



सत्यमेव जयते

## CITIZEN'S / CLIENT'S CHARTER

U.T. ADMINISTRATION OF DAMAN & DIU,  
INDUSTRIAL TRAINING INSTITUTE, DAMAN  
OFFICE OF THE PRINCIPAL  
RINGANWADA, POST OFFICE – VARKUND,  
NANI DAMAN – 296 210.  
Tel.No. 0260 - 2244140  
Email id – itidaman@india.com

## **INDUSTRIAL TRAINING INSTITUTE, DAMAN**

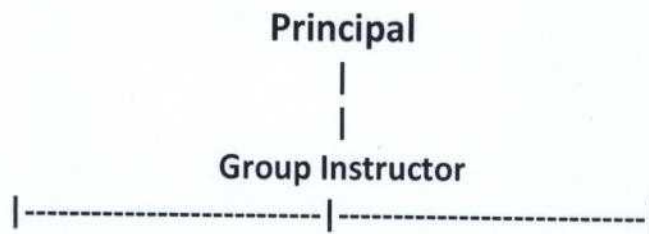
### **VISION :**

Industrial Training Institute, Daman & Diu performing dual function to provide better Training to admitted Trainees for employment in Industries and to reduce unemployment among the educated youth by training and equipping them for suitable Industrial employment as well as self employment.

### **MISSION :**

- Industrial Training Institute, Daman & Diu are imparting the training with 12 different Industrial Trades to increase the skilled work force of Industries with advance Technology.
- To ensure a steady flow of skilled workers in different trades for the Industry.
- To raise the quality and quantity of Industrial Production by systematic training of workers.
- Under Apprenticeship Training Scheme, Trainees given advanced Training in different trade for better Industrial work force in all Trades.
- To reduce unemployment among the educated youth by equipping them for suitable Industrial employment.

## ADMINISTRATIVE STRUCTURE



### Technical Posts

Craft Instructor

Drawing Instructor

Maths Instructor

Allied Trade Instructor

Store Keeper

Store Attendant (MTS)

