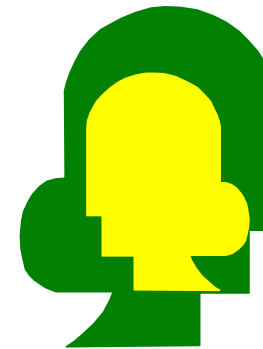


GOVERNMENT OF INDIA
MINISTRY OF LABOUR
DIRECTORATE OF EMPLOYMENT & TRAINING



WOMEN OCCUPATION TRAINING

Regional Vocational Training Institute for Women
Dakopgre, Near TV Tower, Araimile Post, Tura
West Garo Hills – Meghalaya – 794 101.

☎ 03651 – 232393.

Introduction

2

After independence Government of India thought of giving vocational training to cater to the needs of growing industry. The work of imparting training was given to ministry of Labor government of India. Department was started functioning under ministry of labor by name **Directorate General of Employment and Training (DGE&T)**. Similar departments were opened under state government Labor ministry, they are named as **Directorate of Employment and Training (DET)**. Some State governments called them as **Directorate of Employment and Craftsman Training (DECT)**. DGE&T identified the areas in which skill training is required. And named the courses and framed the syllabus in consultation with National Council for Vocational Training (NCVT). Accordingly State directorates DET / DECT started conducting training courses in training institutes called as Industrial Training Institutes (ITI). Thus various ITI's started giving skill trainings to youths to cater to the needs of near by industries.

To train the trainers of ITI's, DGE&T opened training institutes called as **Craftsman Training Institutes (CTI)**. Later on as the skill required in industry is increased DGE&T opened some more institutes called as **Advanced Training Institutes (ATI)**. Accordingly trainers trained in CTI's were asked to get retrained in ATI's; to update their skills. All these trainings were running as co-education. Most of the trainees at ITI's were men's. By looking into this Swedish government came forward to impart training to women's in certain skill areas where they are most suitable. And they have given funds through Swedish International Development Fund (SIDA) to government of India. Accordingly government of India transferred the funds to labor ministry. Thus since 1977 another department started functioning under DGE&T called as **Women Occupation (WO)**. During 1977, 3 women's institutes started functioning, one at New Delhi called as **National Vocational Training Institute (NVTI)**, this is an apex institute. Other two

15

Application for Short – Term course

Candidates
Photograph

1) Name of the course:-

2) Candidates full name In block letters:-

Miss/Mrs.....

3) Nationality:-

4) Complete postal address for correspondence:-
C/o:-

House No:- _____ Street No / Land mark _____

Locality / Area:- _____ Post Office:- _____

Taluka:- _____ Dist:- _____

State:- _____ Pin Code:- _____

5) Telephone number if available:- _____

6) Date of birth :- - - . Age:- _____ years.

7) Qualifying examination passed:- _____

8) Year of passing:- _____.

9) Hostel accommodation: - Required:/ Not required.

Candidates Signature
with date.

Format of Application form for Advanced course

1. Application for admission in the trade:.....
2. Name in Block letters:.....
3. Father/Mother/Husband's name:.....
4. Postal Address:.....
.....
State.....Pin:.....Ph.No.....
5. Date of birth (in Christian Era):.....
6. Marital Status (Single or Married):.....
7. Nationality:.....
8. a) Weather SC/ST/OBC:.....
b) Mention the category in case of wards of Defence Personal:
i) Children of deceased/disabled Ex-service man including those killed/disabled during peace time.:.....
ii) Children of Ex-serviceman:.....
iii) Children of serving Jawans:.....
iv) children of serving officer:.....
v) Ex-serviceman:.....
9. Indian postal order No.(if not by cash):.....
10. Qualifications.
a) Academic.

Passport
size
photograph

Examination passed	Board / University.	Year	Subjects	Division & % of marks.

b) Technical (ITI / Diploma).

Examination passed	Examination Body.	Year & Duration.	Subjects	Percentage of marks.

Note :Please attach attested copies of certificates/ marks sheet of all examinations passed as mentioned above & one self addressed envelope of size 10cm. X 23 cm. with the application form and also deposit Cash / Indian postal order. Incomplete application which has not accompanied with the with the attested copies of the relevant testimonial/ Certificate/ Marks Sheets and Cash or postal order will be rejected.

