

CHAPTER - II

The Organisational set up of the Directorate General Employment & Training, is as follows:-

| Sl. No. | Designation of the Officer | Broad allocation of Work |
|---------|----------------------------------|---|
| 1. | Director General/Joint Secretary | Head of the Organisation responsible for Policy matters under the purview of the Directorate General, administration and supervision of coordination activities and functions of the Directorate General. |

Secretariat Wing

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|----|------------------|---|
| 2. | Director (Admn.) | Adm.II, Adm.III, VFTA, B.P., Coordination Sections work. Designated as HOD under the delegated powers. |
| 3. | Deputy Secretary | Adm.I, Hindi Unit, Cash Section, Library and C.R. Section. Designated as Head of Office under the Delegated Powers. |

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| 4. | Employment Directorate | Annexure-I (Page Nos 5-10) |
| 5. | Training Directorate | Annexure-II(Page Nos. 11-32) Training Directorate includes details of Training Directorate (in general), Apprenticeship Training Scheme, Duties of Training Administration, Skill Development initiatives and Women Training Scheme. |

ANNEXURE-I

WORK DISTRIBUTION OF THE OFFICERS OF THE EMPLOYMENT DIRECTORATE

Director of Employment Exchanges:

- Overall responsibility for the functioning of the Employment Directorate of the D.G.E.&T., development and implementation of various activities such as Employment Exchange policy, EMI Programme, VG, rehabilitation of disabled, coaching/special coaching schemes for SC/STs etc.
- Administration, supervision, inspection and evaluation of field offices viz. VRCs, CGCs, CEE and CIRTES.
- Function as HOD for the field offices under Directorate of Employment.
- Evolving policies, procedures and standards for the NES, advising the Government thereon, and implementing them in consultation with States/UTs.
- Guiding the Directorate of Employment in different States/UTs in the effective implementation of the national policies/procedures and also computerization of Employment Exchanges under MMP.
- Association with various national agencies such as Planning Commission and other Central Ministries in evolving manpower policies and plans and assisting their implementation.
- Representing D.G.E.&T. in various national and international forums.

Jt. Director of Employment Exchanges:

Planning & co-ordination, surveys& studies, stats training, general management matters, Census of Central Government Employees, Bulletin On Job Opportunities, computerization of Employment Exchanges, preparation and coordination of Plan Schemes relating to Employment Directorate, coordination of all items of work including postings/transfers of officials in the Directorate of Employment, coordination of employment policy and programmes, International Labour Organisation, Committees on Employment/Unemployment matters.

Jt. Director of Employment Exchanges:

Employment Exchanges Policies& Procedures, Central Employment Exchange, Ex-servicemen Cell, employment assistance, EMI Programme (Development), matters & complaints, matters relating to migrants from East Pakistan/Burma & Sri Lanka, Working Group on National Employment Service, work connected with administration, establishment and technical matters of Coaching-cum-Guidance Centres for SC/STs, administrative

work related to Group "B" (Gazetted) posts of Employment Directorate (Hqrs.), Special Coaching Scheme for SC/STs and implementation of computer training programme through outsourcing.

Jt. Director of Employment Exchanges:

Monitoring of Vocational Guidance & Employment Counseling Programmes, providing technical support to State Directorates of Employment, Employment Exchanges and University Employment Information & Guidance Bureaus, coordination with Education Authorities, promotion of Self-Employment. Occupational research & analysis, National Classification of Occupations, work related to Aptitude Testing Programme, preparation of tools and techniques to be used in Guidance & Counseling Programmes.

Jt. Director of Employment Exchanges:

Administrative and technical work relating to Vocational Rehabilitation Centres for Handicapped including Skill Training Workshop (STW) and Rural Rehabilitation Extension Centres (RRECs), work relating to establishment reporting system (EMI), matters relating to implementation of Compulsory Notification of Vacancies (CNV) Act 1959, processing of data pertaining to Employment Market Information Programme, improvement and development of EMI Programme, collection of primary data on occupational and educational details of employees from all establishments (as per Act), Employment Exchange Statistics, data processing & occupational pattern studies.

Deputy Director of Employment Exchanges – PC(E):

- a) Preparation and coordination of Plan Schemes relating to Employment Directorate.
- b) Coordination of all items of work including postings/transfers of officials in the Directorate of Employment.
- c) Co-ordination and preparation of Annual Report.
- d) Co-ordination work of other issues of the organization etc.

Deputy Director of Employment Exchanges – (EE-I):

- a) Looking after the matters relating to policy and procedure of Employment Exchanges
- b) Organisation of Working Group on National Employment Service
- c) Dealing with the matters relating to complaints and assistance for employment

- d) All matters relating to Central Employment Exchanges, Ex-Servicemen Cell etc.
- e) Technical work of CGCs for SC/STs

Deputy Director of Employment Exchanges(EMI):

- a) Work connected with EMI Programmes including bringing out the Quick/Annual Estimates of Employment/Annual Employment Reviews.
- b) Scrutiny and tabulation of occupational returns (ER-II/ERI)
- c) Preparation of Occupational Educational Pattern Report alternate years pertaining to organised sector etc.
- d) All other matters relating to employment in organised sector

Dy. Director of Employment Exchanges.-MP(G):

- a) Coordination of employment policy and programmes
- b) Looking after the matters relating to International Labour Organisation
- c) Dealing with the matters relating to Committees on employment/unemployment matters
- d) Computerization of Employment Exchanges (MMP)
- e) Parliament Questions, Calling Attention Notices, Private Members Bills, Resolutions etc.

Dy. Director of Employment Exchanges. (E&I):

- a) Technical evaluation of Employment Exchanges, Special Employment Exchanges for Physically Handicapped and University Employment Information and Guidance Bureaux.
- b) Bringing out the report on evaluation as the effective measure of performance of Employment Exchanges and further follow up for compliance of observations.
- c) Providing technical advice to the State Directorates in constitution of Advisory Committees.

Dy. Director of Employment Exchanges-EMI(Dev.):

- (a) Coordination of technical work of Employment Market Information(EMI) Programme, co-ordination & monitoring of employment related issues.
- (b) Co-ordination & advising on enforcement of Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.
- (c) Technical work of VRCs for handicapped.

Dy. Director of Emp. Exchanges.(Survey&Study):

- a) Conducting Census of Central Govt. Employees in India& bringing out the report.
- b) Bringing out the Bulletin on Job Opportunities in India.
- c) Dealing with the matters relating to training statistics and bringing out report thereon.
- d) Attending to other adhoc-enquiries/surveys.

Dy. Director Stats (Emp.):

- (a) Collection, compilation, tabulation of Employment Exchange Statistics through network of Employment Exchanges all over the country and release of data.
- (b) Cabinet summary/notes
- (c) Other issues related to employment/unemployment scenario
- (d) Conduct/analysis/comments on LR survey reports.

Sr. Scientific Officer Grade-I:

- (a) Monitoring progress of Vocational Guidance Units established at different Employment Exchanges & University Employment Information and Guidance Bureaux and organizing training courses.
- (b) Allotment of NCO code numbers to new occupations and revision of equation of service trades with civil tests.
- (c) Development of tools & techniques to be used in rendering vocational guidance & employment counselling.

Sr. Scientific Officer – Grade-I:

- (a) Monitoring of the work of Self-Employment Promotion Cells and preparation of motivational folders on self-employment.
- (b) Development of psychological tools and techniques to be used for rendering vocational guidance and employment counseling & selections.
- (c) Organisation & conducting training programmes on psychological testing & vocational guidance.

Sr. Programmer:

1. Preparation/designing of programmes for tabulation of data as per requirement of different Units and tabulation thereof.
2. Other works connected with Data Processing Unit.

Under Secretary (EE-II):

All establishment matters relating to VRCs for H

Under Secretary(EE-III):

All establishment matters relating to CGCs for SC/STs

Assistant Director of Employment Exchanges (EMI):

- a) Collection, compilation and processing of Employment Market Information data and preparation of reports at All India level.
- b) Collection compilation & processing of data from various Ministries and other sources for inclusion in Annual Employment Reviews.
- c) Collection, compilation & processing of data of establishment on shortage of vacancies of EMI occupations.

