

प्रवेश आरंभ

स्किल डेवलपमेंट सेंटर, वीर सावरकर ट्रेनिंग सेंटर, पूसा, नई दिल्ली में

3 माह का मुफ्त वोकेशनल कोर्सेज

रोटरी साउथएंड चैरिटेबल ट्रस्ट के तकनीकी सहयोग से

कोर्स का विवरण

	कोर्स	संरचना	आयु	इकाई
1.	मिनाई मशीन ऑपरेटर	8वीं पास का अधिक		
2.	सीएनसी मशीन ऑपरेटर	12वीं पास का अधिक	18-30 years	30
3.	डेनरिक टैक्नीशियन	10वीं पास का अधिक		
4.	एक एंड बी स्ट्रुअर्ड	12वीं पास का अधिक		

आवेदन पत्र का प्रारूप डाउनलोड करने के लिए लॉग ऑन करें-
www.tte.delhigovt.nic.in or www.rotaryclubssouthend.com

अभ्यर्थी अपने सभी दस्तावेजों को स्वयं प्रमाणित करके
स्किल डेवलपमेंट सेंटर, वीर सावरकर बेसिक ट्रेनिंग सेंटर,
पूसा, नई दिल्ली 110012 में जमा करायें

अंतिम तिथि: 14 अक्टूबर 2019

अधिक जानकारी के लिए कॉल करें- 9810055609

दिल्ली सरकार
शांति भवन

प्रशिक्षण और तकनीकी शिक्षा निदेशालय
राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार

Manish Sisodia
Dy. Chief Minister, Delhi

ADMISSION OPEN

FREE 3 MONTHS VOCATIONAL COURSES

at Skill Development Centre, Veer Saverkar Basic Training Centre,
Pusa, New Delhi in collaboration with Rotary Southend Charitable Trust

COURSE DETAILS

	COURSE	QUALIFICATION	AGE	INTAKE
1	Sewing Machine Operator	8th pass & above	18-30 years	30
2	CNC Machine Operator	12th pass & above		
3	Welding Technician	10th pass & above		
4	F & B Steward	12th pass & above		

Format of application is available at
www.tte.delhigovt.nic.in or www.rotaryclubsouthend.com

Candidates must attach self authenticated copies of
all relevant documents while submitting the application
form at Skill Development Centre, Veer Saverkar Basic
Training Centre, Pusa, New Delhi- 110012

LAST DATE: 14 OCTOBER 2019

For any query please call: 9810055609

दिल्ली सरकार
आज की सरकार

Department of Training & Technical Education
Government of NCT of Delhi

Manish Sisodia
Dy. Chief Minister, Delhi

Rotary Southend Charitable Trust

&

Government of N.C.T. of Delhi

**Department of Training & Technical Education
Muni Maya Ram Marg, Pitam Pura, Delhi-110 088**

Acknowledgement Card

Regn. No.....

Self
authenticated
passport size
photograph to
be pasted here

Received Application form along with number of enclosures from Sh./Smt./Km.
..... Category having %
age of marks in qualifying exam Date of birth

Dated:

Name & Signature of receiving
Official with date and stamp

RECEIPT DATES FOR ADMISSIONS

**Receipt of filled
applications forms up to**

**14 October 2019
(10.00 am to 04.00 pm)**

For updated schedule, kindly check the Notice Board of Skill Development Centre, Veer Saverkar Basic Training Institute, at Pusa New Delhi- 110 012 or contact on phone No. 9810055609.

Admission Application Form

Free Downloaded Form

Closing Date: 14 October, 2019

**Skill Development Centre
An Initiative of Rotary Southend Charitable Trust
In collaboration with
Department of Training & Technical Education
Government of N.C.T. of Delhi**

For office Use only

Registration No.
No. of enclosure
Marks of Qualifying Exam

Course Allotted
Category

Sign. Admission I/c.....

**Paste self
authenticated
recent colour
passport size
photograph**

1. Name of Applicant (Sh./Ms.) (in block letters) as per school certificate.
.....
2. Father's/Guardian's Name (Sh./Ms.)(in block letters)) as per school certificate.
.....
(i) Occupation (ii) Annual Income
3. Date of Birth/...../..... **Age as on 01.09.2019**YearMonths Days
4. Course applied for :
5. Nationality
6. Religion Category: General/SC/ST/OBC.....
7. Gender Marital status: Married / Unmarried
8. Aadhaar Card Number (Mandatory):.....
9. Mobile/Phone No. (Mandatory) :.....
10. Parents Mobile/Phone No. (Mandatory):.....
11. E-mail ID of parent :
12. Permanent Address:
.....City.....State.....Pin code.....
13. Local Address
.....City.....State.....Pin code.....
14. E-mail id.....