Date: signature of the applicant.
----- Cut hear -----

ACKNOWLEDGEMENT
(name and trade to be filled by candidate)

Received Application Form from Miss/Mrs. :

For the trade of Along with Cash / Indian Postal Order of Rs. 75-00
(Seventy Five only).

Date :
Principal
RVTI Tura.

institutes at Mumbai and Bangalore, were called as **Regional Vocation Training Institute for Women (RVTI(W))**. Today 10 regional institutes are functioning at various states and some more may come up in near future.

Women's Vocational Training Program

Women's vocational training program is meant for women of any age, they must simply know to read and do certain calculations. **Women Occupation Training (WOT)** programs are classified in to 4 categories, **Basic Training, Advanced Training, Post Advance Training and Short-Term Training courses.**

Basic training course is equivalent to ITI training courses. ITI is a co education training system and age limit is 25 years to take up the course. Where as in NVTI and RVTI's no age limit. Certain new courses are introduced exclusively for women's in women occupation; which are not found in ITI's.

After completing basic course women's can take up higher training in respective areas, called as Advanced training course. Advanced training course is also recognized training course and NCVT certificate is awarded on passing final examination.

On completion of advance course; if women likes to go for teaching profession; she can take up post advanced course of 4 months duration; called as **Principals Of Teaching (POT)**. This is also NCVT approved course and on passing NCVT certificate is awarded. On passing POT students can apply for instructors post in state ITI's and RVTI's. those who wants to become self entrepreneur can take up Entrepreneurship Development and Business Services course. This course is conducted only at NVTI.

Short-term training course is meant for one particular skill, duration of such course is in week's (normally 1 to 6 weeks). Women can take up various short-term courses and earn their lively hood during spare time.

The courses conducted at RVTI's depends on manpower required to the local / regional industry. Applicants must be physically fit to take up the course.

NVTI and various RVTI's spread over India.	
Sl.	Address
	Place and Phone number.
1	New Delhi 011-2452 3303 NVTI(W), Sector 1, Near Tanksali, Noida, Uttar Pradesh Pin.- 201 301
2	Tura - 03651-232393 RVTI, Near TV tower, Dakopgre, Tura, West Garo Hills, Meghalaya . Pin. 794 101
3	Kolkatta-033 - 2367 3673 RVTI, CP Block/16, Sector 5, Saltlake City, Kolkatta - West Bengal Pin- 700 091
4	Allahabad 0532-264 0783 RVTI, No.6, New Katra Road, Allahabad - Uttar Pradesh . Pin - 211 002
5	Hissar - 01662 - 22 5840 RVTI, Thandi Sarak, New Subjzi Mandi, Hissar - Haryana . Pin - 125 001.
6	Jaipur - 0141 - 270 2430. RVTI, Jhalana Doongri, Jaipur - Rajasthan . Pin. - 302 0 04.
7	Indore -0731 - 255 0105 RVTI, Nanda Nagar, ITI Campus, indore - Madhya Pradesh . Pin - 452 003
8	Vadodara-0265-264 2678 RVTI, ITI Campus, Tarsali Road, Vadodara - Gujrath . Pin - 390 009
9	Mumbai - 022-2422 3962 RVTI, Kashinath Dhru Marg, Dadar (West), Mumbai - Maharashtra . Pin - 400 028.
10	Bangalore-080-2656 1955 RVTI, Hosur Road, Near Bangalore Dairy, Bangalore - Karnataka . Pin - 560 029
11	TVM - 0471 - 241 8391 RVTI, Near Block office, Kazhakuttom, Thiruvananthapuram Kerala . Pin - 695 582
12	Bhuvaneshawer - RVTI, Proposed.

13

Format of Application form for Basic course

- Application for admission in the trade:.....
- Name in Block letters:Miss/Mrs.....
- Father/Mother/Husband's name:Mr/Mrs.....
- Postal Address:.....
State.....Pin:.....Ph.No.....
- Date of birth (in Christian Era as in School certificate):.....
- Marital Status (Single or Married):.....
- Nationality:.....
- Weather SC/ST/OBC/Physically handicapped/ wards of jawan killed in action/ wards of Defence personnals in service/ Wards of Ex-Servicemen :.....
(Enclose attested copy of certificate as proof)
- Indian postal order No./ by cash:.....Rs. 75-00.
- Qualifications.
Academic / Technical.