Assistant Director of Employment Exchanges (Development):

- a) Dealing with the matters relating to bringing improvements in Employment Market Information Programmes in States/UTs.
- b) Matters relating to Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.
- c) Arranging of training programme in various States on how to proceed with EMI Programme.

Assistant Director of Employment Exchanges (Occupational Pattern):

- a) Collection, compilation and processing of data on educational and occupational pattern existing in public and private sector establishments.
- b) Preparing and releasing the reports on the educational & occupational pattern in public and private sector organizations at national level.

Assistant Director of Employment Exchanges(Survey and Studies):

- (a) Collection, compilation and processing of data on Census of Central Government Employees and preparation of report thereon.
- (b) Attending ad-hoc surveys & enquires and preparation of report thereon if any
- (c) Collection, compilation and processing of data on job-opportunities and other related issues.

Assistant Director of Employment Exchanges (ISS Cadre):

- a) Collection, compilation and processing of statistical information on Employment Exchanges at national level and preparation of reports thereon.
- b) Supply of information to various agencies/Research Bureaux.

Senior Scientific Officer, Grade-II:

- (a) Preparation & development of psychological tests to be used in selection & guidance purposes.
- (b) Organising & conducting training courses on psychological testing.
- (c) Development of selection indices & preparation of technical notes of test-development.

Senior Scientific Officer, Grade-II:

- (a) Preparation & development of psychological tests to be used in selection & guidance purposes.
- (d) Organising & conducting training courses on psychological testing.
- (e) Development of selection indices & preparation of technical notes of test-development.

WORK DISTRIBUTION OF THE OFFICERS UNDER
TRAINING DIRECTORATE

DDG –DGE&T(Hqrs)(HAK Murthy):

Overall in-charge of Training Directorate including VTIP.

DT(R L Singh):

In-charge of Training Directorate.

DT (P) (A K Ganguly):

In-charge of Implementation of Vocational Training Improvement Project (VTIP) under World Bank.

JDT (MM Gera):

1. **Training Craftsmen (TC)** – Affiliation work - processing of reports of Standing Committee Inspections (SCIR) / State Director Inspection (DIR) for granting affiliation of institute / trades with NCVT including clarification / comments sought by Ministry / Organisations / Individuals in respect of affiliation.
2. **Court Cases relating to ITI s /ITCs** – preparation of parawise reply to SLPs, approval of LA on parawise comments, preparation of Writ Appeals against various judgments passed by different Hon'ble Courts, submission of Speaking Orders in compliance to various judgements passed by concerned Hon'ble Court and dealing with VIP references on affiliation.
3. **Curriculum Development(CD)** – holding of NCVT / its Sub-committees meetings.
4. Designation / revision of the syllabi for the different training schemes being run under the aegis of NCVT.
5. Clarification / comments sought by different Ministry / Organisations on the Vocational Education & Training matters.
6. Any other works interested to him from time to time by DGET / Supervisory Officer.

JDT (Hukum Singh):

1. Work relating to Upgradation of 1396 ITI s.
2. Any other works interested to him from time to time by DGET / Supervisory Officer.

JDT (vacant):

1. **Trade Testing Cell (TTC)** - Certification & Examination of different Vocational Training Schemes.
2. **Training Unit (TU)** – Monitoring of field institutes under DGET including action required on the Inspection Reports of Senior Officers for the inspections carried out by them in respect of different field institutes under DGET.
3. **Advanced Vocational Training System (AVTS)** – Procurement / Condemnation of stores required in DGET field institutes.
4. **Monitoring of AVTS scheme** including sanctions of the budget for the advertisement for admissions in different field institutes under AVTS Plan. 5. Any other works interested to him from time to time by DGET / Supervisory Officer.

JDT (vacant):

1. Upgradation of 100 ITI s into CoE with Domestic Funding.
2. World Bank Assisted Project (VTIP)- upgradation of 400 ITI s – planning, monitoring, budgeting and coordination with World Bank, Ministry of Finance & other Ministries.
3. Liaison Officer for SC/ST.
4. Matters relating to Island Development Authority (IDA).
5. All matters relating to Minority Affairs.
6. Testing & Certification Scheme relating to unorganized sector – planning, monitoring and implementation of the scheme.
7. Any other works interested to him from time to time by DGET / Supervisory Officer.

JDT (vacant):

1. **Planning Cell Training (PCT)** –Planning & Monitoring of Plan Scheme relating to training, formulation / compilation of Plan Budget (BE / RE / FE).
2. **North East/ J&K Scheme** – planning, monitoring & implementation of schemes.

3. Formulation of Annual Plan, continuation of Plan Post, processing of proposals on Civil Works and procurement of equipment received from field institutes and thereafter issue of sanction orders.
4. Matters relating to Working Group set up for preparation of 11th Five Year Plan on Skill Development & Vocational Training.
5. Work relating to World Bank Procurement.
6. Any other works interested to him from time to time by DGET / Supervisory Officer.

DDT(S C Sharma):

1. **Training Craftsmen (TC) – Affiliation Work** - processing of the reports of Standing Committee Inspections / State Director Inspections for granting affiliation of institutes / trades with NCVT including clarifications / comments sought by Ministries / Organisations / Individuals sought in respect of affiliation. Any other works interested to him from time to time by DGET / Supervisory Officer.
2. Any other works interested to him from time to time by DGET / Supervisory Officer.

DDT (SNS Rahi):

3. **Court Cases relating to ITI s /ITCs** – preparation of para-wise reply to SLPs, approval of LA on para-wise comments, preparation of Writ Appeals against various judgments passed by different Hon'ble Courts, submission of Speaking Orders in compliance to various judgments passed by concerned Hon'ble Court.
4. Work relating to VIP references on affiliation.
5. Processing of proposals for DGET field institutes under VTIP / World Class Institute in respect of Civil Works & procurement of equipments.
6. Any other works interested to him from time to time by DGET / Supervisory Officer.

DDT (Ishwar Singh):

1. **TT Cell**, Examination & Certification of different Vocational Training Programmes – issue of blank certificates, scrutinizing, checking & affixing facsimile signature seal of Secretary NCVT, verification of certificate, arranging of printing of certificates.
2. Comparing & checking of Question Papers, processing the result of field institutes,
3. Court Cases relating to examination & certification, VIP references concerning to TT Cell and other administrative work related to TT Cell.
4. Any other works interested to him from time to time by DGET / Supervisory Officer.

DDT (Anita Srivastava):

1. **Curriculum Development (CD)** – Constitution / reconstitution of NCVT, notification of NCVT, Government of India Gazette, holding of NCVT meeting, implementation of NCVT recommendations.
2. Introduction of new trades / revision of Trade Syllabi of different Vocational Training Schemes excluding unorganized sector, granting equivalency of different trades covered in military services with that of trades covered under CTS.
3. Notes/comments on the EFCs / CEAs notes received from different Ministries / organizations, clarifications sought by different Ministries / organization /individuals on various Vocational Training Schemes,
4. Issues relating to Bilateral Co operations, coordination in holding the workshop jointly with ILO /EU,
5. Publication of Training Manual and trade syllabi of various Vocational Training schemes.
6. Additional work relating to Skill Development Mission in coordination with DDT (RPD).
7. Any other works interested to him from time to time by DGET / Supervisory Officer.

DDT (Anil Grover):

1. **TU** – Monitoring of All field institutes under Training Directorate excluding Women Training.
2. Work relating to CoE..
3. Processing of civil / electric work (Non Plan) proposals of different DGET field institutes & issue of sanction thereof.
4. Monitoring & follow up with DAVP for release of advertisement in respect of admission notices in DGET field institutes (non plan), follow-up with institutes for preparation of brochure –cum-training calendar, arranging of special training programme in field institutes under DGET.
5. Scrutiny of application of foreign students for admission under different training programmes. Work related to VTIP activities.
6. Any other works interested to him from time to time by DGET / Supervisory Officer.

