

Original
APPLICATION FOR SELF FINANCE PVT. ITI
[To be Submitted in Original & Duplicate at following Address]

**DIRECTORATE OF EMPLOYMENT AND TRAINING,
BLOCK NO.1, 3RD FLOOR,
DR. JIVRAJ MEHTA BHAVAN,
GANDHINAGHAR-382010**

FORM FEE. 200/-

Processing Fee Rs. 5000/- (Non Refundable) Payment through on online (Website: www.gcv.t.org)	
Online payment Date: / /	online Fee Receipt No.:

STAGE-1

1. Institute Detail

1.1. Full name of Institute: _____

1.2. Address : _____

Village: _____ Dist.: _____ Ta.: _____

State: _____ Pin code: _____

1.3. Email Id: _____

1.4. Mobile/Contact No.: _____

1.5 Latitude: _____ Longitude: _____

(As per google map)

2. Trust/ Society/ Company / Organization Detail

2.1 Name of Public Limited Company / Trust / Society (Here in after referred as 'Establishment') who owns the Training Institute: _____

2.2 Address : _____

Village: _____ Dist.: _____ Ta.: _____ State: _____ Pin code: _____

2.3. Email Id: _____

2.4 Mobile/Contact No.: _____ Fax no.: _____

2.5 Website Address: _____

3. Registration Detail (If registered under Public Limited Company / Trust / Society act):

3.1 Registration no.: _____

3.2 Year of Registration: _____

3.2 Validity of Registration: _____

3.3 Pan Card no. : _____

4. Trustee/ Member / Directors Details

4.1 Name of Trustee/ Chairman: _____ Designation: _____

4.2 Email ID.: _____

4.3 Mobile/Contact No.: _____

4.4 Pan no.: _____

5. Authorized Person Detail:

5.1 Name of Authorized person: _____ Designation: _____

5.2 Email ID: _____

5.3 Mobile/Contact No.: _____

5.4 ID proof attested (Aadhar card, Election card etc.): _____ ID No.: _____

6. Particulars of the NCVT/GCVT trade/units if already working at the institute.

Institute Code: _____

Sr. No.	Name of the Trade	NCVT/GCVT	Year of Sanction	Sanctioned seats	On roll Trainees	Affiliation No. & Date	W.E.F.

7. Particulars of the trade/units if Applied for NCVT affiliation

Sr. No.	Name of the Trade applied	No of units	Year of application	Present Status of Application

8. The Details of other NCVT/GCVT affiliated ITI which are running under the same organization / Trust and at other Place:

Sr. No.	DGT/GCVT File Reference No.	ITI Code	DGT/GCVT Affiliation No.

9. Trades and units for Which Affiliation sought:

Sr. No.	Name of the Trade	Units in 1 st Shift	Units in 2 nd Shift	Units in 3 rd Shift	Total Units

Note: Minimum 4 trades mandatory with at least 1 unit in first shift & second shift each for new ITI

(For Aspiration Taluka 2 trades mandatory with at least 1 unit in first shift& second shift each for new ITI)

10. Proposed Course Fee: (Attach separate sheet if required)

Sr. No.	Trade	Pattern	Proposed Fee per trainee / per year.

11. Infrastructure:

11.1 Area proposed to be provided: Space should be adequate as per requirement of trade and GCVT norms (syllabus), Wherever norms are not specified, DET Office decision will be final.

Sr. No.	Name of the Trade	Maximum number of units in one shift only	Workshop			Class Room
			Required as per GCVT norms (sq.mt)	Actually available (sq.mt)	Shortage (If any)	Actually available (sq.mt)

Please attach photographs of Site/ Infrastructure together with application form positively

11.2 Total accommodation (sq.mt) required as per GCVT norms for the whole institute (covered area): _____

11.3 Actual accommodation (covered area)

Available (sq.mt): _____

Shortage, if any(sq.mt): _____

11.4 Total land area provided for the Institute: _____

11.5 Whether own building or rented building: _____

If Rented Building

11.5.1 Date of occupation: _____

11.5.2 Duration of lease and Date of lease (Rent Agreement): _____

11.5.3 Whether attested copy of Site plan and layout of the entire Institute Attached. (Yes / No)

(Actual dimensions of each Room should be indicated.)

11.6 Availability of Water supply (Both for Drinking water & General use) (Yes / No)

11.7 Availability of sanitary Block facility(Separate facility for both boys & Girls) (Yes / No)

11.8 Transportation (Name of nearest Bus Stand/ Rly Station):_____ Distance:_____km.

11.12 Details if any:

Documents to be submitted

Following documents should be Furnished along with application otherwise the application will not be considered.