Examination passed	Board / University.	Year	Subjects	Division & % of marks in aggregate.
1. 10 th pass.				
2. PUC Pass.				
3. Diploma.				
4. Graduation				

Attach
Passport
size
photograph

Note: Candidates submitting application by hand can pay Rs.75-00 in cash and collect acknowledgement. Please attach attested copies of certificates/marks sheet of all examinations passed as mentioned in Sl. No. 10. Outstation candidates submitting application along with attested copies of certificates/marks sheet by post must also attach Indian postal order for Rs. 75-00 payable to principal RVTI Tura, also attach self addressed stamped envelope for receiving acknowledgement. Institute is not responsible for non receipt of acknowledgement by post. Incomplete applications will be rejected.

Signature of parents/Guardian _____ Signature of the applicant. _____
Date: _____

----- Cut Hear -----
ACKNOWLEDGEMENT

Sl. No. _____ (name and trade to be filled by candidate) Reg. No. _____

Received Application Form from Miss/Mrs. :

For the trade of Along with Cash / Indian Postal Order for Rs.

Date : _____

Principal
RVTI Tura.

necessary items between 5 to 5.30 PM. every day. On Saturday & Sunday they may do general purchase from Tura bazaar between 10 to 5 PM., with permission of hostel in charge. Write down as where you are going and when coming back; in hostel register and inform security person. However institute will not be responsible for any untoward incidences taking place with trainee outside the institute campus. Hostellers are not supposed to call any friends/brothers in the institute campus.

General discipline

Students must not remain absent without any reason, in case of sick or any emergency they must take prior permission in writing or contact class in charge or principal or office staff over phone or write a letter with parents signature requesting for leave. With all type of leave; students must attain 80% of attendance at the time of final examination. **If attendance is less than 80% they are not allowed to appear for final examinations.** If leave is taken frequently or remains absent without informing for more than 3 days their names will be struck off from the roll by giving a short notice over phone or by post. Student or their parents must respond to notices issued to them in case of poor attendance or poor in studies. Parents must meet class in charge at least once in 4 months to understand student performance. This helps in developing positive image of the student.

If any message is to be conveyed to the student over phone it must be during 1 PM to 1-30 PM, i.e. during lunch break or at 5 PM. If there are frequent phone calls during working hours, it will not be entertained. Students are warned not to give phone numbers to their friends.

Students must maintain cleanliness in the class rooms and in the institute campus. They must give respect to all the staff members of the institute.

Extra curricular activities are conducted in the institute, all the students must take part in the extra curricular activities. This helps in developing their positive attitudes and helps in attending interviews boldly.

Various Basic and Advanced courses conducted at NVTI / RVTI's

Basic courses, approved by NCVT

Sl.	Course	Duration
1	Electronic Mechanic. (EM)	2 years
2	Instrument Mechanic. (IM)	2 years
3	Secretarial Practice, English. (SP)	1 year.
4	Secretarial Practice, Hindi. (SP)	1 year
5	Hair & Skin care. (H & Sc)	1 year
6	Dress making. (DM)	1 year
7	Computer Operator & Programming Assistant.(COPA)	1 year
8	Architectural Assistant	2 yrs.
9	Fruit and vegetable preservation.	1 year
10	Needle craft	1 year

Advanced courses approved by NCVT.

Sl.	Course	Duration
1	Electronics.	8 Months
2	Secretarial Practice, English.	8 Months
3	Secretarial Practice, Hindi.	8 Months
4	Dress making	8 Months
5	Beauty Culture & Hair Dressing.	8 Months
6	Embroidery & Needle Craft.	8 Months
7	Architectural Draftsmanship	10 Months.

Post advanced courses

Sl.	Course	Duration
1	Instructor General / POT (NCVT)	4 months.
2	Entrepreneurship Development and Business Services (institute level)	4 Months

RVTI (W) Tura

6

RVTI(W) Tura, is in the state of Meghalaya, NE. It takes 6 to 8 hours to reach Tura from Guahati, Assam. Tura buses stand in Guahati; is near railway gate no 8, next to State Bank of India 5 story building. RVTI Tura is located near TV tower, Dakopgre Tura.

