

MSDE (DGT) – 19/01(01)/2019-CD  
 Government of India  
 Ministry of Skill Development & Entrepreneurship  
 Directorate General of Training (DGT)  
 Employment Exchange Building,  
 Library Avenue, Pusa Complex,  
 New Delhi- 110012 dated: 09/01/2020

To,

- All Chief Secretaries/Principal Secretaries /Secretaries/Director(s)/Commissioner of the State Government/UTs dealing with Skill Development/Craftsman Training Scheme
- All Director/Commissioner dealing with Craftsman Training Scheme (CTS)
- All Regional Director(s)/Principal/HoDs of National Skill Training Institutes (NSTIs). Principal, Govt. & Private ITOTs

**Subject:** Consolidation of changes in educational qualification, age limit of trainees and instructors for CTS and CITS scheme -reg

**Sir/Madam,**

This is to inform that meeting of Recommendation committee on 'Norms & Courses' was held on 3<sup>rd</sup> December, 2019 at DGT (HQ), Employment Exchange Building, IARI, Pusa, New Delhi wherein "**Restructuring of all QP files/ syllabi by CSTARI for CTS, CITS, Advanced diploma (Vocational) and Flexi MoUs without changing of learning outcomes**" was discussed as agenda vide no. 01 in the above meeting.

Recommendation Committee approved the consolidation of changes i.e. educational qualification, age limit of trainees and instructors for CTS and CITS scheme. The detailed changes are **annexed**.

The changes are also incorporated in the annual pattern of curricula of respective trade under CTS and CITS.

State /UTs Directorates /RDSDEs/Director(s)/HoDs/Principals of NSTIs dealing with CTS and CITS are requested to include the changes in their recruitment rules and admission.

Yours faithfully

  
 (R. Senthil Kumar)

DDG -II( CD, TT Cell & TC)

Encls: As above.

Copy to: (for information):

- Sr. PPS to DG/AS, DGT, MSDE
- PPS to DDG-I, DDG-III, DGT (HQ), New Delhi
- Director, Admn, DGT(HQ), New Delhi with a requested to incorporate the changes as indicated in annexure in recruitment rules of CITS instructors.
- All Directors at DGT(HQ), New Delhi
- All Regional Director(s)/Principal/HoDs of National Skill Training Institutes (NSTIs). Principal, Govt. & Private ITOTs
- Director, CSTARI and NIMI

  
 (G. Giri)

Joint Director (CD & Strive)

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## Annexure

S.No. 1	Points for discussions	Existing	Approved by committee								
Craftsmen Training Scheme	<b>Trainees Age limit</b>	Minimum age limit - 14 years	14 years as on first day of academic session.								
	<b>Instructor age limit</b>	Maximum: no max. upper age limit Minimum age limit for CTS instructor- not prescribed Maximum age limit for CTS instructor- not prescribed	Same 21 year Not fixed								
	<b>Trade Instructor's qualification:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Academic</th> <th style="text-align: center;">Technical</th> <th style="text-align: center;">Experience in trade relevant technical qualification</th> <th style="text-align: center;">Desirable Qualification:</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">10<sup>th</sup> class pass or equivalent</td> <td style="text-align: center;">*Four years in Degree in Engineering / Three years Diploma in appropriate branch of Engineering  Or National Apprenticeship Certificate in trade or National Trade</td> <td style="text-align: center;">One year for degree and two years for Diploma.</td> <td style="text-align: center;">Relevant National Craft Instructor Certificate (NIC) in any of the variants under DGT.</td> </tr> </tbody> </table>	Academic	Technical	Experience in trade relevant technical qualification	Desirable Qualification:	10 <sup>th</sup> class pass or equivalent	*Four years in Degree in Engineering / Three years Diploma in appropriate branch of Engineering  Or National Apprenticeship Certificate in trade or National Trade	One year for degree and two years for Diploma.	Relevant National Craft Instructor Certificate (NIC) in any of the variants under DGT.	<p>B.Voc/Degree in appropriate branch of Engineering from AICTE/UGC recognized Engineering College/ university or equivalent with one-year experience in the relevant field.</p> <p><b>OR</b></p> <p>03 years Diploma appropriate branch of Engineering from AICTE/recognized board of technical education or relevant Advanced Diploma (Vocational) from DGT with two years' experience in the relevant field.</p>
	Academic	Technical	Experience in trade relevant technical qualification	Desirable Qualification:							
10 <sup>th</sup> class pass or equivalent	*Four years in Degree in Engineering / Three years Diploma in appropriate branch of Engineering  Or National Apprenticeship Certificate in trade or National Trade	One year for degree and two years for Diploma.	Relevant National Craft Instructor Certificate (NIC) in any of the variants under DGT.								
<b>Trade Instructor's qualification:</b>											