DDT (Swati Sethi):

1. **Vocational Training Improvement Project (VTIP) & CoE** , planning, monitoring and implementation of World Bank Assisted VTIP.
2. Domestic Funding CoE – 100 ITI s.
3. Coordination with World Bank & other Ministries in respect of the above schemes.
4. Processing the cases for release of funds to Central / States in respect of above schemes, analyzing IDPs, preparation of EFC /CCEA note in respect of the above schemes and other misc. matters relating to these.
5. Any other works interested to him from time to time by DGET / Supervisory Officer.

DDT (M C Kardam):

1. Work relating to Minority Affairs.
2. CoE – release of funds to Central Institutes/ States Governments. Scrutiny & processing of Institute Development Plan (IDPs) for CoEs, coordination with World Bank, IFD & States with regard to CoEs.
3. Any other works interested to him from time to time by DGET / Supervisory Officer.

DDT(R P Dhingra):

1. Vocational Training Improvement Project (VTIP) & CoE , planning, monitoring and implementation of World Bank Assisted VTIP.
2. Domestic Funding CoE – 100 ITI s.
3. Coordination with World Bank & other Ministries in respect of the above schemes.
4. Processing the cases for release of funds to Central / States in respect of above schemes, analyzing IDPs, preparation of EFC /CCEA note in respect of the above schemes.
5. Additional work relating to upgradation of 1396 ITI s including planning, monitoring and preparation of EFC /CCEA notes.
6. Additional work relating to Skill Development Mission in coordination with DDT (AS)
7. Any other works interested to him from time to time by DGET / Supervisory Officer.

ADT (Deka):

1. Matters relating to Vocational Training Improvement Project assisted by World Bank viz. release of funds to States / Central institutions maintaining physical & financial progress etc.
2. MIS & other related matters in respect of VTIP.

ADT (B K Dubey):

1. Schemes related to Dalit Affairs.
2. Matters relating to establishments of 1500 ITIs through PPP.
3. Matters relating to opening of 50,000 Skill Development Centre.
4. Upgradation of field Institutes under DGET into World Class Institutes.

ADT (Sushil Agarwal):

1. **Training Craftsmen (TC)** – Affiliation Work - processing of the reports of Standing Committee Inspections / State Director Inspections for granting affiliation of institutes / trades with NCVT.
2. Clarifications / comments sought by Ministries / Organisations / Individuals for affiliation.
3. Any other works interested to him from time to time by DGET / Supervisory Officer.

ADT (V K Chaufla):

1. **TT Cell**, Examination & Certification of different Vocational Training Programmes.
2. Arranging of printing of certificates, comparing & checking of Question Papers, processing the result of field institutes.
3. Court Cases relating to examination & certification, VIP references concerning to TT Cell.
4. Any other works interested to him from time to time by DGET / Supervisory Officer.

ADT (P K Sharma):

1. **Advanced Vocational Training System (AVTS)** – Procurement / Condemnation of stores required in DGET field institutes.
2. Monitoring of AVTS scheme including sanctions of the budget for the advertisement being published in leading newspapers for admissions in different field institutes under AVTS.
3. Additional work relating to Information Technology (IT sec.)
4. Assistance to JDT(vacant) in respect of IDA work & DDG(T) in respect of his day to day work.
5. Any other works interested to him from time to time by DGET / Supervisory Officer.

TO (SP Sharma):

1. **TT Cell** – Preparation & printing of Question Paper for different Vocational Training Schemes, comparison of Question Papers, dispatch of Question Papers to Central / State institutions.
2. VIP references / court cases related to Trade Test / Certification/
3. Any other works interested to him from time to time by DGET / Supervisory Officer.

TO (VK Mehta):

1. **TT Cell** – Preparation & printing of Question Paper for different Vocational Training Schemes, comparison of Question Papers, dispatch of Question Papers to Central / State institutions.
2. VIP references / court cases related to Trade Test / Certification/
3. Any other works interested to him from time to time by DGET / Supervisory Officer.

TO (Satvir Singh):

1. **TT Cell** – Preparation & printing of Question Paper for different Vocational Training Schemes, comparison of Question Papers, dispatch of Question Papers to Central / State institutions.
2. VIP references / court cases related to Trade Test / Certification/
3. Any other works interested to him from time to time by DGET / Supervisory Officer.

TO(AK Gandhi):

1. **Curriculum Development (CD)** – holding of NCVT / its sub committee meetings, Introduction of new trades / revision of Trade Syllabi of different Vocational Training Schemes excluding unorganized sector, granting equivalency of different trades covered in military services with that of trades covered under CTS.
2. Notes/comments on the EFCs / CEAs notes received from different Ministries / organizations, clarifications sought by different Ministries / organization /individuals on various Vocational Training Schemes, issues relating to Bilateral Co operations, coordination in holding the workshop jointly with ILO /EU. Publication of Training Manual and trade syllabi covered under the agies of NCVT and work relating to National Skill Mission.
3. Any other works interested to him from time to time by DGET / Supervisory Officer.

TO (Sampat Kumar):

1. **TU** – Monitoring of All field institutes under Training Directorate excluding Women Training. Processing of civil / electric work (Non Plan) proposals of different DGET field institutes & issue of sanction thereof.
2. Monitoring & follow up with DAVP for release of advertisement in respect of admission notices in DGET field institutes (non plan), follow-up with institutes for preparation of brochure –cum-training calendar, arranging of special training programme in field institutes under DGET.
3. Scrutiny of application of foreign students for admission under different training programmes. Work related to VTIP activities.
4. Any other works interested to him from time to time by DGET / Supervisory Officer.

TO (P V Raghwan):

1. **Vocational Training Improvement Project (VTIP) & CoE** , planning, monitoring and implementation of World Bank Assisted VTIP.
2. Coordination with World Bank & other Ministries in respect of the above schemes.
3. Domestic Funding CoE – 100 ITI s.
4. Any other works interested to him from time to time by DGET / Supervisory Officer.

TO (Chander Mohan):

1. **Planning Cell Training (PCT)** –Planning & Monitoring of Plan Scheme relating to training, formulation / compilation of Plan Budget (BE / RE / FE).
2. Formulation of Annual Plan, continuation of Plan Post, processing of proposals on Civil Works and procurement of equipment received from field institutes, monitoring of expenditure in respect of all Plan Scheme being run at field institutes under DGET other than WT.
3. Reply to VIP references and Parliament Question relating to Plan Scheme under DGET & audit paras relating to Plan Schemes under DGET field institutes.
4. Any other works interested to him from time to time by DGET / Supervisory Officer.

TO (Pankaj Kalia):

1. **North East/ J&K Scheme** – planning, monitoring & implementation of schemes.
2. Formulation of Annual Plan, continuation of Plan Post, processing of proposals on Civil Works and procurement of equipment received from field institutes and thereafter issue of sanction orders.
3. Any other works interested to him from time to time by DGET / Supervisory Officer.

TO (Yogneder Kumar):

3. **Upgradation of 1396 ITI s** – Planning & implementation of the Scheme, preparation of EFC / CCEA notes etc. Assistance to Director (SMR) / JDT(HS) / DDT(RPD) in respect of upgradation of 1396 ITI s in PPP Mode.
4. Any other works interested to him from time to time by DGET / Supervisory Officer.

JDT(vacant):

1. **Apprenticeship Training (AP)** – Holding of CAC // its Sub-committees meetings Planning & monitoring of Apprenticeship Training,
2. TA-I, TA-II, (Training Administration) - Service matters relating to Gr.'B', 'C' & 'D' officers/officials including Court Cases,
3. Skill Development Initiatives (SDI/MES) – planning, monitoring and implementation of the scheme including designation / revision of the syllabi required for different employable skills.
4. National Instructional Media Institute (NIMI) – budgeting and monitoring of NIMI.
5. Any other works interested to him from time to time by DGET / Supervisory Officer

DDT (A. Aggarwal):

1. **Skill Development Initiative (SDI) / MES** – Planning , Monitoring, prescribing norms & standards (syllabi) for different skills / modules covered / to be covered under the scheme and clarifications / comments sought by different Ministries / organizations relating to Vocational Training required for unorganized sector.
2. Any other works interested to him from time to time by DGET / Supervisory Officer.