15. Details of Exam Passed (attach self attested photocopies of the certificates/mark sheets)

S. No.	Examination Passed	Year of Passing	School/Board/ University	Subjects	Max. Marks	Marks Obtained	Aggregate % of Marks
1.							
2.							
3							

Declaration: -

1. I declare that the particulars given in the Application form are correct to the best of my knowledge and belief. Certificates and mark sheets submitted by me are genuine. If at any stage, any information(s)/document(s) is found to be false/faked. I am liable to be discharged from the Institute/penalized by withholding/declaring result invalid & liable for prosecution under Indian Penal Code.
2. I shall abide by the rules and regulations of the Skill Development Centre run by Rotary Southend Charitable Trust & Government of N.C.T. of Delhi Department of Training & Technical Education, observe discipline and punctuality, shall not take part and associate myself with activities of any outside agency. I am liable for any disciplinary action by the authorities in case I fail to comply with the above.

.....
(Signature of Parent/Guardian)

.....
(Name of the Parent/Guardian)

Dated:

.....
(Signature of Applicant)

.....
(Name of the Applicant)

Notes: -

1. Applicant must read the Admission Notice carefully before filling up the Application Form.
2. Quote Registration number as reference for any further correspondence.
3. Applicants have to submit the filled Application form at the Admission centre at Skill Development Centre of Rotary Southend Charitable Trust, Veer Savarkar Basic Training Institute, at Pusa New Delhi- 110 012.
4. In the absence of complete documents/certificates the Application form will be rejected summarily and no plea whatsoever will be entertained.
5. A certificate of equivalency from the approved board by the applicant is to be produced if applicable.

Check list of Self Authenticated photocopies of the enclosures: (tick the box)

1. Date of Birth Certificate (School Certificate/Mark sheet).
2. SC/ST/OBC Certificate
3. Mark sheet of the qualifying Examination (8th/10th/12th).
4. The certificate of Disability from the competent Authority Board (VRC, Karkarduma, Delhi) If applicable.
5. Any other relevant document attached _____

(To be submitted at the time of Admission)



(To be signed by Registered Medical Practitioner)

I certify that I have carefully examined Sh./Smt./Km.....
son/daughter/wife of Shri whose signature is given
below. As a result of his/her examination, I certify that nothing adverse has been
found which may disqualify him/her from admission to a technical institution under
the Government of Delhi.

I have to further add that:-

1. His/her eyes appear to be :.....
2. His/her heart & lungs are clear :.....
3. His/her weight is :.....
4. His/her height is :.....
5. He/she does not wear glass/wear glass with vision :.....
6. He/she has not had any disease, mentally and bodily infirmity, which will
make him/her unfit in the near future for an active life and training.

Mark of identification :

Signature of the candidate :.....

Name & Signature of the Medical Officer
with seal & Registration No.....

(To be submitted at the time of Admission)



Certified that I know Sh./Smt./Km
son/daughter/wife of Shri
resident of from the last
.....years.....months to the best of my knowledge and belief. He/ She bears
a good moral character and is ofnationality.

It is also to certify that Sh./Smt./Km
is not related to me.

Place:-

Signature

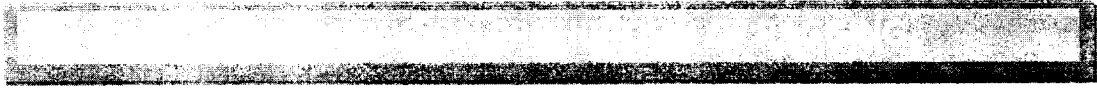
Dated:-

.....
Name (in Capital Letters)

.....
Designation & Address with Stamp

Note: This certificate should be attested by any Gazetted Officer.

(To be submitted at the time of Admission)



(By candidate)

I, _____ son/daughter/wife of Shri _____
resident of _____ hereby declare that
I am aware of the law regarding prohibition of ragging as well as the punishments, and
that, if found guilty of the offence of ragging and/or abetting ragging, I am liable to be
punished appropriately.

Place: _____ Signature of the Candidate.....

Dated: _____ Name of the candidate:



(By Parent/Guardian)

I, _____ Father/Guardian of Mr./Ms. _____
resident of _____ hereby
Declare that I am aware of the law regarding prohibition of ragging and I agree to
abide by the punishment meted out to my ward in case the latter is found guilty of
ragging.