1. Copy of certificates of registration of the Society /Trust /Public Ltd. Company under the Society Registration act 1860, Bombay Public Trust Act 1950, or Companies act 1957 with public limited status respectively.
2. Trust's Pan Card Copy.
3. Authorised Person's ID proof.
4. Certified copy of the resolution of the Board of Directors / Trustees of the establishment by which the Training Institute is permitted for starting courses on self finance basis.
5. Resolution pertaining to nominating Authorised Person.
6. Must attach the duly certified balance sheet of the establishments for last three financial years. Also indicate the sources of finance required to set up building / equipment's & Tools for the proposed trade(s). Attach copy of Trust's F.D or S.B A/C or Bank Certificate for Justification.
7. Layout plan of workshop / class room / Administrative Block etc.
(Must Approved by Architect).
8. Photographs of site / infrastructure (including Workshop / Class room / Administrative block etc.)
9. Original Notarized Agreement if Rented Building. (Rent Agreement should be of at least 5 years minimum).
10. Justification of employment opportunity with supporting data for individual trade proposed to be started by Establishment.
11. Any other activity of proposed training Institute.
12. Copy of online fee Payment Receipt.
13. Notarised Self Affidavit. (In Format given by DET office)
Note: All documents attached with this application should be duly attested or self attested by competent authority.

Rules and Regulation to be required followed Strictly by Establishment – Training Centre:

1. Establishment shall recruit number of Supervisor Instructor/Training personal according to the norms prescribed by GCVT from time to time possessing necessary experience and qualifications.
2. Establishment will have to acquire all the machinery, tools, equipment and furniture as prescribed in the respective trade syllabus before starting the 2nd stage of affiliation.
3. Establishment will select the trainees as per norms laid down by Government. Establishment shall recruit staff, Supervisor and monitor the training programme. But Directorate of Employment & Training will control and regulate the training programme and in case of any deviation or deterioration, Director reserves the right to terminate the concerned trade affiliation or reorganization of Establishment.
4. For GCVT trades, Establishment will have to pay affiliation fees of Rs 25,000/- per batch or as decided by Gujarat Council of Vocational Training from time to time.
5. Trainees of the affiliated trade will only be permitted to appear in the Trade test. 80% attendances is compulsory for the trainee to appear in the final Trade test. Establishment's Training institute will recommended only the eligible candidates to appear in the final trade test.
6. Establishment's Training institute will provide all necessary raw material of desired quality in adequate quantity to the specified examination center before conduct of examination.
7. Establishment's Training Institute will collect examination fee as decided by GCVT and will deposit it to Gujarat Council of Vocational training or any other designated sub ordinate office under the Directorate.
8. Establishment's Training Institute, at all times, will maintain and make available all necessary records, return, documents , jobs, test pieces etc. to the inspecting authority of this Directorate & G.C.V.T
9. Establishment's Training Institute will send necessary return/information as and when required by this Directorate/ G.C.V.T.
10. Establishment's Training Institute shall be required to maintain the required number of trade instruments, tools and equipment's and these can not be removed or reduced without explicit permission of Directorate of Employment & Training Gandhinagar. In any case, any instructor resigns or proceeds on leave or remains absent, the establishments will make necessary arrangement to fill the vacancies at the earliest and similarly, in case of any break down of machinery or obsolescence, establishment will make necessary arrangement for required replacements of such machinery.
11. In case establishments desire to discontinue the sanctioned trades, they will intimate this Directorate six months in advances of next admission session.

12. For the sanctioned trade, no grant either recurring or non-recurring admissible. Establishments will not raise any claim for such grant in future also.
13. Any incomplete application or application without necessary processing fees or late application will not be considered.
14. After the completion of procedure of sanction from received application, remaining applications will be automatically filed and no further correspondence will be considered in this regards.
15. Processing fee and form fee must be paid by online through GCVT website www.gcvt.org

Place:

Date:

**Signature of head of the
Institute/centre
Designation with stamp:**

**Signature of the Trustee/
Authorized Signatory of
Trust/Society Public Ltd.
stamp**

AFFIDAVIT FOR SELF FINANCE PVT. ITI

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1.1. Full name of Institute _____

1.2. Address: _____

Village: _____ Dist.: _____ Ta. : _____

State: _____ Pin code: _____

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GCVT norms for the whole institute (covered area):

11.3 Actual accommodation (covered area)

Available (sq.mt):

Shortage, if any (sq.mt):

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11.5.2 Duration of lease and Date of lease (Rent Agreement):

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11.8 Transportation (Name of nearest Bus Stand/ Rly Station): _____ Distance: _____ km.

11.12 Details if any:

AFFIDAVIT

I certify that, all above information to the best of my knowledge and the information furnished above is correct and attached all documents are correct. If any information or submitted documents found incorrect, I will be liable for action to be taken by Directorate of Employment and Training, Gandhinagar.

Place:

Date:

(Name & Signature with stamp of Authorized Signatory of the Trustee):

(This Affidavit is must send with Rs.100/- Stamp paper with Notarised)