RVTI Tura started in the year 1987 with one basic course; Secretarial Practice. Today we have 4 basic course's, one advance course and various Short-Term courses. Course contents and exit level of trainee is as follows.

A) Basic courses

1) Secretarial Practice. (English).

The objective of this course is to prepare trainee for employment in secretarial position. The brief outline of the course is as follows:

Take dictation @ 80 Words Per Minute in shorthand. Type @ 30 Words Per Minute in english. Type manuscript and simple tabulation. Understand various office procedures. Type business letters, learn to converse in English, improve general knowledge.

2) Computer Operator & Programming Assistant.

The objective of this course is to learn fundamentals of computers, to attain data entry speed, learning frequently used computer software's as follows. Operating systems like; Windows XP, Linux, Unix. Application software like, COBOL, C++ etc. Other packages like, Spred Sheet. Office automation packages, internet applications etc.

3) Hair and Skin care.

The main aim of this course is to impart basic knowledge in makup, hairstyle, general hygine, message etc. so that trainee can work in a beauty parlour. Get a job in Door Darshan and in film industry as makup technician. They learn the following topics.

Personal hygiene. Facials & Makeup techniques. Hair care, hairstyles, hair grooming, hair dressing, hair colouring, eye brow shaping,

course, we will inform to the applicants and start the course.

11

Short – Term course fees and certain conditions.

- 1) Application fees:- Rs.25-00.
- 2) Nominal fee of Rs. 50/- per week is charged.
- 3) For nominees of medium and large industry fee is Rs. 100/- Per week.
- 4) Entire course fee must be paid at the time of admission.
- 5) Institute reserves the right to postpone or cancel the courses.
- 6) Courses are conducted for 4 hours per day between 9 to 5-30.
- 7) Candidates must bring raw materials required for the course.
- 8) Candidates must submit their application on plain paper to the principal giving their bio - data (Refer application format on following pages).

Hostel Accommodation

As on today we have hostel accommodation for limited students. New 50 bed hostel building is under construction. It is located in the campus.

Hostel fees:-

- 1) Service charges. Rs. 10-00 once at the time of admission.
- 2) Caution money deposit:- Rs. 125-00 (refundable).
- 3) Monthly rent :- Rs. 100-00.

For hostel accommodation contact principal, it will be provided if available. Hostel rent has to be paid separately in advance. Hostellers must make their own arrangements to get money every month from their parents. It is advisable to open SB account in State Bank of India in their place and then transfer to Tura SBI evening branch. To send money you may deposit in any of the computer connected SBI branch and send through MT facility. Money reaches in Tura SBI evening branch in no time. You may also send money by Bank draft drawn in your child's name with RVTI address. Send the draft by speed post. Money order takes quite a long time. We have seen lot of problems in receiving money through money order.

Hostellers are not suppose to go outside campus, they have to purchase

When & How to apply for various courses 8

Basic course duration is 1 year (From August to July every Year). Advertisement for courses appears in “**Employment News**” paper and also in local news paper’s “**Assam Tribune**” and “**Shilong Times**”, during May and June every year. Last date for submission of application for the course, date of display of selected candidates list, last date for paying fees/ admission and commencement of classes will be published once in the news paper’s; as mentioned above. Admission to the course is purely on the basis of merit. The four basic courses are as follows.

Sl No	Basic course	Minimum qualification required for admission
1	SP (English)	Pass in PUC under 10+2 scheme, with 50% marks in English. For SC/ST candidates 45% marks in English is must.
2	COPA.	Pass in PUC under 10 + 2 scheme.
3	H & Sc.	10th pass , under 10 + 2 scheme.
4	DM.	10th pass , under 10 + 2 scheme.

Basic course fees structure

- 1) Application and registration fees:- 25 + 50 =Rs.75-00. in cash. If application is sent by post, attach Indian postal order of Rs.75-00 in favor of “**D.D.O. RVTI Tura**”.
- 2) Caution money deposit:- Rs. 250 – 00. (refundable).
- 3) Monthly tuition fees:-Rs.100 – 00,
- 4) Gymkhana fees:- Rs. 100 – 00. (Once payable, during admission).
- 5) No tuition fees for SC / ST candidates.

