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**GOVT OF NCT OF DELHI**  
**Department for the welfare of SC/ST/OBC**  
IInd Floor, B-Block, Vikas Bhawan,  
I.P Estate, New Delhi-110002

**Guidelines for Vocational Training Programme of DSFDC**

The Corporation viz Delhi SC/ST/OBC/Minorities/Handicapped Financial Development Corporation has been conducting Vocational Training Programme for the target groups i.e. SC/ST/OBC/Minorities including Economically Weaker Sections (EWS) of the Society (General Category) to develop their skills and knowledge in a particular trade with a view to make them self-reliant under various job oriented courses offered by the Apparel Textile Design Centre (ATDC) and National Small Industries Corporation (NSIC).

2. The Corporation has been imparting Vocational Training in short term courses since 2008 onwards but these courses have become outdated, obsolete and placement of these courses were not upto the mark. The Corporation took initiative and it has been decided that the Corporation may provide vocational training to the students for one year and longer duration courses having more potential and prospects as it covers vocational courses in deep details. It is anticipated to be fruitful for the candidates as far as placement is concerned, as compared to the short term courses. The salary packages of one year courses are much higher than short duration courses. This will be a great help to the youths of targeted groups to earn livelihood with dignity and pride.

**3. Training Institutes and their capacities:**

- The NSIC (an entity under the Ministry of Micro and Small Enterprises, Govt. of India) provides support to Small and Micro Enterprises through its Technical Services Centres (NTSCs) by way of providing skilled manpower and services in the areas like Testing, Calibration, and Energy Audit etc. The core areas of operations of NSIC Technical Services Centre Training and Common Facility Services to industries. The Training is further classified into Skill and Entrepreneurship training in the areas like Mechanical, Design, Electrical and Electronics and Information Technology.
- The Apparel Training & Design Centre (ATDC) , a registered Society under the Societies Registration Act and recognized and sponsored body of Ministry of Textiles, Govt. of India , with the mission to upgrade the technical and professional

skills of the human resources employed in the Garment Industry, having been established under the aegis of Apparel Export Promotion Council (AEPC). ATDC Smart Centres and Skill spokes present in major Apparel Clusters spread across 23 States and 120 Cities pan India.

Initially, under this programme the DSFDC would be in position to organise the training programme to about 1500 youths on annual basis through ATDC and NSIC.

The detail of approved courses are mentioned below : -

**(A) Courses offered by ATDC :**

S.No.	Course Name	Duration (in month)	Duration (in hours)	Qualification	Course fee@ Rs.42.42 per hour, as per common norms of NSQF ( in Rs.)	Assessment Charges ( in Rs.)	Cost per student (in Rs.)
1.	Merchandiser	6	540 (Hrs.)	Graduation	22907	1200	24107
2	Fashion Design Technology	12	1040 (Hrs.)	12 <sup>th</sup> Pass	44117	1200	45317
3	Apparel Manufacturing Technology	12	1040 (Hrs.)	12 <sup>th</sup> Pass	44117	1200	45317
4	Production Supervisor Sewing	8	720 (Hrs.)	12 <sup>th</sup> Pass	30542	1200	31742
5	Pattern Master	8	720 (Hrs.)	10 <sup>th</sup> pass	30542	1200	31742

(No GST will be charged by ATDC.)

**(B) Courses offered by NSIC :**

S.No.	Course	Duration (in month)	Duration (in hours)	Qualification	Course fee @ Rs.42.40 per hour as per common norms without GST (in Rs.)	Course fee per trainee with GST @ 18%
1	Advance Diploma in Software Technology	12	1132 hrs	12 <sup>th</sup> /10 <sup>th</sup> pass with certificate course or experience in computer	48000/-	56,640/-
2	Advance Diploma in Beautician	12	650 hrs	10 <sup>th</sup> pass	27560/-	32521/-
3	Beauty Therapy	6	350 hrs	Nil, ability to read/write.	14840/-	17512/-