ADT (Yogi Ram Verma):

1. **National Instructional Media Institute (NIMI)** – budgeting, monitoring & implementation.
2. Any other works interested to him from time to time by DGET / Supervisory Officer

ADT (Vacant):

1. **Apprenticeship Training (AP)** – Holding of CAC / its Sub-committees meetings
2. Planning & monitoring of Apprenticeship Training Scheme (ATS).
3. Court Cases related to App. Training & implementation of court decisions in respect of ATS.
4. Any other works interested to him from time to time by DGET / Supervisory Officer.

ADT (D K Jatav):

1. **Work relating to Minority Affairs** - information / comments / Notes on the proposals relating to minority.
2. Assistance to JDT(vacant) for liaison work of SC/ST.
3. Coordination work relating to Annual Plan of DGE&T. Work relating to Coordination Sec. Under DGE&T.
4. Any other works interested to him from time to time by DGET / Supervisory Officer.

TO (P Ghosh):

1. **Skill Development Initiative (SDI) / MES)** – Planning , monitoring, prescribing norms & standards (syllabi) for different skills / modules covered / to be covered under the scheme.
2. Clarifications / comments sought by different Ministries / organizations relating to Vocational Training required for unorganized sector.
3. Any other works interested to him from time to time by DGET / Supervisory Officer.

TO (Satish Kumar):

1. Apprenticeship Training (AP) – Holding of CAC // its Sub-committees meetings Planning & monitoring of Apprenticeship Training Scheme (ATS).
2. Court Cases related to App. Training & implementation of court decisions in respect of ATS. Any other works interested to him from time to time by DGET / Supervisory Officer.
3. Any other works interested to him from time to time by DGET / Supervisory Officer.

Apprenticeship Training Scheme

1. Deputy Director General (Apprenticeship Training):

Head of Division, responsible for organisation development of Apprenticeship Training Programmes, Staff Training & Research and development of Instructional Media Package on National basis. Administrative/Establishment matters relating to the filed institutes/Regional Directorates of Apprenticeship Training.

2. Director of Apprenticeship Training:

Assists Deputy Director General (Apprenticeship Training) in matters relating to the Apprenticeship Training, staff training and Research Development of Instructional Media Packages. Supervise the Work of JDT and other officers dealing with matters relating to the implementation of Apprentices Act in the Central Sector and matters relating to Graduate, Technician and Technician (Vocational) Apprentices. Would also function as Secretary "Central Apprenticeship Council" for laying policy and norms for effective implementation of Apprenticeship Training of Trade apprentices, Technician and Technician (Vocational) Apprentices throughout the country. Supervises the work of JDT dealing with administrative/establishment matters concerning staff of the institutes under the Training Directorate.

3. Joint Director of Training :

Deals with matters relating to implementation of Apprentices Act in the Central Sector, scrutiny of Progressive Trade Testing and Inspection Reports from RDATs, study of the reasons for the shortfalls and suggesting remedial measures in consultation with Central Ministries/Departments. Interpretation of Apprentices Act, clarification to Regional Directorates its sub-committee meetings. Review of Apprentices Act, drafting of Rules and issue of Notification regarding designation of new trades under the Act. Collection of monthly progress reports from all the States, their scrutiny and follow-up of the recommendations. Issue of instructions regarding designation of new subject fields under the graduate and diploma and technician apprentices. Scrutiny of monthly progress reports. Issue of clarification to the Ministry of Human Resource Development and Directors of Board of Apprenticeship Training and other concerned agencies.

4. Assistant Director of Training:

Assists Director of Apprenticeship Training in all administrative and policy matters related to Apprentices Act 1961. Administrative matters regarding holding of meetings of Central Apprenticeship Council & its Committees. Parliament matters and court cases related to the Apprentices Act 1961 and Rules made thereunder. Administrative matters related to Regional Directorates of Apprenticeship Training-monthly expenditure statement, civil work, procurement. Assists Director of Apprenticeship Training in preparation of agenda for convening the meetings of Central Apprenticeship Council. Follow up on recommendations of CAC & its committees. Coordination with Ministry of HRD.

5. Training Officer:

Matters related to implementation of Apprentices Act in the Central Sector and State Sector. Monitoring of work of RDATs – Monthly & Quarterly Progress Reports. Processing of VIP references & references from RDATs, States/UTs and establishments under control of RDATs and States/UTS. Processing of representations of Individuals relating to Trade apprentices, Graduate, Technician and Technician (Vocational) Apprentices Monitoring of quarterly progress reports from States/UTs Management Information System and preparation of statistical data related to Central and State Sector in respect of all categories of apprentices. Revision of syllabi of trade apprentices.

Training Administration Section

1. Joint Director of Training:

To assist Director of Apprenticeship Training in Administrative matters relating to Field institutes/Offices, Seniority list of Group B staff, settlement of Audit paras. Pay anomalies, Court cases, staff association matters, amendment and framing of Recruitment Rules for the Grade B, C and D staff and DPC meetings, processing of proposals for continuation of posts liaison with other Departments and Ministries in connection with establishment matters concerning staff of Training Institutes and to furnish clarification to the queries raised by the Field Directors in connection with Administrative matters. Keep watch on the VIPs references, Parliament cases, Cabinet Notes and other legal issues. Also monitor these issues periodically.

2. Under Secretary:

Keep a watch on the Section's functioning. Monitor the Administrative matters relating to Field institutes in respect of Seniority list of Group B staff, settlement of Audit paras, Pay anomalies, Court cases, staff association matters, amendment and framing of Recruitment Rules for the Grade B, C and D staff and DPC meetings, processing of proposals for continuation of posts, liaison with other Departments and Ministries in connection with establishment matters. Also keep a watch on the VIP references, Parliamentary matters, RTI matters, Cabinet Notes, Personnel grievances of the staff and Officers working in the field institutes under the Training Directorate, O&M Management System and as and when required inspection made to the field institutes on their functioning.

US, TA-I, TA-II is also allotted the work of financial matters relating to Plan Schemes of Skill Development Initiatives funded by the World Bank.

4. Section Officer, TA-I & TA-II:

Section Officers of TA-I Section supervise the work relating to administrative/establishment matters in respect of appointment/transfer/posting/promotion and other grievances of Group B, Gazetted & Non-Gazetted. Other matters which are referred by the field institutes in respect of Group C and D on the establishment matters, Reports and Returns – Monthly and Quarterly on establishment matters, Parliamentary matters and Court Cases/Financial issues in respect of Administrative matters. Keep a watch on important issues on establishment matters and also maintain a diary for the purpose. On day-to-day basis important issues are reviewed. O&M matters relating to maintaining the registers, recording/weeding out the old files etc.

Section Officer, TA-II monitor the subject matter relating to amendment of Recruitment Rules, granting of ACP, RTI matters, Pay anomalies, submission of reports/returns in respect of SC/ST/OBC/Physically handicapped, VIP references and Parliamentary matters on these issues, O&M matters relating to maintaining the registers, recording/weeding out the old files etc, Audit paras of field institutes under the Training Directorate in consultation with the BP Section.

Skill Development Initiative (SDI) Scheme

1. Director (SDI):

Assists Deputy Director General (Apprenticeship Training) in matters relating to the Skill Development Initiative (SDI) Scheme. Supervise the work of JDT and other officers in the National Project Management Cell (NPMC) set up for implementation of the SDI scheme. Responsible for implementation and monitoring of the SDI Scheme. Supervise the work of officers in regional cells set up for the implementation of SDI scheme in Regional Directorate of Apprenticeship Training.

2. Joint Director of Training (Project Coordinator):

Deals with planning, implementation and monitoring of the SDI Scheme. In-charge of National Project Management Cell (NPMC). Supervise the work of DDT and other officers in the NPMC. Coordination with six regional cells set up for the implementation of SDI scheme in Regional Directorate of Apprenticeship Training. Coordination with State Governments, Employees organisations, Industry, Private sector, etc. for assessment of labour market needs, development of curricula, learning materials, training aids, assessment tools, etc. Coordination with the Assessing Bodies for testing and certification. Monitoring of the training being conducted by Vocational Training Providers.