Place:.....

Dated:.....

Signature of Parent/Guardian.....

Name of Parent/Guardian.....

(To be submitted at the time of Admission)



1. I am liable to be struck off from the roll of Skill Centre without notice in case I remain absent for 10 consecutive days without information / sanction of leave, unsatisfactory progress in the training, short of attendance below 50%, committing breach of discipline in the Institute.
2. I shall have no objection in attending Institution as per the existing or changed timing by the institute as per shift timing.
3. I shall maintain at least 80% attendance for making me eligible for appearing in the examination.
5. I will not carry/use mobile phone in the Skill Centre.
7. I, hereby, declare that I am aware of the law regarding prohibition of ragging as well as the punishments, and that, if found guilty of the offence of ragging and/or abetting ragging, I am liable to be punished as per guideline issued by the Honourable Supreme Court of India.
8. In case of any accident, mis-happening or riots I/we will not blame the Skill Centre responsible for the same.
9. In case, I/we fail to abide myself as stated above, the Principal/Head of the Skill Centre is empowered to take necessary disciplinary action against me as per rules.

Yours faithfully,

Dated:-

.....
(Full Signature of Parent/Guardian)

.....
(Full Signature of the Candidate)

Mobile No.

Mobile No.

Name:.....
(Block Letters)

Name:.....
(Block Letters)

Relation with candidate

Course

Rotary Southend Charitable Trust

In collaboration with

Department of Training & Technical Education,

Govt. of NCT of Delhi

Muni Maya Ram Marg, Pitam Pura, Delhi- 110 088

INFORMATION BULLETIN

(FOR SHORT TERM COURSES)

2019

***(A Skill Development Centre at
Veer Saverkar Basic Training
Centre, Pusa Campus, Delhi)***

CONTACT DETAILS OF SKILL CENTRE

CANDIDATES MAY CONTACT THE BELOW MENTIONED TELEPHONE NUMBERS AND EMAIL IDs FOR SEEKING INFORMATION

S. No	Name & Address	Nearest Landmark	Centre Incharge	Telephone No.	Email & ITI Website
1	Veer Saverkar BTC, Pusa, New Delhi - 110012	Nearest Metro station : Rajendra Place / Patel Nagar	Sh. Parminder Singh	9810055609	Email: rcdsouthend@gmail.com

TRADES/COURSES OFFERED & INTAKE CAPACITY

S.N.	Skill Development Centre at Veer Saverkar BTC, PUSA	Unit strength
	Trades	
1	Sewing Machine Operator	30
2	CNC Machine Operator	30
3	Welding Technician	30
4	F & B Steward	30

ADMISSION ELIGIBILITY QUALIFICATIONS

Admission eligibility qualification, Course name, Duration of course, unit strength for certificate courses (3 months) in Skills Training Centre under Rotary Southend Charitable Trust is as follows:

S.No.	Name of the Trades (Alphabetically)	Duration	Current Entry Qualification	Strength / unit
1	CNC Machine Operator	3 months (400 hrs)	Passed 12th class examination.	30
2	Sewing Machine Operator	3 months (400 hrs)	Passed 8th class examination.	30
3	Welding Technician	3 months (400 hrs)	Passed 10th class examination.	30
4	F & B Steward	3 months (400 hrs)	Passed 12th class examination.	30

ADMISSION CRITERIA

Selection of candidates will be on the basis of Entry Gate Assessment Test (EAT-Aptitude Test) where passing marks will be 50%.

Seats will be allocated on first cum first serve basis subject to clearance of Entry Gate Assessment Test (Aptitude Test)

REGISTRATION FEE

Registration fee Rs. 1,000/- to be deposited by **all candidates** at the time of registration which will be refundable after successful completion of course to trainees who appeared for assessment.

GENERAL RULES & INFORMATION FOR STUDENTS

- I. **Working Days and hours** – Monday to Saturday 8hrs/day i.e. 9:00 am to 5:00 pm
- II. **Uniform:** - Trainee shall get a T-shirt stitched within 15 days from the date of admission and shall wear the same daily right from his residence till reaching back to the residence.
- III. **Holidays / Leave admissible to trainees:-** Trainees will be allowed holidays as per IL&FS/ Rotary Southend Charitable Trust list of holidays. There will be no summer/winter holidays.
- IV. **SUSPENSIONS, DISCHARGE:**
 - i. Trainees are liable for discharge on account of unsatisfactory progress in training.
 - ii. For acts of indiscipline and misconduct.
 - iii. If attendance percentage falls below 50%.
 - iv. The pending investigation of allegations against him/her.
 - v. If the Trainee is absent for 5 consecutive days without information.
- ix. **MINIMUM COMPULSORY ATTENDANCE FOR TRAINEE:** - Only those candidates who have completed minimum 80% attendance would be permitted to appear in assessment examination. The candidate who has insufficient attendance may not be allowed to appear in the ensuing assessment examination and will be treated as trained and not assessed and in such situation candidate is not liable to avail placement support.