Details of Advanced course

Dress Making Advanced course duration is 8 months. Session starts from October every year and ends in the month of May next year. As on today we have one advanced course in Dress Making. Advertisement for

applying for the course appears in **Employment News** paper and also in local news paper **Assam Tribune** and **Shilong Times**; in the month of September. and last date is normally at the end of September. List of selected candidates will be put on the institutes notice board. Selection is done purely on the basis of merit of basic course (DM Basic).

Sl.	Advanced course	Minimum qualification required for admission
1	Dress Making advanced.	NCVT Certificate in Cutting and Tailoring or Dress making course, of 1 year duration or 3 years diploma in similar trades awarded by State technical education board.

Advance course fees structure

- 1) Application and registration fees:- 25 + 50 = Rs.75-00. if application is sent by post it should accompany Indian Postal Order for Rs. 75-00. drawn in favour of “**D.D.O. RVTI Tura**”.
- 2) Caution money deposit:- Rs. 350 – 00. (refundable).
- 3) Monthly tuition fees:-Rs.150 – 00,.
- 4) Gymkhana fees:- Rs. 100 – 00. (Once payable, during admission).
- 5) No tuition fees for SC / ST candidates.

Working hours and Holidays

RVTI works between Monday to Friday (5 days week). List of central government closed holidays are put on the notice board. Students must make the note of it. No other holidays are admissible. General working hours for basic and advance courses is as follows.

General working hours between Monday to Friday				
Classes starts at	Tea break	Lunch break	Tea break	Institute closes at
9 AM.	10-30 to 10-45	1 to 1.30 PM	3 to 3-15	5-30 PM.

NOTE:- For any clarification; applicants may contact RVTI / Principal or staff over phone on any working day between 9 to 5.30 PM. (RVTI Tura phone No. 232393. STD, 03651).

Details of Short – Term courses

10

. Following short-term courses are conducted according to the response and institute level certificate is issued on completion of the course.

Sl No	Name of the course.	Duration weeks	Qualification Required.
DRESS MAKING SECTION			
1	Use of sewing machine and maintains.	1	7 th Pass.
2	Simple stitching and garment identification	2	7 th Pass
3	Fundamentals of stitching	4	7 th Pass
4	Garment and fabric decoration.	6	7 th Pass
5	Ladies Indian traditional wear	4	7 th Pass
6	Children's fancy wear	4	7 th Pass
7	Garment designing	4	7 th Pass
8	Computer in dress designing	4	DM basic pass or 10 th pass & course No. 5, 6, 7 & 23 completed
BEAUTICIAN SECTION			
9	Mehandi application	2	7 th Pass
10	Makeup	2	7 th Pass
11	Hair styling	2	7 th Pass
12	Personal grooming	2	7 th Pass
13	Aroma Therapy	4	H&Sc, Basic 1 year course.
14	Electro Therapy	4	H&Sc, Basic 1 year course.
SECRETRIAL PRACTICE SECTION			
15	English speaking course	4	10 th Pass.
16	English Typewriting (basic)	4	10 th Pass
17	English Typing speed practice	4	10 th Pass
18	Office Automation	1	10 th Pass
19	Shorthand Speed Practice	4	SP 1year course pass.
COMPUTER SECTION			
20	Windows – XP.	2	10 th Pass
21	M.S. Office (basic)	2	10 th Pass
22	M.S. Office (Advance)	2	10 th Pass
23	Use of computer at home	4	10 th Pass
24	Linux Operating System	2	10 th Pass

The qualification given is relax able; in case of student having experience/ IQ in the field of training. It will be decided by the staff member conducting the training. Usually Short–Term courses are conducted Between June and September every year. But if response is found the courses can be conducted through out the year. Minimum applicants required for starting course is 8. Hence applicants are requested to apply for the desired course giving phone number for contact. When sufficient applications are received for a particular

manicure and pedicure, Nail care and polish, Mehandi art.& technique of using various cosmetics available in the market. bleaching etc.

4) Dress making:

The objective of this course is to provide basic knowledge in dress making so that; trainee can open her own tailoring shop or get an employment in tailoring / garment industry.