3. Deputy Director of Training:

In-charge of the Monitoring, Evaluation and Reporting Unit. The responsibilities include:

- 1) Development and revision of norms, guidelines and policy
- 2) Organising meetings of the Apex Committee and taking follow up actions
- 3) Development and maintenance of website and web based software
- 4) Monitoring and Evaluation
- 5) Preparation of reports for various authorities like PMO, Cabinet, Planning Commission, Ministry of Finance, M/o Labour & Employment etc.
- 6) Mid-term appraisal and revisions in the scheme
- 7) Infrastructure and facilities in NPMC and regional cells
- 8) Publicity

4. Assistant Director of Training –I:

Deals with Training Unit under the SDI Scheme. The responsibilities include:

- i. Training of beneficiaries
- ii. Issuing sanctions for releasing funds for training and monitoring its utilization
- iii. Records of Vocational Training Providers
- iv. Training of staff of National Project Management Cell, Regional Cells, State Cells and MES Cells in ITIs, training of trainers and assessors.
- v. Maintenance of records and data about persons registered for training as well as persons tested and certified.
- vi. Filling up and continuation of posts, appointment of consultants and support staff
- vii. Budgeting and expenditure monitoring, preparation of annual plan.

5. Assistant Director of Training -II :

Deals with Testing and certification Unit. The responsibilities include:

- i. Identification of new courses, development & revision of curriculum, standardization and uniformity of qualifications and maintenance of information about courses
- ii. Coordination with NIMI for development of instructional media packages (IMPs), audio-visual aids, assessment tools/ question banks and standards and their dissemination
- iii. Agreement with Assessing Bodies (ABs) and records of ABs
- iv. Maintenance of records and data about persons registered for testing as well as persons tested and certified.
- v. Issuing sanctions for releasing funds for assessment and monitoring utilization of funds at national level.
- vi. Parliament Questions, Information under RTI Act, VIP references
- vii. Information for Parliamentary Standing Committee and Consultative Committee

6. Training Officer:

Assist Deputy Director of Training in Monitoring, Evaluation and Reporting Unit. Collecting data from Regional cells, State cells, assessing bodies, VTPs,

etc. Preparing formats for data collection. Compilation and analysis of data. Preparing draft notes and letters for various stakeholders.

7. Under Secretary:

- (i) Scrutiny of the proposals and conveying concurrence of the Finance Division.
- (ii) Guidance on financial procedures.

Remarks: Works like typing, data entry etc. would be out sourced or support staff could be taken on contract basis as per the need. Consultants may be appointed to provide technical expertise as and when needed.

WOMEN'S TRAINING DIVISION

DIRECTOR OF TRAINING (WOMEN'S TRAINING):

1. Formulation of Schemes for Vocational training for women at national level including their Planning & Budgeting.
2. Development of infrastructure for implementation of training programmes for women and ensure optimum utilization of resources.
3. To develop and implement personnel policies under the Women cadre consisting creation of posts, framing of recruitment rules, job profiles, recruitment and selection, rosters etc.
4. Overall administration of field offices under Women's Vocational Training Programme
5. Development of curricula, training methods and aids for training of women.
6. Attend to court cases, vigilance cases and parliament questions.
7. Liaison with different ministries/departments of the government in respect of women's training
8. Liaison with and seek cooperation including technical and financial assistance from international agencies responsible for socio-economic development of women, in particular vocational training of women
9. To coordinate with the state governments in the matter of formulation of policies and implementation of women's training programmes, development of infrastructure and trainers' development.
10. Supervise: establishment matters concerning O&M meetings, implementation of official language, finalization of seniority list of Training Officers, maintenance of CR dossiers of Training Officers, continuation of temporary posts, reply to various queries / questions from Coordination Section, forwarding of applications of staff for higher posts, appointment of Group- B and C staff & faculty, clearance of Audit paras and replies to VIP references.
11. Organize wide publicity of Vocational Training programmes for women.
12. Arrange additional training faculty on contract and provide other additional manpower through DGR on contract basis.
13. Supervise the work allotted to various officers working in women training wing and the training activities of NVTI/RVTIs including their inspections.
14. Attend various meetings concerning DGE&T matters.

JOINT DIRECTOR OF TRAINING (WOMEN TRAINING):

To supervise monitor and implement various activities related to:

1. Formulation of plan schemes, their approval and intimation
2. Budget
3. Parliamentary standing committee.
4. Major and minors Civil works
5. Monitoring Financial and Physical progress of NVTI/RVTIs.
6. Monitoring of placement of trainees
7. Correspondence with NVTI/RVTIs on matters related to training
8. RTI applications
9. Procurement of machinery and equipment
10. Issuing of advertisements through DAVP
11. Annual report
12. Parliamentary matters
13. Correspondence with State Government, other ministries, departments, sections etc.
14. Revision of syllabi
15. Institute Management Committee
16. Engaging contract faculty
17. Women seats in ITIs
18. Engaging staff on contract from DGR sponsored agencies

DEPUTY DIRECTOR OF TRAINING-I(WOMEN TRAINING):

1. To plan prepare and advertisement of 'Admission Notices' through DAVP in the Employment News and Local News Paper for Long Term and Short term courses conducted in NVTI/RVTIs.
2. To prepare material for publishing in "Annual Report" relating to Women training activities.
3. To deal with Parliament Matters
4. To deal with State Governments regarding land matters
5. To process proposals for additional training courses in NVTI/RVTIs and its financial approval.
6. Preparation of report of W.T. Schemes
7. Processing reports of Area Officers in respect of NVTI/RVTIs and getting the issued sorted out.
8. To deal with DONER for training of North-East women in RVTIs.
9. To deal with correspondence from institutes in respect of training matters.
10. To deal with reports/information asked by different sections on women training in DGET.
11. Any other work assigned by senior officers as RRs for Hostel Warden and preparation of new Syllabi etc.

DEPUTY DIRECTOR-II (WOMEN TRAINING):

1. To implement Personnel policies under the Women cadre recruitment and selection, preparation maintenance of rosters etc.
2. Liaison with different ministries/departments of the government in respect of establishment work of women's training.
3. Processing/follow up for approval of competent authority for continuation/revival of posts
4. All activities related to filling up of posts, contacting correspondence with UPSC, SSC & CEE etc.
5. Activities related to promotion/ACP of staff
6. Continuation of past services of staffs.
7. Action on minutes of O&M meetings for completion of related tasks.
8. Action on revision/fixation/ re-fixation of pays
9. Follow up for preparation of up-to-date seniority lists
10. Follow up for clearance of audit paras
11. Processing of applications of TOs received from field offices and HQ
12. Maintaining service books of TOs at HQ.
13. Collection compilation of information and submission of material/ATR to IWSU Adm-I/Hindi unit.
14. All work relating to R.T.I furnishing of information on request from public.
15. Follow up and preparation of material for annual direct recruitment plans.
16. Compilation and submission of reports on minorities, SC, ST and PHs etc.
17. Follow up of probation clearance and confirmation of staff.
18. Appointment on deputation/transfer.
19. Conversion of temporary posts into permanent.
20. Encourage working in Hindi
21. Issues pertaining to cadre of Women Training and general training.
22. Reply to coordination section on various issues.

ASST. DIRECTOR OF TRAINING-I (WOMEN TRAINING):

1. Follow-up action for revision in syllabi.
2. Processing and follow-up for holding of IMC Meetings of NVTI/RVTIs and take action on Minutes of Meeting.
3. Getting the instructional materials prepared from TOs of NVTI/RVTIs, their vetting and compilation.
4. Administrative work for holding of contract faculty interview at NVTI/RVTIs.
5. Ask for a master list of equipments to be purchased every year by NVTI/RVTIs and monitor it accordingly
6. Administrative work for procurement of tools and equipments, computers and furniture's of NVTI/RVTIs.
7. Process the proposal for monthly hiring of tax for RVTIs./

8. Verification of contract agreements for engagement of contract faculty for NVTI/RVTIs.
9. Collect information/.data of women it is/Wings from various State Governments it is compile it and do fact finding/comparison with last year's data for necessary action.
10. Processing of proposals for engagement of DGR sponsored agencies for NVTI/RVTIs and verification of their contract agreements.
11. Attending the miscellaneous works.