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4	Domestic Data entry Operator	6	400 hrs	10 <sup>th</sup> pass or Diploma in Computer Science Technology.	16960/-	20013/-
5	Assistant Electrician	6	400 hrs	Preferably 10 <sup>th</sup> pass	16960/-	20013/-

### 3. Eligibility criteria :

- (i) She/he should be a resident of Delhi.
- (ii) Applicant should belong to SC/ST/OBC/Minorities category as notified by the Government of India/Govt. of NCT of Delhi or economically weaker section of the general category.
- (iii) The applicant's age should be between 18-40 years for ATDC and NSIC courses.
- (iv) The annual family income of the candidates belonging to the target groups including candidates of economically weaker sections should not exceed Rs.1.00 Lac per annum.
- (v) The candidates must have SC/ST/OBC certificates and Income Certificates for Economically Weaker Sections (EWS) category issued by the concerned area SDM.
- (vi) Educational qualification as mentioned in the scheme. However, for the course of Beauty Therapist the candidate can submit affidavit indicating his/her qualification.

### 4. Mode of selection of candidates :

The candidates are selected by a Committee consisting of the following. The Committee shall also be responsible to recommend taking corrective steps required to be taken during the course of the implementation of the scheme. :-

- |   |   |                  |
|---|---|------------------|
| 1. Executive Director, DSFDC                        | - | Chairman         |
| 2. Jt Director/Dy. Dir for the Welfare of SC/ST/OBC | - | Member           |
| 3. Assistant Director (Plg), Planning Department    | - | Member           |
| 4. Representative of ATDC & NSIC                    | - | Member           |
| 5. Deputy Manager (Training), DSFDC                 | - | Member Secretary |

### 5. Procedure to apply:

- (i) Interested candidates can apply as and when the advertisement is published in the leading dailies for inviting applications within the prescribed time span and parameters.
- (ii) Forms will be available on the website of the Corporation (<http://delhi.gov.in/wps/wcm/connect/doitdsfdc/DSFDC/Home/>) or the same can be obtained from the respective branch offices of the Corporation.
- (iii). Documents required for filling up application form:

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- (i) Copy of the Caste Certificate and in case of Minority Category an affidavit to this effect is required (Self Attested)
  - (ii) Date of Birth Certificate or Matriculation certificate (Self Attested)
  - (iii) Educational Qualification Certificate (Self Attested)
  - (iv) Copy of Aadhaar Card (Self Attested).
  - (v) An affidavit declaring Annual Family Income is required for SC/ST/OBC and Minorities. In respect of Economically Weaker Section Certificate of family income issued by concerned area SDM to be provided.
  - (vi) Original documents shall be verified at the time of selection process/interview.
  - (vii) Any other documents as prescribed from time to time.

6. **Procedural Formalities for selection of Candidates for the Vocational Training Courses:**

1. The Corporation shall release an Advertisement giving 30 days time for inviting the applications from the prospective candidates belonging to the target groups for the new vocational training courses of ATDC and NSIC.
2. The applications will be scrutinised.
3. The Committee shall select the students through interview.
4. The institutes (ATDC & NSIC) shall organize Orientation Programme before starting the training programme of successful students.
5. The fresh Memorandum of Understanding to be executed with the ATDC and NSIC highlighting all the terms and conditions duly approved by the Planning and Finance Department, Govt. of NCT of Delhi.

6. **Monitoring and Tracking:**

- The Vocational Training Section of the Corporation shall constitute a Committee to make visit(s) and make assessment of the training courses being offered by the respective institutes to the target groups. The payment to the institutes shall be made following the receipt of satisfactory report from the Committee deputed for the specific task as well as on fulfilment of other terms and conditions of the guidelines and MOU.
  - The Corporation to tie-up with the respective institutes to follow-up and monitor the placement of the successful candidates (in wage and self employment) who successfully pass out from the respective training institutes after the completion of the course.
7. The guidelines and also the targets under the scheme may be reviewed by the department from time to time as per requirement, in consultation with Planning/Finance Department, GNCTD

  
(A. K. Srivastava)  
Joint Director (DSCST)