

**RIGHT TO INFORMATION ACT 2005.**  
**Section 4 (1) (b) I – XVII of Right to Information**

**Materials collected from all section in charge Officer.**

**Prepared by : Shri. S. Keppen, Additional Director, E&CT.**

**Approved by: Director, E&CT**

**Directorate of Employment & Craftsmen Training, Nagaland: Kohima.**  
**R.T.I. Act 2005      Manual I-XVII      Version 1.0**

Section 4(1) (b) (ii) of Right to Information Act, 2005.

**(Particulars of Organization Functions & Duties)**

**Functions and Activities of the Department of Employment & Craftsmen Training, Nagaland, Kohima.**

**I. Introduction:**

The Directorate of Employment & Craftsmen Training is functioning under the Administrative Control of Labour & Employment Department. The Directorate of Employment & Craftsmen Training became a full fledged Directorate in the year 1986 and is headed by Director.

The Department is functioning with two Wings: -

1. Employment Wing.
2. Craftsmen Wing:

**2. NAME AND ADDRESS OF THE ORGANISATION: -**

The Directorate of Employment & Craftsmen Training is located at Industrial Training Institute, Kohima above the New Secretariat Junction. The department has a staff bus which starts from Lerie Colony at 9:00 A.M. everyday and pick-up the staff at every junction in the town and reached the Office at 9:30 A.M.

Directorate of Employment and Craftsmen Training,  
National Highway – 61, Above High School Junction,  
ITI Complex, Nagaland, Kohima.

Phone No- +919436005358  
+919436010569  
+91370-2270313

**OFFICE TIMING:**

1. Winter- 9:00 A.M. – 4:00 P.M.
2. Summer-9:30 A.M. - 4:30 P.M.

### **3. VISION/MISSION- DEPARTMENT OF EMPLOYMENT & CRAFTSMEN TRAINING, NAGALAND, KOHIMA.**

- 1. MISSION** - To maintain total transparency in implementation of all the schemes/projects in the Department and achieve the targets.
- To implement the National Employment Service Policy through the network of Employment Exchanges.
  - To implement the Craftsmen Training scheme as envisaged in Training Manual for ITIs /Centers.
  - To act as facilitator, i.e. to assist the job-seekers in finding gainful employment and to meet the manpower requirement by the employers.
  - To make the youth more employable in the change of scenario.
- 2. VISION**
- To impart training to the youth and transform them into semi skilled/skilled Workers and enhance their employability in industrial sectors.
  - To build a stable and strong work force to meet the manpower requirement in all the areas.
  - To create awareness of self-reliance and dependable in the world of works.
  - To impart training to the youth in apprenticeship scheme and other areas as a part of Capacity Building programme.
  - To coordinate with other Departments and adopt a common approach for the benefit of all.

#### **4.. OBJECTIVE.**

##### ***1. Employment Wing:***

The main function and objective of the Employment Service is to render assistance to the youth through the network of the Employment Exchanges by registering names of applicants and sponsoring them against the vacancies. Further, it provides Vocational Guidance and disseminate job information to job seekers in order to find gainful Employment. Another main activity is to collect Employment Market Information (EMI) both in the Public and Private establishments as per the Employment Exchange Compulsory Notification of Vacancies Act, 1959.

There are 8(eight) Employment Exchanges and two Rural Employment Bureaux functioning under the Directorate covering 10(ten) Districts except Longleng District where no Employment Exchange or Rural Employment Bureau could be established till date. Further, it may be stated that there is one Coaching-cum-Guidance for SC/ST candidate, which is presently attached to Regional Employment Exchange, Kohima. This Coaching-Cum-Guidance Centre is under CSS Scheme under the Ministry of Labour and Employment New Delhi. The main activities of the Employment Exchanges are to implement the (Employment Exchange Compulsory Notification Vacancies) Act, 1959 under National Employment Service.

## **2. Craftsmen Training Wing:**

Under this Wing, there are 8(eight) Industrial Training Institutes functioning in the State. Out of 8(eight) ITI s there is one Women Industrial Training Institute at Dimapur. The Industrial Training Institutes are established to impart skilled oriented technical training to the young students mostly College and School dropouts to enable them for absorption in the Industrial Sector establishments and also to generate self employment.

The objectives of the Craftsmen Training Schemes are: -

- i) To ensure steady flow of skilled workers in different trades of Industries.
- ii) To raise the quality and quantity of Industrial production by systematic training of worker.
- iii) To reduced Unemployment among the Educated Youths by equipping them for suitable Industrial Employment.

## **5. ACTIVITIES AND FUNCTIONS OF BOTH WINGS: -**

1. **EMPLOYMENT WING: -** The functions and objectives are to render assistance to the youth through the network of Employment Exchanges by registering the names of applicants (job seekers) and sponsored them against vacancies notified by Employers under public and private sectors in various organizations. To conduct Occupational Research. Vocational Guidance and collection of Employment Market Information, compilation and analyses and interpretation of Statistical Data in the prescribed manual and furnish such data to the Government of India. Provide and disseminate information to the Public and Private bodies interested in such information. Under the Directorate of Employment, the Employment Exchanges in the Districts enforced the (Employment Exchanges Compulsory Notification of Vacancies Act, 1959.

**Physically Handicapped Cell: -** There is a Cell for physically handicapped attached to the Office of the Regional Employment Exchange, Kohima. So far, there are 1137 applicants on the Live Register in the Employment Exchanges under this category.

