

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**

STAGE-2

1. General:

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)

1.6 LOI number and Date of Part-1 (For this application): _____

2. Staff

2.1 Principal/ Head of Institute/Center

a) Name of Principal: _____

b) Age of Principal: _____

c) Qualification

Academic: _____

Working experience: _____

2.2 Details of instructional and supervisory staff for trades\ units, which have already been granted affiliation by the GCVT

Sr no.	Name of staff member	Designation	Technical qualification (CTS/ATS) Trade\ Branch of Engineering	Whether trained under CITS	Trade/ subject handled

2.3 Details of Instructional and supervisory staff for trade\ units for which affiliation is sought.

Sr no.	Name of staff member	Age	Designation	Trade/ subject handled	Scale of Pay (Rs.)	Date of joining	Technical qualification (CTS/ATS) Trade\ Branch of Engineering	Whether trained under CITS

3. Power supply: (Details of power supply requirement for various trades should be separately given)

2.1 Date of connection: _____

2.2 Whether Three Phase Power Supply available (Yes/No): _____

2.3 1) Required KW: _____ 2) Available KW: _____

Sr. No.	Name of Trade	Maximum number of unit in one shift	Power supply required as per norms per Trade per unit	Power supply available in the institute
Total:				

(Power supply connection should be in the name of **Trustee/ Member / Directors/ Owner/ Partner** where institute/ new trades are to be started.)

4. Machinery Equipment and Tools Detail :-

The details of Machinery Equipment and Tools Required as per Syllabi in the same serial order.

(To Be given In the following Proforma Separately for each Trade)

a). Name of the Trade for which affiliation is sought:

b). Total number of Unit:

Number Of units in 1st Shift :

Number Of units in 2nd Shift :

Number Of units in 3rd Shift :

Sr. No.	Name of the tools, Equipment and machinery as per syllabus	Number required for instructor and trainees for one unit as per GCVT norms	Total units Affiliated and sought affiliation	Total No. actually available for all the units	Indicate shortage if any	Percentage of availability

5. List of Other Facilities available with Institute such as IT Lab, Drawing Hall, Technical Library, Dispensary, Recreation Facilities, Audio visual aids, Sport Facilities available with institute:

(List to be Furnished Separately)

Documents to be submitted

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

1. Bio data of Principal/ Head of Institute, Instructional and supervisory staff.
2. Power supply connection bill, should be in the name of **Trustee/ Member / Directors/ Owner/ Partner** where institute/ new trades are to be started.
3. Machinery Equipment and Tool's purchase bill.

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

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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
7. Establishment's Training Institute will send necessary return/information as and when required by this Directorate/ G.C.V.T.
8. 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.
9. In case establishments desire to discontinue the sanctioned trades, they will intimate this Directorate six months in advances of next admission session.
10. For the sanctioned trade, no grant either recurring or non-recurring admissible. Establishments will not raise any claim for such grant in future also.
11. Any incomplete application or application without necessary processing fees or late application will not be considered.
12. 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.

13. 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**