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		Certificate in Trade and National Craft Instructor Certificate (for those trades where courses under Crafts Instructor Training courses are available)		<p><b>OR</b></p> <p>NTC/NAC passed in the relevant Trade With three years' experience in the relevant field.</p> <p><b>Essential Qualification:</b> Relevant National Craft Instructor Certificate (NCIC) in any of the variants under DGT.</p> <p><b>NOTE: Out of two Instructors required for the unit of 2 (1+1), one must have Degree/Diploma and other must have NTC/NAC qualifications. However both of them must possess NCIC</b></p>
Craftsmen Training Scheme	Workshop Calculation & Science	Degree in Engineering with one year experience  Diploma in Engineering with two years experience  NTC/NAC in Engineering Trade with three years experience		<p>B. Voc/Degree in Engineering from AICTE/UGC recognized Engineering College/ university with one-year experience in the relevant field.</p> <p><b>OR</b></p> <p>03 years Diploma in Engineering from AICTE/recognized board of technical education or relevant Advanced Diploma</p>

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		<p>Essential Qualification: National Craft Instructor Certificate in RoD &amp; A course under DGT.</p>	<p>(Vocational) from DGT with two years' experience in the relevant field. <b>OR</b> NTC/ NAC in any of the engineering trades with three years experience. <b>Essential Qualification:</b> National Craft Instructor Certificate (NCIC) in relevant trade <b>OR</b> NCIC in RoDA or any of its variants under DGT</p>
<b>CTS</b>	<b>Engineering Drawing</b>	<p>Degree in Engineering with one year experience <b>OR</b> Diploma in Engineering with two years experience <b>OR</b> NTC / NAC in the Draughtsman (Mechanical / Civil) with three years experience. <b>Essential Qualification:</b> National Craft Instructor Certificate in RoD&amp; A course under DGT</p>	<p><b>B.Voc/Degree</b> in Engineering from AICTE/UGC recognized Engineering College/ university with one-year experience in the relevant field. <b>OR</b> 03 years Diploma in Engineering from AICTE /UGC recognized board of technical education or relevant Advanced Diploma (Vocational) from DGT with two years' experience in the relevant field. <b>OR</b> NTC/ NAC in any trade of the relevant group categorized under Engg. Drawing' / D'man Mechanical / D'man Civil' with three years' experience.</p>

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			<p><b>Essential Qualification:</b> National Craft Instructor Certificate (NCIC) in relevant trade OR NCIC in RoDA / D'man (Mech /civil) or any of its variants under DGT. MBA/ BBA / Any Graduate/ Diploma in any discipline with Two years' experience with short term ToT Course in Employability Skills from DGT institutes. (Must have studied English/ Communication Skills and Basic Computer at 12th / Diploma level and above) <b>OR</b> Existing Social Studies Instructors in ITIs with short term ToT Course in Employability Skills from DGT institutes.</p>
<b>CTS</b>	<b>Employability Skills:</b>	<p>MBA/ BBA with Two years' experience. OR Graduate/ Diploma in any discipline with Two years' experience <b>with training</b> in Employability Skills from DGT institutes. (Must have studied English/ Communication Skills and Basic Computer at 12th / Diploma level and above) OR Existing Social Studies Instructors in ITIs with training in Employability skills from DGT Institutes.</p>	<p>The minimum pass percent for Trade Practical and Formative assessment is 60% &amp; for all other subjects is 33%. There will be no Grace marks. One Computer for 1 trainee for all IT related trade (COPA)</p>
	<b>Pass Regulation for CTS :</b>	<p>a) Minimum passing percentage for Practical is 60% b) Minimum passing percentage for Theoretical is 40% Grace marks granted</p>	
	<b>List of Tools &amp; Equipments:</b>	<p>One Computer for 2 trainees for all IT related trade (COPA)</p>	

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Crafts Instructors Training Scheme(CITS):	Candidate age limit:	Minimum age limit: Not specified Maximum age limit: Not specified	18 years as on first day of academic session. Maximum age limit: Not specified
CITS	Instructor's age limit :	Minimum age limit for CITS instructor - Not specified Maximum age limit for CITS instructor- Not specified	Minimum age limit for CITS instructor- 21 years Maximum age limit for CITS instructor- Not specified
CITS	Candidate/ trainees qualification:	Diploma/Degree in Relevant branches of Engineering from recognized Board / University. OR National Trade Certificate in the related trades. OR National Apprenticeship Certificate in the related trades.	Diploma/Degree in Relevant branch of Engineering from recognized Board / University. OR National Trade Certificate in the related trade. OR National Apprenticeship Certificate in the related trade.
CITS	Instructor's qualification	Degree in Engineering in relevant branches from recognized University with two years experience in relevant field. OR	B.Voc/Degree in appropriate branch in Engineering from AICTE/UGC recognized University with two years experience in relevant field. OR