Workshop Attendant

### Non-Technical Posts

UDC

LDC

Hamal

Watchman

**POSTAL ADDRESS**

**ADMINISTRATION OF DAMAN & DIU (U.T.)**

**INDUSTRIAL TRAINING INSTITUTE, DAMAN**

**OFFICE OF THE PRINCIPAL**

**POST -RINGANWADA,**

**NANI- DAMAN**

**PIN CODE-396220**

**Phone No : (0260) 2244140**

**Fax No. (0260) 2244049**

**WORKING HOURS**

**Monday to Friday : 9:30 a.m. to 1:30 p.m.**

**1.30 p.m. to 2.00 p.m. Lunch Break**

**2.00 p.m. to 6.00 p.m.**



## अकादमिक (ACADEMIC)

### प्रवेश हेतु योग्यताए

#### ट्रेड में प्रवेश के लिए निर्धारित योग्यता एवं प्रशिक्षण की अवधि

क्रम सं.	ट्रेड	अवधि	अभियांत्रिकी योग्यता एवं गैर-अभियांत्रिकी योग्यता	शैक्षणिक योग्यता
I	फिटर	2 वर्ष	अभियांत्रिकी	मैट्रिकुलेशन अथवा 10+2 प्रणाली के तहत इसके समकक्ष दसवीं परीक्षा उत्तीर्ण
II	टर्नर	2 वर्ष	अभियांत्रिकी	
III	प्लास्टिक प्रणालि ओपरेटर	1 वर्ष	अभियांत्रिकी	
IV	इलैक्ट्रॉनिक्स मैकेनिक	2 वर्ष	अभियांत्रिकी	मैट्रिकुलेशन अथवा 10+2 प्रणाली के तहत इसके समकक्ष विज्ञान तथा गणित विषय सहित दसवीं परीक्षा उत्तीर्ण
V	मैकेनिक (रेफ्रिजरेटर तथा वातानुकूलन)	2 वर्ष	अभियांत्रिकी	
VI	इलैक्ट्रीशियन	2 वर्ष	अभियांत्रिकी	मैट्रिकुलेशन अथवा 10+2 प्रणाली के तहत इसके समकक्ष विज्ञान विषय सहित दसवीं परीक्षा उत्तीर्ण
VII	वायरमैन	2 वर्ष	अभियांत्रिकी	10+2 प्रणाली के तहत अथवा इसके समकक्ष आठवीं परीक्षा उत्तीर्ण
VIII	मैकेनिक (डीजल)	1 वर्ष	अभियांत्रिकी	मैट्रिकुलेशन अथवा 10+2 प्रणाली के तहत इसके समकक्ष विज्ञान विषय सहित दसवीं परीक्षा उत्तीर्ण
IX	वेल्डर	1 वर्ष	अभियांत्रिकी	10+2 प्रणाली के तहत अथवा इसके समकक्ष आठवीं परीक्षा उत्तीर्ण
X	कंप्यूटर ओपरेटर तथा प्रोग्रामिंग सहायक	2 वर्ष	गैर-अभियांत्रिकी	मैट्रिकुलेशन अथवा 10+2 प्रणाली के तहत दसवीं परीक्षा उत्तीर्ण (50% लडके एवं 50% लडकियोंको प्रवेश)
XI	कटाई एवं सिलाई	2 वर्ष	गैर-अभियांत्रिकी	10+2 प्रणाली के तहत अथवा इसके समकक्ष आठवीं कक्षा उत्तीर्ण (100% सीटें लडकियों के लिए आरक्षित, स्थान रिक्त रहने पर लडकों को प्रवेश दिया जायेगा)।
XII	सूचना प्रौद्योगिकी एवं इलैक्ट्रॉनिक व्यवस्था अनुरक्षण	2 वर्ष	अभियांत्रिकी	मैट्रिकुलेशन अथवा 10+2 प्रणाली के तहत इसके समकक्ष विज्ञान विषय सहित दसवीं परीक्षा उत्तीर्ण। <b>डीजायरेबल :</b> गणित तथा भैतिकशास्त्र विषय सहित 12वीं परीक्षा उत्तीर्ण।

## औद्योगिका प्रशिक्षण संस्थानों में सीटों की संख्या एवं उपलब्ध ट्रेड

क्रम सं.	ट्रेड	उपलब्ध सीटें, औद्योगिक प्रशिक्षण संस्थान	
		दमन	दीव
1.	फिटर	32	16
2.	टर्नर	12	12
3.	एलैक्ट्रीशियन	16	16
4.	वायरमैन	--	16
5.	ईलैक्ट्रॉनिक्स मैकेनिक	--	16
6.	मैकेनिक (रेफ्रिजरेटर तथा वातानुकूलन)	16	16
7.	प्लास्टिक प्रणालि ओपरेटर	20	--
8.	कंप्यूटर ओपरेटर तथा प्रोग्रामिंग सहायक (50% सीटें लडकियों के लिये आरक्षित)	16	16
9.	वेल्डर (गैस एवं इलेक्ट्रिकल्स)	12	12
10.	मैकेनिक (डीजल)	--	16
11.	कटाई एवं सिलाई (100% लडकियों के लिए आरक्षित स्थान रिक्त रहने पर लडकों को प्रवेश दिया जायेगा)	16	16
12.	सूचना प्रौद्योगिकी एवं इलैक्ट्रॉनिक व्यवस्था अनुरक्षण	16	--
	<b>कुल सीटें</b>	<b>156</b>	<b>136</b>



## CRITERIA FOR ADMISSION

**No. of Seats and Trades offered to Trainees (One Two Year Course) at Govt. ITI, Daman & Diu.**

Sr. No.	Trade	Duration	No. of Seats available in ITI's Daman & Diu		Whether Education Qualification (Engineering / Non-Engineering)	
			Daman	Diu		
1.	Fitter	2 years	32	16	Engg.	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent
2.	Turner	2 years	12	12	Engg.	
3.	Plastic Processing Operator	1 year	20	--	Engg.	
4.	Mechanic (Diesel)	2 years	--	16	Engg.	
5.	Electrician	2 years	16	16	Engg.	Passed 10 <sup>th</sup> class examination under 10+2 system of education with science as one of the subject or its equivalent
6.	Electronics Mechanic	2 years	--	16	Engg.	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Science and Mathematics or its equivalent
7.	Mechanic (Refrigerator & Air Conditioner)	2 years	16	16	Engg.	
8.	Computer Operator & Programming Assistant (50% seats reserved for girls)	1 year	16	16	Non-Engg.	Passed 10 <sup>th</sup> class examination
9.	Welder (Gas & Electricals)	1 year	12	12	Engg.	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent
10.	Wireman	2 years	--	16	Engg.	Passed 8 <sup>th</sup> class examination or its equivalent
11.	Cutting & Sewing ( 100% seats reserved for girls if vacant boys will be attended)	1 year	16	16	Engg.	Passed 8 <sup>th</sup> class examination or its equivalent
12.	Information Technology & Electronics Systems Maintenance	2 years	16	--	Engg.	Passed 10 <sup>th</sup> class examination under 10+2 system of education with science <b>Desirable:</b> 12 <sup>th</sup> class with Maths and Physics.
<b>Total Seats</b>			<b>156</b>	<b>136</b>		