Trainee will learn use of various machines and their maintains. Identification of garment and its application. Taking measurements, cutting patterns, cutting cloths and stitching. Stitching garments for children's, ladies, gents. Understanding method of stitching new fashionable dresses. Understand the defects which occur during stitching garments. Learn basic embroidery.

B) Advanced course in Dress Making

This course is for students who have passed basic course in Dress making or Cutting and Tailoring course conducted by ITI's. the objective of this course is to make the trainee expert in stitching garments. Students learn following topics during course.

Use of industrial machines in dress designing and stitching. Use of computers in pattern cutting and dress designing. In-plant training in garment industry for 1 month. Project work.

C) Short – Term Courses

Short – term courses are for women who don't have time to attend regular classes for 8 hours; for 1 year. But interested in learning and earning their lively hood during spare time. Various courses are designed by looking into the needs of women. No specific qualification is necessary to take short-term course. Women's can visit RVTI and understand training given and take up the course in which they are interested.

List of Basic, Advanced and short-term term courses are given in the following pages, along with its duration and qualifications required.

When & How to apply for various courses 8

Basic course duration is 1 year (From August to July every Year).

Advertisement for the courses appears in “**Employment News**” paper and also in local news paper’s “**Assam Tribune**” and “**Shilong Times**”, during May and June every year. Last date for submission of application for the course, date of display of selected candidates list, last date for paying fees/ admission and commencement of classes will be published once in the news paper’s; as mentioned above. Admission to the course is purely on the basis of merit. The four basic courses are as follows.

Sl No	Basic course	Minimum qualification required for admission
1	SP (English)	Pass in PUC under 10+2 scheme, with 50% marks in English. For SC/ST candidates 45% marks in English is must.
2	COPA.	Pass in PUC under 10 + 2 scheme.
3	H & Sc.	10th pass , under 10 + 2 scheme.
4	DM.	10th pass , under 10 + 2 scheme.

Basic course fees structure

- 6) Application and registration fees:- 25 + 50 =Rs.75-00. in cash. If application is sent by post attach Indian postal order of Rs.75-00 in favour of “**D.D.O. RVTI Tura**”.
- 7) Caution money deposit:- Rs. 250 – 00. (refundable).
- 8) Monthly tuition fees:-Rs.100 – 00,
- 9) Gymkhana fees:- Rs. 100 – 00. (Once payable, during admission).
- 10) No tuition fees for SC / ST candidates.

Details of Advanced course

Dress Making Advanced course duration is 8 months. Session starts from October every year and ends in the month of May next year. As on today we have one advanced course in Dress Making. Advertisement for

applying for the course appears in **Employment News** paper and also in local news paper **Assam Tribune** and **Shilong Times**; in the month of September. and last date is normally at the end of September. List of selected candidates will be put on the institutes notice board. Selection is done purely on the basis of merit of basic course (DM Basic).

Sl.	Advanced course	Minimum qualification required for admission
1	Dress Making advanced.	NCVT Certificate in Cutting and Tailoring or Dress making course, of 1 year duration or 3 years diploma in similar trades awarded by State technical education board.

Advance course fees structure

- 6) Application and registration fees:- 25 + 50 = Rs.75-00. if application is sent by post it should accompany Indian Postal Order for Rs. 75-00. drawn in favour of “**D.D.O. RVTI Tura**”.
- 7) Caution money deposit:- Rs. 350 – 00. (refundable).
- 8) Monthly tuition fees:-Rs.150 – 00,.
- 9) Gymkhana fees:- Rs. 100 – 00. (Once payable, during admission).
- 10) No tuition fees for SC / ST candidates.

Working hours and Holidays

RVTI works between Monday to Friday (5 days week). List of central government closed holidays are put on the notice board. Students must make the note of it. No other holidays are admissible. General working hours for basic and advance courses is as follows.

General working hours between Monday to Friday

Classes starts at	Tea break	Lunch break	Tea break	Institute closes at
9 AM.	10-30 to 10-45	1 to 1.30 PM	3 to 3-15	5-30 PM.

NOTE:- For any clarification; applicants may contact RVTI / Principal or staff over phone on any working day between 9 to 5.30 PM. (RVTI Tura phone No. 232393. STD, 03651).