ASST DIRECTOR OF TRAINING –II (WOMEN'S TRAINING):

Independent charge of following items of work under Women's Vocational Training Programme to be submitted to Director Of Training (Women's Training):

1. Work related to Staffing norms for NVTI/RVTIs etc.
2. Fixation of staff strength of NVTI/RVTIs.
3. Processing of Court cases of NVTI/RVTIs.
4. Vigilance matters enquiries, preparation of Charge sheet, their follow up still conclusion.
5. Processing of all Complaints received from field institutes.
6. Preparation of Recruitment Rules along with Job profiles of various posts.

TRAINING/TECHNICAL OFFICER-I (WOMEN TRAINING):

1. Processing of proposals for minor civil works
2. Monitoring the status and expediting the progress of major civil works under DGE&T.
3. Work related to Annual Plan of Schemes
4. Work related to Half-yearly Progress Review of Schemes
5. Work related to Outcome Budget
6. Work related to performance Budget, Gender Budget and Zero-based Budget
7. Work related to five year plan of schemes
8. Preparation of documents and conducting meetings for EFC/SFC of schemes
9. Continuation of plan schemes from one plan to the next
10. Communication with other organizations such as Planning Commission, ILO etc.
11. Issues related to Parliamentary Standing Committee on Labour
12. Work related to Website updation/modification
13. Preparation of power point presentations for various meetings
14. Performing other miscellaneous tasks as and when assigned by the Seniors e.g.

- Furnishing requisite information regarding training facilities available under the department, preparation of note/write-up on training institutes;
- Preparation of brochure for Women Training.
- Assisting in identifying new courses for their implementation in NVTI/RVTIs
- ISO certification of NVTI/RVTIs etc.

TECHNICAL OFFICER (II) (WOMEN TRAINING):

1. Compilation of Financial & Physical data of NVTI/RVTIs every month , as per Monthly Progress Reports received from NVTI/RVTIs and submission of the same in the proforma desired by DG/JS by 3-4th of every month to CPIU section.
2. To maintain records like:-
 - Training statistics
 - Revenue collection
 - Placement cells of NVTI/RVTIs
 - Information regarding trainees admitted in NVTI/RVTIs under Gen/SC/ST/OBC/PH/Ex-servicemen category
 - Information regarding trainees admitted in NVTI/RVTIs under N-E scheme and sponsored under DONER scheme
3. Correspondence with NVTI/RVTIs related to training matters.
4. Correspondence with NVTI/RVTIs related to expenditure.
5. To monitor the progress of NVTI/RVTIs for additional inputs in training curricula like:-Communication skills, use of computer, use of internet/email, preparation and presentation of project report.
6. To process proposal for major civil works pertaining to construction of permanent buildings of RVTIs and their monitoring.
7. To process approvals for new training courses like toy making and monitor the work.
8. To deal with RTI applications related to training matters.
9. To perform any other work/miscellaneous duty assigned by Joint Director of Training and Director of Training.

CHAPTER - III

TELEPHONE LIST

(As on 01-06-2008)

DGE&T(Hqrs)

| NAME OF THE OFFICER/ SECTION | ROOM NO | EPBAX / EXTN./ AUTO.NO. | DIRECT TELEPHONE NO. |
|---|--------------------|--|-------------------------------------|
| SH. SHARDA PRASAD, DG/JS | 108 | 2103 | 23710446 |
| SH. R.K.ARORA, PS | 111A | 2129 | 23001129 23710446 |
| SH. DES RAJ, DDG (AT) | 511A | 2232 | 23710485 23001232 |
| PA to DDG(AT) | 511A | 2281 | 23001281 |
| SMT AMARJEET KAUR, DDG (EMP.) | 511 | 2226 | 23350896 23001226 |
| SHRI H.A. KESHAVA MURTHY DDG(Hqrs) | 513 | 2233 | 23718106 23001233 |
| PA to DDG(Hqrs) | 511A | 2228 | 23718106 23001233 |
| SH. SUNIL MATHUR, DIRECTOR | 324 | 2360 | |
| PA TO DIRECTOR, (SMR) | 332 | 2361 | 23001361 23715008 |
| SH. TARSEM LAL, DEPUTY SECRETARY | 323 | 2357 | 23714765 |
| P.S. TO D.S.(TL.) | 332 | 2368 | 23001368 23714765 |
| SH. R.K. AHLUWALIA, U.S | 327 | 2371 | 23001371 23718903 |
| SH. M.S. AZAD, U.S | 328 | 2372 | 23001372 23355426 |

| EMPLOYMENT DIRECTORATE AT SHRAM SHAKTI BHAWAN | | | |
|--|-----|------|----------|
| SH. YOGESH RAIZADA, JDX | 010 | 2175 | 23001175 |
| SH. B.L.MEENA, JDX | 005 | 2171 | 23001171 |
| SH. R.S. DHANGI, DDX | 005 | 2172 | 23001172 |
| SH. R.K PRASAD, US (EE-II) | 010 | | |
| EMPLOYMENT DIRECTORATE AT JAM NAGAR HOUSE | | | |
| SH K.S.MEENA , DEX | 066 | 229 | 23386737 |
| PA TO DEX | 065 | 221 | 23386737 |
| DR. RUMAL SINGH, JDX | 174 | 236 | 23382878 |
| SH. R.D.MEENA, DDX | 076 | 224 | 23383641 |
| SH. A.S.KHAN, DDX | 069 | 247 | 23073086 |
| SH. I.K.SHRIVASTAVA, DDX | | | |
| SH. S.K. CHAUHAN, U.S.(EE-III) | 074 | 229 | 23386984 |

| TRAINING DIRECTORATE AT SHRAM SHAKTI BHAWAN | | | |
|--|-----|------|----------------------|
| SH. D. P. SABHARWAL, Dir.(AT). | 521 | 2239 | 23714992 23001239 |
| SH. R.K.CHUGH, DIR. (WT) | 325 | 2358 | 23001358 23320953 |
| P.A. TO DIR. (W.T) | 332 | 2368 | 23001368 23320953 |
| SH. R.L SINGH, DT | 510 | 2275 | 23715137 23001275 |
| SH. M.M. GERA, JDT | 524 | 2264 | 23711642 23001264 |
| SH. HUKAM SINGH, JDT | 524 | 2264 | 23711642 23001264 |

| | | | |
|------------------------------|-----|------|----------------------|
| SH. A.K.GANGULI, DT(Project) | 516 | 2235 | 23731235 23001235 |
| SH. R.P.DHINGRA, DDT | 618 | 2404 | 23001404 23710703 |
| SH. ASHWANI AGGARWAL, DDT | 516 | 2283 | 23001283 23766337 |
| SH.S.C.SHARMA, DDT | 326 | 2374 | 23001374 |
| SMT. SWATI SETHI, DDT | 516 | 2234 | 23001234 |
| SMT. UPMA BHATIA, JDT | 331 | 2366 | 23001366 23720792 |
| SH. ISHWAR SINGH, DDT | 601 | 2406 | 23001406 23710703 |
| SH. ANIL GROVER, DDT | 329 | 2356 | 23711202 23001356 |
| SMT. ANITA SHRIVASTAVA, DDT | 515 | 2274 | 23001274 |
| SH. M.C.SHARMA, DDT | 331 | 2366 | 23720792 23001366 |
| SH. M.C.KARDAM, DDT | 329 | 2356 | 23720792 23001356 |
| SH. A.K. VERMA, DDT | 516 | 2234 | 23001234 |
| SH. S.N.S. RAHI, DDT | 326 | 2373 | 23001373 23353575 |

NB: For further details, Telephone List issued by ADM-III Section may please be referred.