STUDENTS AMINITIES

1. **Industrial Training and Field Visits:** Trainees are exposed to the Industry by arranging industrial Training and field visits. Presence of trainees during the visits is obligatory.
2. **Placement:** Maximum 3 placement opportunity will be provided to every candidate appeared for assessment examination which will be arranged by the Placement officer deputed by the In Charge of the Skill Centre.

AGE LIMIT

Minimum age limit is minimum **18 years for all the candidates as on start of the batch** while Upper age limit is 30 years for the candidates seeking admission

PHYSICAL FITNESS

All the candidates shall be required to submit a Medical Fitness Certificate from a Registered Medical Practitioner at the time of admission.

DISCIPLINE

All the trainees admitted to an Skill Centre will be under the complete disciplinary control of the In Charge of the Skill Centre or any other officer(s) appointed by the Rotary Club authorities for the purpose and must conduct themselves in accordance with the disciplinary rules of institution as framed and notified by the In Charge.

UNDER THE RULES, FOLLOWING ARE THE FORBIDDEN PRACTICES:

- a) RAGGING IN ANY FORM IS STRICTLY PROHIBITED. If any incident of ragging comes to the notice of the authorities, the concerned trainee may be given the opportunity to explain and if his/her explanation is not found satisfactory, the authority would expel him from the institution.
- b) Disfiguring or otherwise damaging institutional property;
- c) Smoking in the class room, workshop and laboratory or during field training;
- d) Use of drugs or intoxicants except for those prescribed by a registered medical practitioner and under the knowledge of Principal of the institution;
- e) Any form of gambling;
- f) Rowdies and rude behavior;
- g) Use of violence in any form;
- h) Offences of cognizable nature;
- i) Casteism, communalism or practice of untouchability; or
- j) Any other conduct unbecoming of a trainee of the Institution. Any trainee indulging in any of the forbidden practice may attract any or more of the following disciplinary Measures: -
 - i) Cancellation of the scholarship/stipend (in part or in whole, temporarily or permanently) in accordance with the rules prescribed in this regard.
 - ii) Fine;
 - iii) Suspension;
 - iv) Expulsion; or
 - v) Rustication.

The candidates for admission have to give an undertaking that they will abide by the rules and regulations prescribed by the centre/ In Charge and any action taken in this regard on the trainee by the In Charge shall be final.

CONDUCT OF EXAMINATION

Formative exams will be conducted for the trainees admitted for the course while Summative (final) exam will be conducted at the end of the course.

SrN	Assessment Name	Day	Total marks	Minimum passing marks
1	Formative assessment 1 (Theory)	10	30	60%
2	Formative assessment 1 (Practical)	10	120	60%
3	Formative Assessment 2 (Theory)	21	30	60%
4	Formative assessment 2 (Practical)	21	120	60%
5	Formative assessment 3 (Theory)	31	30	60%
6	Formative assessment 3 (Practical)	31	120	60%
7	Formative assessment 4 (Theory)	41	30	60%
8	Formative assessment 4 (Practical)	41	120	60%
9	Summative assessment (Theory)	50	30	60%
10	Summative assessment (Practical)	50	120	60%
Total Marks			750	60%

Grading system:	90% to 100%	A+
	80% to 89%	A
	70% to 79%	B
	60% to 69%	C
	< 60%	Failed

CNC Machine Operator

The role entails setting up and base level operations of different machine tools and same can be performed manually and through automatic machines/ robots. CNC Machine Operator is often called Assistant Machinist, Junior Machinist, Lathe Operator, Apprentice Machinist, Semi-Skilled Operator. This role primarily involves supporting the machine operator in all pre-machining activities, machining of the actual part, ad hoc repair work like in auto service stations, gauging, de-burring and inspection activities

Welding Technician

The role is responsible for supporting the Welder/ mechanic in various types of joints metallic frames, jigs, fixtures, plates, sheets etc. using heating and metallic process created through electrical power and gaseous discharge.