## सीटों का आरक्षण

क्रम. सं.	सीटों का विवरण	औद्योगिक प्रशिक्षण संस्थान, दमन के संकाय									
		फिटर	टर्नर	इलैक्ट्री शियन	मैकेनिक (रेफ्रि. तथा वातानु.)	पी.पी .ओ.	वेल्डर	सूचना प्रौद्यो. एवं इलै. व्य. अनु	सी.ओ. पी.ए.	कटाई एवं सिलाई	योग
1	आरक्षित वर्ग										
	(i) अनुसूचित जाति (15 %)	5	2	2	2	3	2	2	2	2	22
	(ii) अनुसूचित जनजाति (7.5%)	2	1	1	1	2	1	1	1	1	11
	(iii) अन्य पिछड़ी जाति (27%)	9	3	4	4	5	3	4	4	4	40
2	सामान्य वर्ग	16	6	9	9	10	6	9	9	9	83
	<b>योग</b>	<b>32</b>	<b>12</b>	<b>16</b>	<b>16</b>	<b>20</b>	<b>12</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>156</b>

क्रम. सं.	सीटों का विवरण	औद्योगिक प्रशिक्षण संस्थान, दीव के संकाय									
		फिटर	टर्नर	वायर मैन	इलै क्ट्री शियन	मैकेनिक (रेफ्रि. तथा वातानुकूलन)	मैकेनिक (डिजल)	वेल्डर	सी.ओ. पी.ए.	कटाई एवं सिलाई	योग
1	आरक्षित वर्ग										
	(i) अनुसूचित जाति (15 %)	2	2	2	2	2	2	2	2	2	18
	(ii) अनुसूचित जनजाति (7.5%)	1	1	1	1	1	1	1	1	1	9
	(iii) अन्य पिछड़ी जाति (27%)	4	3	4	4	4	4	3	4	4	34
2	सामान्य वर्ग	9	6	9	9	9	9	6	9	9	75
	<b>योग</b>	<b>16</b>	<b>12</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>12</b>	<b>16</b>	<b>16</b>	<b>136</b>



### संस्थान का कार्य -समय :

सप्ताह में वास्तविक कार्य-समय (स्थापना अनुभाग) न्युनतम 42 घंटे का होता हैं ।  
औद्योगिक प्रशिक्षण संस्थान में प्रशिक्षार्थी के लिए सामान्य कार्य-समय 07.00 बजे (प्रातः  
से 06.00 बजे (सायं) तक है ।

प्रथम पारी : 07.30 (प्रातः) से 04.00 (अपराहन)

द्वितीय पारी : 09.30(प्रातः) से 06.00 (सायं )

## **The Particulars of its Organization, functions :**

The main functions of the Industrial Training Institute is to provide better training to admitted trainees for employment in Industries and ensuing a steady flow of skilled workers and to reduce unemployment among the educated youth by training and equipping them for suitable Industrial employment as well as self employment. Admission process started in the month of August every year for one year/two year course. Industrial Training Institute for imparting training with four main scheme i.e.

- I) **Craftsmen Training Scheme (Continuing Scheme)** :- Under the Craftsman Training Scheme, ITI, Daman are functioning with 09 trades i.e. Fitter, Turner, Electrician, Refrigerator & Air Conditioner (Mech), Information Technology & Electronic System Maintenance, Plastic processing Operator, Welder, Computer Operator & Programming Assistance and Cutting & Sewing.
  
- II) **Apprenticeship Training (Continuing Scheme)** :- Industrial Training Institute has implementing Apprenticeship Training Scheme to meet the skill trainees to the industries as per requirements. The Apprenticeship Trainees stipend is being paid by concern Industry.

- III) **Skill Developments Initiative Scheme ( Continuing Scheme)**:- On implementation of the scheme the work force of the Industries are increased with skilled workers and better Technology in production field. Every year approximately 200 candidates admitted and passed out. Training classes are going on evening and Saturday, Sunday and Holidays.
- IV) **Stipend for Trainees (Continuing Scheme)**:- Industrial Training Institute is giving Stipend to trainees for General Category is Rs.100/- p.m. and Reserved Category of Rs. 150/- p.m. as per order of GOI.



