute.
- xii) Experience Certificate should be obtained from the employer/competent authority in prescribed format for Experience-cum-Eligibility Certificate (annexure-I). Any deviation from the prescribed format may straightway lead to rejection of the application.



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S.No. PSB/ITI/Private/

### **APPLICATION FORM**

(for Private candidates to appear in All India Trade Test Year 2018)

(To be filled by candidate in his own handwriting)

Paste passport  
size Photograph  
duly attested by  
Gazetted officer.

1. Name of the candidate  
(Full Name in Block Letters) \_\_\_\_\_
2. Father's Name  
(in Block Letters) \_\_\_\_\_
3. Official postal address  
\_\_\_\_\_  
\_\_\_\_\_
4. Permanent Address &  
Candidate's Mobile No. \_\_\_\_\_
5. Date of Birth (attach proof) \_\_\_\_\_
6. Trade in which desirous of  
taking the test \_\_\_\_\_
7. Identification mark. \_\_\_\_\_
8. Academic/Technical Qualifications  
achieved including matriculation  
detail marks card (attach proof)(attested copies) \_\_\_\_\_

Sr. No.	Detail of exams passed (with Roll No. & Name of Institute.)	Divisions with marks obtained	Subject taken in each exam with details of marks obtained in each subject	Month/ year of passing the exam
1.	2.	3.	4.	5.

contd .....

(Signature of applicant)

9. Attested photocopy of appointment letter to be attached.

10. Details of Fee Rs. 300/- DD No. \_\_\_\_\_ Dated \_\_\_\_\_

Name of Bank \_\_\_\_\_

10. Specimen signature of the candidate 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Date: \_\_\_\_\_

**Applicant's Signature**

11. a) Above facts verified from the original certificates

b) Photo of Sh. \_\_\_\_\_ S/o Sh. \_\_\_\_\_  
who has signed in my presence is attested.

Date: \_\_\_\_\_

**Full Signature of the Principal/  
Head of the Institution (with seal)**



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### **EXPERIENCE -CUM- ELIGIBILITY CERTIFICATE**

(To be filled by employer)

Certified that Mr./Ms. \_\_\_\_\_ S/o / D/o Sh. \_\_\_\_\_  
is a permanent/Regular/Temporary employee of this office/establishment.

He has been working as \_\_\_\_\_ on \_\_\_\_\_ (full time/ adhoc/  
temporary/ Part time) basis since \_\_\_\_\_ (DDMMYYYY) in this office of \_\_\_\_\_  
\_\_\_\_\_ (name of office/ establishment).

This establishment is a \_\_\_\_\_ (Govt./ Semi Govt./ Non Govt.) organization and  
\_\_\_\_\_ (has/ has not) been covered under Apprenticeship Act. 1961 (implemented by Govt. of India)

During his/her stay over here, he/she has been performing the following duties:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

As per office record his/her educational qualification is \_\_\_\_\_  
further this is certified that above mentioned particulars are sufficient to ascertain the eligibility of Mr./  
Ms. \_\_\_\_\_ for considering his candidature in Trade \_\_\_\_\_  
for All India Trade Test under Craftsmen Training Scheme of NCVT.

He bears a good moral character.

His work and conduct is satisfactory.

Dated: \_\_\_\_\_

**Signature of employer/issuing authority  
with his office seal**

Full Name of issuing authority \_\_\_\_\_

Designation \_\_\_\_\_

**VERIFIED** (Not applicable for Govt. & Semi Govt. organisation)

Dated: \_\_\_\_\_

**Signature of Area Labour Inspector  
with his office seal**

Full Name \_\_\_\_\_

Personally verified from the record of establishment.

Dated: \_\_\_\_\_

**Signature of the Principal, (with Seal)**



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*(to be filled in by the employer under whom the candidate is working/has worked)*

1. Name of Candidate \_\_\_\_\_  
(In Block Letters)
2. Father's Name \_\_\_\_\_
3. Trade of the candidate \_\_\_\_\_
4. Designation of the candidate \_\_\_\_\_  
(Indicate Full Designation  
not abbreviations)
5. Present pay and allowance of the candidate
 

Pay	_____
Other allowance	_____
6. Period of experience and kind of experience attached \_\_\_\_\_  
(Tech. OR Non Tech.)
7. Apprentices engaged by the Establishment for the last five years \_\_\_\_\_

S.No.	Trade Name	No. of apprentices engaged /seats located	Name of establishment
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- 1.
- 2.
- 3.

Certified that the above information supplied by me on behalf of M/s \_\_\_\_\_  
\_\_\_\_\_ (Name of firm) is correct to the best of my knowledge and belief and nothing  
has been concealed therein and I, am fully authorised to sign this document on behalf of the organisation.

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

**Signature of Employer/Competent authority**  
(with office seal)

Verified (Not applicable for Govt. & Semi Govt.- organisation)

**Area Labour Inspector**

**Principal(with seal)**



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**FORWARDING LETTER FOR THE PRINCIPAL/HEAD OF THE INSTITUTE/CENTRE.**

Endst.No.

Dated:

- 1) It is certified that I, have personally examined all the particulars of the applicant Mr./Ms. \_\_\_\_\_  
\_\_\_\_\_ S/o&D/o Sh. \_\_\_\_\_ who fulfills the conditions  
prescribed for making him eligible to appear as a Private Candidate in the Final Trade Test to be  
held in the Year-2018 under Craftsmen Training Scheme.
- 2) He has passed \_\_\_\_\_ examination (with required Subjects) from  
the School/College as the basic qualification as required for the admission in the respective trade  
of Industrial Training Institute/ Centre according to norms of DGT, New Delhi.
- 3) I, have personally checked the original certificates of experience as given by the candidate in the  
application form and these documents fulfill the requirements for allowing him to appear in NCVT  
examination as Private candidate.
- 4) He has actually attained 3 years experience in the Factory/Establishment and experience gained  
by him during above period is relevant to the syllabus prescribed by the DGT, New Delhi for the  
same trade for which he is seeking permission to appear as private candidate. **The factory is  
covered under Apprenticeship Act, 1961 and I, have verified about the Apprentices  
engaged by the establishment from their record/our record.**

**Signature of the Principal\*-cum-  
Assistant Apprenticeship Advisor.  
Industrial Training Institute (with seal)**

**Note:**

- i) The heads of Industrial Training Institute/Centres are requested to go through the above performa  
very carefully and fill up the same after careful consideration.
- ii) Application form alongwith full fee and Annexure I, II and III should be submitted to Board's office.
- iii) \* To be signed by the Principal in full capacity.