**SUBORDINATE OFFICES OF
EMPLOYMENT DIRECTORATE**

(a) Coaching Cum Guidance Centre for SC/STs (CGC)

| Sl.No. | Address of the Centre | Telephone |
|---------------|---|--|
| 1. | Sub- Regional Employment Officer Coaching Cum Guidance Centre for SC/STs Skulpuikwn, Aizwal – 796001 | C/o Director of Employment, Govt. of Mizoram, Aizwal 0272-22734 |
| 2. | Sub- Regional Employment Officer Coaching Cum Guidance Centre for SC/STs 1 st Floor, ITI Campus, Dairy Circle Bangalore – 560029 (Karnataka) | 080-26636192 Fax / Ph. 080-22722225 |
| 3. | Sub- Regional Employment Officer Coaching Cum Guidance Centre for SC/STs Salt Lake, Purta Bhawan, Room No. 15, Kolkata-700091 | 033-23372003 |
| 4. | Sub- Regional Employment Officer Coaching Cum Guidance Centre for SC/STs Rehabari, (Old ITI Campus) Guwahati-781008 | 0361-2521351 |
| 5. | Sub-Regional Employment Officer (I/C) Coaching Cum Guidance Centre for SC/STs V.R.C. Building, 9-10-11, Main Vikas Marg Extension, (Near Shakti Mukund Hospital) Karkardooma, Delhi – 110092 | 22372705 |
| 6. | Sub- Regional Employment Officer Coaching Cum Guidance Centre for SC/STs ATI Campus, Vidyanagar, Hyderabad – 500007 (Andhra Pradesh) | 040-27408555 telefax |

| | | |
|-----|---|---|
| 7. | Sub- Regional Employment Officer Coaching Cum Guidance Centre for SC/STs Tamil Nadu Slum Clearance Board Building 3 rd Floor, 140/56, Kuil Thottam Santhome High Road Chennai – 600004 (Tamil Nadu) | 044-24615112 |
| 8. | Sub- Regional Employment Officer Coaching Cum Guidance Centre for SC/STs TC-II/2396 (i), Pattom, Thiruvananthapuram – 695004 (Kerala). | 0471-2448302 |
| 9. | Sub- Regional Employment Officer Coaching Cum Guidance Centre for SC/STs Employment Exchange Complex, Lamphelpet, Imphal –795001 (Manipur) | (0385) 2414337 |
| 10. | Sub- Regional Employment Officer Coaching Cum Guidance Centre for SC/STs 34-D/C, Gandhi Nagar Jammu – 180004. (J&K) | 0191-2455521 |
| 11. | Sub- Regional Employment Officer Coaching Cum Guidance Centre for SC/STs District Administrative Complex, 1 st floor, Room No. 124 Jalandhar City – 144001(Punjab) | C/o Director of Employment, Punjab Chandigarh 0172-544847 0181-2232839 |
| 12. | Sub- Regional Employment Officer Coaching Cum Guidance Centre for SC/STs Door No.2, Barrack No.4, Unit – 5 Bhubaneshwar – 751001 (Orissa) | 0674 – 2392216 |

| | | |
|-----|--|---|
| 13 | Sub- Regional Employment Officer Coaching Cum Guidance Centre for SC/STs Regional Employment Office Building National Highway – 39 Near NST Suraya Derie Colony Kohima – 797001 (Nagaland) | C/O Directorate of Employment & Craftsman Training, Nagaland -03866-2387 Regional Employment Office- 2241373 |
| 14. | Sub- Regional Employment Officer Coaching Cum Guidance Centre for SC/STs Employment Exchange Campus G.T.Road, Kanpur – 208002 (Uttar Pradesh) | 0512-2217445 |
| 15. | Sub- Regional Employment Officer Coaching Cum Guidance Centre for SC/STs Jabalpur Development Authority Complex, Block No. -2, IInd Floor, Madam Mahal Chowk Jabalpur – 482002 (Madhya Pradesh) | 0761-2423987 |
| 16. | Sub- Regional Employment Officer (I/C) Coaching Cum Guidance Centre for SC/STs Employment Exchange Building, Room No. 7, Jalebi Chowk, Jaipur – 302002 (Rajasthan) | 0141 –2618775 |
| 17. | Sub- Regional Employment Officer Coaching Cum Guidance Centre for SC/STs Room No.106-107, AVTS Building, I.T.I Campus, Majura Gate, Surat – 395002 (Gujarat) | 0261 – 2654699 |
| 18. | Sub- Regional Employment Officer Coaching Cum Guidance Centre for SC/STs Bharat Market Complex, 1 st Floor, Gali No. 6, Jawahar Nagar, Hissar – 125001 (Haryana) | 01662 – 235928 |

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|--|---|---------------------|
| 19. | Sub- Regional Employment Officer Coaching Cum Guidance Centre for SC/STs Plot No. 194, Mishra Bhawan, Dharampet Extension, Cement Road, Nagpur – 440010 (Maharashtra) | 0712-2521468 |
| 20. | Sub- Regional Employment Officer Coaching Cum Guidance Centre for SC/STs Regional Employment Exchange Building, Mandi – 175002 (Himachal Pradesh) | 01905-235522 |
| 21. | Sub- Regional Employment Officer (I/C) Coaching Cum Guidance Centre for SC/STs H-Block, 1 st Floor, Jawan Bhawan cum Sainik Bazar Main Road, Ranchi – 834001 (Jharkhand) | 0651-2330482 |
| 22. | Sh. J.L.Shastri (Addl. Chg. Psy., VRC, Guwahati) Sub- Regional Employment Officer(I/C) Coaching Cum Guidance Centre for SC/STs C/o Employment Exchange Building, Jaintia Hills, Jowai (Meghalaya) | 03652-2063 |
| (b)Vocational Rehabilitation Centre for Handicapped | | |
| 23 | Deputy Director (Rehabilitation), Vocational Rehabilitation Centre for Handicapped, No.22/1, Houser Road, Bangalore – 560029 (Karnataka) | 080-26564995 |
| 24 | Assistant Director (Rehabilitation), Vocational Rehabilitation Centre for Handicapped, 38, Badan Roy Lane, Baliaghata, Kolkata- 700010(W.B) | 033-23508146 |
| 25 | Deputy Director (Rehabilitation), Vocational Rehabilitation Centre for Handicapped, CTI Campus, Guindy, Chennai – 600032 (T.N.). | 044-22341534 |
| 26 | Deputy Director (Rehabilitation), Vocational Rehabilitation Centre for Handicapped, ATI Campus, Vidya Nagar, Hyderabad-500007 (A.P) | 040-76124381 |

| | | |
|----|--|-----------------------|
| 27 | Assistant Director (Rehabilitation), Vocational Rehabilitation Centre for Handicapped, Rehabari, Guwahati – 781008 (Assam) | 0361-2543776 |
| 28 | Deputy Director (Rehabilitation), Vocational Rehabilitation Centre for Handicapped, Nalanchira, Thiruvananthapuram – 695015 (Kerala) | 0471-2531175. |
| 29 | Assistant Director (Rehabilitation), Vocational Rehabilitation Centre for Handicapped, S.I.R.D. Campus, Unit-VIII. Bhubaneswar- 751012 (Orissa) | 0674-2560375 |
| 30 | Assistant Director (Rehabilitation), Vocational Rehabilitation Centre for Handicapped, Abhyanagar, Agartala – 799005 (Tripura – West) | 0381-2325632 |
| 31 | Assistant Director (Rehabilitation), Vocational Rehabilitation Centre for Handicapped, ATI Campus, Gill Road, Ludhiana-141003 (Punjab) | 0161-2490883 |
| 32 | Assistant Director (Rehabilitation), Vocational Rehabilitation Centre for Handicapped, Dana Godan, Naipiar Town, Jabalpur –482001 (M.P.) | 0761-2405581 |
| 33 | Deputy Director (Rehabilitation), Vocational Rehabilitation Centre for Handicapped, ITI Campus, Kuber Nagar, Ahmedabad – 382340 (Gujarat) | 079-22811629 |
| 34 | Deputy Director (Rehabilitation), Vocational Rehabilitation Centre for Handicapped, ATI Campus, V.N. East Marg, Sion, Mumbai – 400022 (Maharashtra) | 022-25221707 |
| 35 | Assistant Director (Rehabilitation), Vocational Rehabilitation Centre for Handicapped, ATI Campus, Udyog Nagar, Kanpur –208022 (U.P.) | 0512 - 2296005 |