### **The norms set by it for the discharge of its functions :**

1. Norms as prescribed by Directorate General Employment & Training, New Delhi for teaching scheme, target and achievements are being fixed for teaching and monitoring the same periodically for its effective implementation.
2. The Finance Secretary is the Head of Department/Competent Authority for the financial and technical approval.
3. Secretary Education is the Controlling Authority of the Industrial Training Institute, Daman & Diu.
4. The Principal is the Head of Office of ITI, Daman. He is responsible for day-to-day work/activities being undertaken in the office. He is the reporting officer to the Secretary Education.
5. The Group Instructor, ITI, Daman is the immediate officials in Industrial Training Institute who is supervising the work of subordinate staff. All files/letters are being routed through him.

**DIRECTORY OF OFFICERS & STAFF OF INDUSTRIAL TRAINING INSTITUTE, DAMAN.**

Sr. No.	Name of the Incumbent	Designation	Contact No.
01.	Shri M. C. Patel	Group Instructor	8000123074
02.	Shri I. B. Patel	Craft Instructor (R&Ac.)	9898288822
03.	Shri R. F. Patel	Craft Instructor (Fitter)	9879675107
04.	Shri Edwin Mendonca	Craft Instructor (Electronics)	9825680748
05.	Shri D. J. Tandel	Craft Instructor (Fitter)	9099120334
06.	Shri J. S. Tandel	Craft Instructor (PPOT)	9998316867
07.	Shri D. M. Prajapati	Craft Instructor (Turner)	9925126916
08.	Smt. P. A. Palekar	Craft Instructor (C & S )	9558824267
09.	Shri R. N. Patel	Craft Instructor (Electrician)	9904940001
10.	Shri D. V. Fulbaria	Craft Instructor (Electrician)	9904304173
11.	Shri P. D. Rathod	Drawing Instructor	9974318265
12.	Shri P. P. Raval	Maths Instructor	9925300913
13.	Shri S. D. Patel	Craft Instructor (Welder)	9879057988
14.	Shri J. J. Baria	Craft Instructor (Fitter)	
15.	Shri Devang R. Patel	Store Keeper	9427864230
16.	Smt. V. D. Mohadikar	UDC	9687487905
17.	Smt. Sonal T. Beladi	LDC	9825815719
18.	Shri K. K. Patel	Store Attendant	9879172165
19.	Shri A. V. Dhodi	Workshop Attendant	---
20.	Shri L. B. Patel	Workshop Attendant	7874198373
21.	Shri M. F. Halpati	Workshop Attendant	9429144741
22.	Shri M. G. Tandel	Hamal	9727562235
23.	Shri D. G. Patel	Watchman	9925055395
24.	Shri Sanju K. Mitna	Sweeper	9624020600

The telephone No and Fax No of Office is as under:-

(a)Telephone No. 0260- 2244140 (b) Fax No. 0260- 2244049

## Service Standards :

Sr. No.	Activities	Level of Action	Time Frame
1.	To receive applications and other Correspondence and entry in inward Register.	L.D.C.	Same Day
2.	applications/correspondence marked by Principal has examined and put up on file for submission and sent the reply to concerned office.	U.D.C.	Within a week or depending on urgency of the matter / case
3.	To deal the correspondence marked by Group Instructor/Principal	Store Keeper	Within a week or depending on urgency of the matter / case
4.	Action taken on correspondence marked by Principal	Group Instructor	1 or 2 days
5.	To approve the action taken	Principal	1 or 2 days



**TOTAL SANCTIONED POSTS IN INDUSTRIAL TRAINING INSTITUTE, DAMAN & DIU**

Sr. No.	Department	Name of post & Group	Sanctioned Strength	Filled up	Vacant	Sanctioned Strength	Assessed Strength
01.	ITI, Daman	Principal, Group 'B' Gezatted	01	0	01	01	01
02.	ITI, Daman & Diu	Group Instructor Group 'B' Non-Gezatted	02	02	0	02	02
03.	ITI, Daman & Diu						
04.		Craft Instructor, Group 'B' Non-Gezatted	22	20	02	22	22
05.		Allied Trade Instructor, Group 'B' Non-Gezatted	02	02	0	02	02
06.		Drawing Instructor, Group 'B' Non-Gezatted	02	02	0	02	02
07.		Maths Instructor, Group 'B' Non-Gezatted	02	02	0	02	02
08.		Store Keeper (Tech), Group 'C'	01	01	0	01	01
09.		Store Attendant, Group 'C'	01	01	0	01	01
10.		Workshop Attendant, Group 'C'	04	04	0	04	04
11.		UDC, Group 'C'	01	01	0	01	01
12.		LDC, Group 'C'	02	02	0	02	02
13.		Hamal -(MTS), Group 'C'	01	01	0	01	01
14.		Watchman ( MTS), Group 'C'	03	03	0	03	03
15.		Sweeper (MTS), Group 'C'	02	02	0	02	02
16.		Peon (MTS), Group 'C'	01	01	0	01	01
<b>Total</b>			<b>47</b>	<b>44</b>	<b>03</b>	<b>47</b>	<b>47</b>