Sewing Machine Operator

A **Sewing Machine Operator**, also called a 'Stitcher or Machinist' is an important job-role associated with Apparel sector. The primary responsibility of a machinist is to stitch/ sew fabric, fur, or synthetic materials to produce apparels.

F & B Steward

The Hotel Industry is increasing at a fast pace and lot of hotels are being opened. Skilled manpower is required to cater to the increasing requirement of trained staff. This presents an opportunity to be engaged as Steward in Food and Beverage department of hotels and serve the guests in the restaurants, bar, banquets, room etc in the hotels.

FORM OF MEDICAL CERTIFICATE

(To be signed by Registered Medical Practitioner)

(TO BE SUBMITTED AT THE TIME OF ADMISSION)

I certify that I have carefully examined Sh./Smt./Km.

Son/daughter/Wife of Shri whose signature is given below. As a result of his/her examination I certify that nothing adverse has been found which may disqualify him/her from admission to a technical institution under the Government of Delhi. I have to further add that:

1. His/her eyes appear to be
2. His/her heart & lungs are clear
3. His/her weight is
4. His/her height is
5. He/she does not wear glass/wear glass with vision.
6. He/she has not have any disease, mental and bodily infirmity, which will make him/her, unfit in the near future for an active life and training.

Mark of identification

Signature of the candidate

.....
Name & Signature of the
Medical Officer with seal
& Registration no.....

CHARACTER CERTIFICATE

(To be submitted at the Time of Admission)

Certified that I know Mr./Ms./..... Son/daughter of
 Shri..... Resident of
 from the lastyears
months. He/she bears a good moral character and is ofnationality.
 He/She is not related to me.

Place:

Signature

Date :

 Name (in Capital Letters)

Designation & Address with Stamp

This certificate should be from any one of the following:

1. Principal/Head Master of the recognized School/ College/ Institution where the candidate studied last;
2. Gazette Officer of Central or State Government;
3. Members of Parliament or State Legislature belonging to the constituency where the candidate or his parent/ guardian is ordinarily resident;
4. Sub-Divisional Magistrates/ Officers;
5. Tehsildars or Naib/ Deputy Tehsildars authorized to exercise magisterial powers;
6. Block Development Officer;
7. Self-attested certificate by the candidate is also valid.

PROHIBITION OF RAGGING

(Self declaration to be submitted at the time of admission)

I, _____ son / daughter of Sh. _____ resident of _____ hereby declare that I am aware of the law regarding prohibition of ragging as well as the punishments, and that, if found guilty of the offence of ragging and/or abetting ragging, I am liable to be punished appropriately

Place: Signature of the Candidate

Date:

Name of the candidate:

I, _____ Father/Guardian of Mr. /Ms. _____

resident of

_____ hereby declare

that I am aware of the law regarding prohibition of ragging and I agree to abide by the punishment meted out to my ward in case the latter is found guilty of ragging.

Signature of Parent/Guardian

Name of Parent/Guardian

UNDERTAKING

(To be submitted at the Time of Admission)

1. I am liable to be struck off from the roll of Institution without notice in case I remain absent for 5 consecutive days without information / sanction of leave, unsatisfactory progress in the training, short of attendance below 50 %, failing in the EGA/ aptitude test, Committing breach of discipline in the Institution.
2. I shall wear the T-shirt daily right from my residence & till reaching back to the residence.
3. I shall have no objection in attending Institution as per the existing or changed timing by the institute as per shift timing.
4. I shall maintain at least 80% attendance in each subject for making me eligible for appearing in the each examination.
5. I have no objection to appear in the examination conducted and certified by IL&FS Skills Development Corporation.
6. I have no objection if I will be transferred to any other Institute due to any administrative reason whatsoever.
7. I will not carry/use mobile phone in the campus.
8. I hereby declare that I am aware of the law regarding prohibition of ragging as well as the punishments, and that, if found guilty of the offence of ragging and/or abetting ragging, I am liable to be punished as per guideline issued by the Honorable Supreme Court of India .
9. I will attend the Industrial visit / On-Job Training during the training period at various Industries at my own risk. In case of any accident, mis-happening or riots, I/We will not hold the Institute/Industry responsible for the same.
10. I will take up the placement provided to me by the institute.

In case, I/We fail to abide myself as stated above, the Principal/Head of the Institute is empowered to take disciplinary action against me as per rules.

Yours faithfully

.....
(Full Signature of Parent/Guardian)

.....
(Full Signature)

Name:.....(Block Letters) Name:.....(Block Letters)

Relation Trade Roll No.