| | | |
|----|--|--|
| 36 | Assistant Director (Rehabilitation), Vocational Rehabilitation Centre for Handicapped (for Women), After Care Hostel Building, Pension Pura, Vadodara – 390002 (Gujarat) | 0265-2782857 |
| 37 | Assistant Director (Rehabilitation), Vocational Rehabilitation Centre for Handicapped, A-84, Gandhi Vihar, (Police Colony), Anisabad, PATNA- 800002. (Bihar) | 0612-2220342 |
| 38 | Assistant Director (Rehabilitation), Vocational Rehabilitation Centre for Handicapped, 4-Sa-23, Surya Path, Javahar Nagar, Jaipur – 302004 (Rajasthan) | 0141-2652232 |
| 39 | Assistant Director (Rehabilitation), Vocational Rehabilitation Centre for Handicapped, Plot No.9,10,11, Karkardooma, Delhi-110092 | 011-22372704 |
| 40 | Deputy Director (Rehabilitation), Vocational Rehabilitation Centre for Handicapped, C/o District Employment Exchange, Main Bazar, Una -174303 (Himachal Pradesh) | 01975-202222 |
| 41 | Deputy Director (Rehabilitation), Vocational Rehabilitation Centre for Handicapped, Near Port office, Pondicherry – 605001 | 0413-2225270 |
| 42 | Deputy Director (Rehabilitation), Vocational Rehabilitation Centre for Handicapped, K.G.Polytechnic Campus, P.O. Jawahar Nagar, Gogji Bagh, Near Jawahar Tunnel, Srinagar –190008 (J&K) | 0194-2310658 |
| 43 | Director, Central Institute for Research Training in Employment Service (CIRTES), First floor, Employment Exchange Building, Pusa, New Delhi – 110 012. | 011-25841256 011-25842326 |

SUBORDINATE OFFICES
OF TRAINING DIRECTORATE

| Sl. No. | Address of the Centre | Telephone No. |
|----------------|--|--|
| 1. | The Director, Advanced Training Institute, Gill Road, Ludhiana – 141003 (Punjab) | 0161-2490187 |
| 2 | The Director, Advanced Training Institute, Vidyanagar, Hyderabad – 500007 (Andhra Pradesh)) | 040-27428058 |
| 3. | The Director, Advanced Training Institute, Udyog Nagar, Kanpur – 208022 (Uttar Pradesh) | 0512-2296273 |
| 4. | The Director, Advanced Training Institute, V.N.Purav Marg, Sion, Mumbai – 400022 (Maharashtra) | 022-25221560 -25274034 |
| 5. | The Director, Advanced Training Institute, (Kolkata) Dasnagar, Howrah – 711105 (West Bengal) | 033-26531225 033-26531257 |
| 6. | The Director, Advanced Training Institute, CTI Campus, Guindy, Chennai-600032 (Tamil Nadu) | 044-22341460 |
| 7. | Director ATI-EPI Ramanthapur, Hyderabad – 500013 (Andhra Pradesh) | 040-27038982 -27037266 |

| | | |
|--------------|---|------------------------------------|
| 8. | Director ATI-EPI Green Park, Niranjanpur, Dehradun – 248171 (Uttanchal) | 0135-2629310 -2723804 |
| 9. | Apex Hi Tech Institute FTI, Campus, Tumkur Road Bangalore – 560022 (Karnataka) | 080-23378335 - 23379178 |
| 10. | The Principal Central Training Institute for Instructors Guindy, Chennai – 600032 (Tamilnadu) | 044-22335437 - 22341593 |
| 11. | National Instructional Media Institute CTI, Campus, Guindy Industrial Estate Chennai- 600032 (Tamil Nadu) | 044-22345257 - 22345256 |
| 12. | Foreman Training Institute, Government Polytechnic Building, Adityapur, Jamshedpur – 831009 (Jharkhand) | 0657-2383470 2383461 |
| 13. | Foreman Training Institute, Tumkur Road, Bangalore – 560022 (Karnataka) | 080-23571335 |
| 14. | Central Staff Training & Research Institute, EN Block, Sector-5, Salt Lake, Kolkata – 700091 (West Bengal) | 033-23671005 -23673603 |
| RDATs | | |
| 15. | The Regional Director, Regional Directorate of Apprenticeship Training (North Region), Udyog Nagar, Kanpur – 208022. (Uttar Pradesh) | 0512-2296088 |
| 16. | The Regional Director, Regional Directorate of Apprenticeship Training (South Region), Guindy, Chennai – 600032. (Tamilnadu) | 044-22343191 |

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| 17. | The Regional Director, Regional Directorate of Apprenticeship Training M.S.O. Building, E – Wing, First Floor, D.F-Block, Sector-1, (CGO Complex) Salt Lake, Kolkata-700064 (West Bengal) | 033-23210331 033-23340364 |
| 18. | The Regional Director, Regional Directorate of Apprenticeship Training V.N.Purav Marg, Sion, Mumbai-400022. (Maharashtra) | 022-25222519 |
| 19. | The Regional Director, Regional Directorate of Apprenticeship Training ATI-EPI Campus, Ramanthapur, Hyderabad – 500013 (Andhra Pradesh) | 040-27038264 |
| 20. | The Regional Director, Regional Directorate of Apprenticeship Training 3 rd floor, A-Wing, New CGO Building, NH-IV, Faridabad – 121001 (Haryana) | 95129-2413890 |
| NVTI & RVTIs | | |
| 21. | The Principal National Vocational Training Institute for Women D-1, Sector –1, NOIDA-201301 Dist. Gautam Buddha Nagar (Uttar Pradesh) | 0120-2523303 -2535266 From Delhi instead of 0120 dial 95120. |
| 22. | The Principal Regional Vocational Training Institute for Women Kashinathdhuru Marg, Dadar (W), Mumbai – 400028 (Maharashtra) | 022-24223962 |
| 23. | The Principal Regional Vocational Training Institute for Women Hosur Road, Bangalore – 560029 (Karnataka) | 080-26561955 - 26566348 |

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| 24. | The Principal Regional Vocational Training Institute for Women Kazhakuttom, Thiruvananthapuram – 695582 (Kerala) | 0471-2418391 |
| 25. | The Principal Regional Vocational Training Institute for Women 6, New Katra Road, Allahabad – 211002 (Uttar Pradesh) | 0532-2640783 |
| 26. | The Principal Regional Vocational Training Institute for Women Block CP-16, Sector-V, Salt Lake City, Kolkata – 700091 (West Bengal) | 033-23673673 |
| 27. | The Principal Regional Vocational Training Institute for Women Thandi Sarak, Hissar – 125001 (Haryana) | 01662-225840 |
| 28. | The Principal Regional Vocational Training Institute for Women Dakopgre, West Garo Hills, Tura – 794101 (Meghalaya) | 03651-232393 |
| 29. | The Principal Regional Vocational Training Institute for Women ITI Campus, Nand Nagar, Indore – 452011 (Madhya Pradesh) | 0731-2550105 |
| 30. | The Principal Regional Vocational Training Institute for Women B.T.C, Building, ITI Campus, Tarasali, Vadodara-390009 (Gujarat) | 0265-2642678 |

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| 31. | The Principal Regional Vocational Training Institute for Women Jhalana Doongri, Jhalana Institutional Area, Jaipur-302004 (Rajasthan) | 0141-2702430 |
| MITIs | | |
| 32. | The Principal Model Industrial Training Institute Choudwar – 754025 Dist. Cuttak (Orissa) | 0671-26922317 |
| 33. | The Principal Model Industrial Training Institute Nainital Road, Kathgodam P.O., Haldwani – 263126 Dist. Nainital (Uttranchal) | 05946-221035 |
| 34. | The Principal Model Industrial Training Institute Govindapuram, Calicut – 673016 (Kerala) | 096-2742500 |
| 35. | The Principal Model Industrial Training Institute ITI Campus, Jodhpur (Rajasthan) – 342003 | 0291-2740798 |