## Duties of Officers / Employees

### (a) Group Instructor :-

- Proper co-ordination is maintained in all the sections and the training programme is carried out efficiently, by personal close check and inspections.
- The tests are regularly carried out the trainees work is correctly assessed and proper record is kept in the progress cards.
- Raw material requirements of the sections are prepared well in advance to enable supply to be arranged in time.
- Safety precautions are observed in the workshop and
- The sections function strictly according to the time schedule laid down and proper discipline maintained.
- The Group Instructor will also conduct model lessons in his own or connected subjects.
- The Group Instructor will also carry out any additional work assigned to him by the Principal.

### (b) Craft Instructor :-

- Taking of class of trainees in theory and practice according to the prescribed syllabus and graded exercises.
- Maintenance of attendance register, progress cards, raw material register, tools and equipment register, manufacturing register and other sectional records in accordance with the instructions.
- Checking and correcting of theory notes, practical work and journals of trainees.
- Preparing charts, drawing and other visual aid material for the section.
- Ensuring that the machines in the section are in good working condition and are properly cleaned at the closing time daily.
- Requisitioning of tools and raw materials required for the section.

(c) Store Keeper :-

- The prepare the indent of Requirement of Consumable / Stores and Stationery required by the Institute.
- The items required to be purchase is to be calculated on its Annual requirement as per the Job wise.
- Floating of Tenders and after opening to do all the formalities of purchases.
- The complete stores are required to be purchased and stocked and maintenance of proper books of stocks, such as Dead stock Books, consumable books and stationery Registers.
- The Store Keeper will have to do all the accounting items if purchase till the issue of items such as obtaining issue indent purchase till the issue of items such as obtaining issue indent and making the necessary entry of items issued.
- The Store Keeper will also have to be in-charged to see the maintenance work of the machinery of the section to see that it is maintained in good running condition, and maintenance of Annual Contract records.
- The Store Keeper will have to present to the Audit all the records of purchase made with the proper book of records



(d) **Workshop Attendants :**

- The main duties of the workshop Attendant is for maintenance and cleanliness of the section.
- The Workshop Attendant has also to assisting the concerned Instructor during the conduct of practical's, such to assists to carry out necessary marking and placement of records in proper place.
- The workshop Attendant has also to assists during the conduct of Theory Classes, preparation of classrooms, keeping the Trainees with proper discipline.
- The main duties are to keep as strict watch of the section to see that no damage is caused to the section and especially to take care of safety of Items that nothing is missing from the section.
- The workshop Attendant shall also help the Trainees in case of any injury as accident caused in the section.
- Maintenance of all tools & Equipments and Machineries should on monthly basis be oiled, Greased and cleaned for the use in the long run.

(e) **Upper Division Clerk :-**

- To attend to all the correspondence of the Institute from the Administration as well as from.
- To submit all the records and reports from time to time.
- The UDC has also to maintain all the accounts Registers such as Pay Registers, Cash Book, Allowances Registers and other Register pertaining to Accounts such as Challan Register, Caution Money Deposit Register etc.
- The UDC has also to submit the necessary information of the Institute to the Administration and to the Ministry such as Inspection Reports, Affiliation Reports etc.
- The UDC is also required to prepare Pay bill of the staffs and of the Head of Office and maintain the records & also to keep the files records pertaining to Administration
- The UDC has also to assists the Principal of the Institute in its day to day working and smooth functioning of the Institute.

- **Lower Division Clerk :**

- The duties of Lower Division Clerk is mainly to assists in the smooth functioning of the office.
- All the dispatch and receipts of the Tapal has to be recorded in the outward and Inward books. The dispatch of Tapal should be entered in the Section Dairy of the section and dispatched outside the office to be entered in the Peon books, this main duties is to keep proper records of all Inwards and outward Tapal.
- The LDC has also to carry out correspondences pertaining to the office matters, acquainted with Drafting, Typing or work done on Computer and to be printed out.
- The LDC is also required to keep all the files records and do the filing work of the office correspondence.