		<p>Diploma in Engineering in relevant from recognized Board/ University with five years experience in relevant field.</p> <p>NTC/ NAC passed in the relevant trade with seven years experience in relevant field.</p> <p><b>Essential:</b> National Craft Instructor Certificate (NCIC) in Fitter trade, in any of the variants under DGT.</p>	<p>03 years Diploma in appropriate branch Engineering from AICTE/ recognized Board/ University or relevant Advanced Diploma (Vocational) from DGT with five years experience in relevant field.</p> <p><b>OR</b></p> <p>NTC/ NAC passed in the relevant trade with seven years experience in relevant field.</p> <p><b>Essential:</b> National Craft Instructor Certificate (NCIC) in relevant trade, in any of the variants under DGT.</p>
<p><b>CITS</b></p>	<p><b>Instructor's qualification for Workshop Calculation &amp; Science</b></p>	<p>Degree in any Engineering discipline with two years experience in relevant field.</p> <p><b>OR</b></p> <p>Diploma in any Engineering discipline with five years experience in relevant field.</p> <p><b>OR</b></p> <p>NTC/ NAC in any Engineering trade with seven years experience in relevant field.</p> <p><b>Essential:</b> National Craft Instructor Certificate (NCIC) in or RoDA or NCIC with equivalent certificate in</p>	<p>B.Voc/Degree in any Engineering from AICTE/ UGC recognized Engineering College/ university with two years experience in relevant field.</p> <p><b>OR</b></p> <p>03 years Diploma in Engineering from AICTE /recognized board of technical education or relevant Advanced Diploma (Vocational) from DGT with</p>

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		Workshop Calculation & Science from DGT institutes.	five years' experience in the relevant field. OR NTC/ NAC in any Engineering trade with seven years experience in relevant field.
<b>CITS</b>	<b>Instructor's qualification for Engineering Drawing</b>	Degree in Engineering with two years experience in relevant field. OR Diploma in Engineering with five years experience in relevant field. OR NTC/ NAC in any one of the 'Mechanical group (Gr-I) trades categorized under Engg.	Essential: National Craft Instructor Certificate (NCIC) in relevant trade OR NCIC in RoDA or any of its variants under DGT OR B.Voc/Degree in Engineering from AICTE/ UGC recognized Engineering College/ university with two years experience in relevant field. OR 03 years Diploma in Engineering from AICTE /recognized board of technical

		<p>Drawing/ D'man Mechanical / D'man Civil' with seven years experience.</p> <p>Essential Qualification:</p> <p>National Craft Instructor Certificate (NCIC) in RoDA / D'man (Mech /civil) or NCIC with equivalent certificate in Engineering Drawing from DGT institutes.</p>	<p>education or relevant Advanced Diploma (Vocational) from DGT with five years' experience in the relevant field.</p> <p>OR</p> <p>NTC/ NAC in any trade of the group under Engg. Drawing/ D'man Mechanical / D'man Civil' with seven years experience.</p>
<p><b>CITS</b></p>	<p><b>Instructor's qualification for Soft Skills</b></p>	<p>Bachelor's Degree in Management from a recognized university with one year experience in the relevant field.</p>	<p>Essential Qualification:</p> <p>National Craft Instructor Certificate (NCIC) in relevant trade</p> <p>OR</p> <p>NCIC in RoDA / D'man (Mech /civil) or any of its variants under DGT</p> <p>MBA/BBAA/Any Graduate/Diploma in any discipline form AICTE/UGC recognized college/university with three years' experience and short term ToT course in Soft Skills from DGT institutes.</p>

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			<p>(Must have studied English/Communication Skills and Basic Computer at 12<sup>th</sup> /Diploma level and above)</p>
<p><b>CITS</b></p>	<p><b>Instructor's qualification for Training Methodology:</b></p>	<p>Degree in any discipline with two years experience in training/ teaching field. OR Diploma in any discipline with five years experience in training/teaching field. OR NTC/ NAC passed in any trade with seven years experience in training/ teaching field. Essential Qualification: National Craft Instructor Certificate (NCIC) in any of the variants under DGT.</p>	<p>B.Voc/Degree in any discipline from AICTE/ UGC recognized College/ university with two years experience in training/ teaching field. OR Diploma in any discipline from recognized board / University with five years experience in training/teaching field. OR NTC/ NAC passed in any trade with seven years experience in training/ teaching field. Essential Qualification: National Craft Instructor Certificate (NCIC) in any of the variants under</p>

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CITS			DGT / B.Ed /ToT from NITTR or equivalent.
	<b>Pass Regulation:</b>	a) Minimum passing percentage for Practical is 60% b) Minimum passing percentage for Theoretical is 60% c) grace marks granted	The minimum pass percent for Trade Practical, TM Practical and Formative assessment is 60% & for all other subjects is 40%. There will be no Grace marks.
	<b>List of Tools &amp; Equipments:</b>	One Computer for 2 trainees for all IT related trade (COPA)	One Computer for 1 trainee for all IT related trade (COPA)

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