**Coaching Cum-Guidance Centre (CGC) For SC/ST: -** This scheme is provided by Ministry of Labour and Employment and is attached to the Office of Regional Employment Officer, Kohima. This Unit is headed by Sub-Regional Employment Officer. The main activities of this centre are to provide Coaching- cum- Interview Guidance to job seekers and also provide information about the job opportunities which are available under public and private sector organizations. It also creates awareness and encourages the job seekers to take up various training facilities which are available with Government or Private Institutions.

### STATISTICAL RETURNS

1. E.S.I (Monthly)	Registration, Placements, Submissions, Live Register, Vacancies Notified etc.
2. E.S.1.2 (Annual)	Vacancies notified filled, cancelled outstanding and number on Live Register by NCO in respect of total Women, SC/ST and OBC.
3. E.S.1.3. (Annual)	Vacancies notified, filled, cancelled and outstanding by sectors.
4. E.S.1.4. (Annual)	Number of applicants on Live Register by age, sex and educational level.
5. E.S.1.6 (Annual)	Vacancies reported by establishments, as unfilled due to shortage of suitable applicants with reasons therefore.
6. E.S.2.1 (half yearly)	Educated applicants (All categories) Women SC/ST and OBC registered, placed and on L.R. by educational level/
7. E.S.2.2. (Annual)	Trade-wise distribution of Ex-ITI trainees and full term apprentices on Live Register and placed by NCO.
8. E.S.2.3. (Half yearly)	Return showing the work done by the employment exchange in respect of minority communities during half year ended.
9. E.S.2.4. (Half yearly)	Work done in respect of Schedule Caste/Schedule Tribe and OBC applicants.
10. E.S.2.5. (Half yearly)	Work done in respect of disabled (Physically Handicapped applicants. Pakistan and repatriates from Burma and Sri Lanka)
11. E.S.2.7. (Half yearly)	Promotion of Self-Employment in Rural & Urban areas
12. E.S.3	VG Information by categories of applicants.
13. C.P-I (Quarterly)	Return for furnishing information regarding vacancies notified for bulletin on job Opportunities in India.

Besides the above records, the section also maintains the Statistical report on the following: -

1. Placement
2. Statistics of ITI
  - (i) Total passed out
  - (ii) Trainees on Roll
  - (iii) ITI & duration of courses.
3. Apprenticeship
  - (i) Ex. ITI
  - (ii) Fresh Apprentices

### DUTIES & FUNCTIONS OF SEMI UNIT

The semi Unit is assigned for compilation and dissemination of ER-I & ER-II reports, ES Series reports and maintenance of Live Register and all other Statistical related reports of the State Department of Employment & Craftsmen Training Nagaland.

A brief duties and functions are given as under: -

#### 1. Employers Register: -

Under this, it is broadly divided into ER-I & ER-II. The former being the numbers of Employees, Male & Female collected quarterly at Present. The latter being the occupation cum educational pattern of Employers collected biennially for the quarter ending 30<sup>th</sup> September of the year. The current system being that the even years are collected for the public sector and odd years for private sector. The same being shown in the Table below: -

**Table-I**

#### NUMBER OF 'ESTABLISHMENT AND EMPLOYMENT IN THE ORGANIZED SECTOR AS ON 30.06.2007.

Sl.No	Sectors	No. of Establishment	Employment as on 30 <sup>th</sup> June, 2007.		
			Male	Female	Total
<b>PUBLIC SECTORS</b>					
1.	Central Government Establishments	45	4085	243	4328
2.	State Government Establishments	697	47941	14060	62001
3.	Central Quasi Govt. Establishments	87	2590	365	2955
4.	State Quasi Govt. Establishments	31	979	277	1256
5.	Local Bodies Government	9	405	117	522
<b>Total: -</b>		<b>869</b>	<b>56000</b>	<b>15062</b>	<b>71062</b>
<b>PRIVATE SECTOR</b>					
1	Act Establishments	54	1145	968	2113
2	Non-Act Establishments	184	1789	868	2657
<b>Total: -</b>		<b>238</b>	<b>2934</b>	<b>1836</b>	<b>4770</b>
<b>Grand Total Public &amp; Private Sector: -</b>		<b>1107</b>	<b>58934</b>	<b>16898</b>	<b>75832</b>

2 Registration and Placement of Job-Seekers: -

The branch collect compiled and disseminate the registration make in various Exchanges in the State and Placement effected there on. The said record is being maintained as under: - (during 2007).

	Male	Female	Total
i. Live Register of General	33337	12926	46263
ii. Live Register of Physically Handicapped	1571	719	2290
iii. Live Register of Self Employment	0404	6895	17299
iv. Placement made in Self-Employment	595	363	958

**Table-II**

**NUMBER OF APPLICANTS REMAINING ON THE LIVE REGISTER OF EMPLOYMENT EXCHANGES AS ON DECEMBER 2007.**

Sl.No.	Categories of applicants	Male	Female	Total
1	2	3	4	5
1.	Post Graduates	523	402	925
2.	Graduates	3963	2455	6418
3.	Pre-University	4469	3230	7699
4.	Matriculate	7413	3747	11160
5.	Below Matric	16668	2919	19587
6.	Degree (Technical)	202	94	296
7.	Diploma Holders	99	79	178
<b>Total: -</b>		<b>33337</b>	<b>12926</b>	<b>46263</b>

**TABLE-III**

**REGISTRATION & PLACEMENT MADE UNDER SELF-EMPLOYMENT DURING THE YEAR 2007.**

Sl.No.	District	Registration			Placement		
		Male	Female	Total	Male	Female	Total
1	Dimapur	1370	1129	2499	Nil	Nil	Nil
2	Kohima/Peren	3750	2053	5803	142	114	256
3	Mokokchung	1609	1100	2709	125	113	238
4	Mon	357	213	570	Nil	Nil	Nil
5	Phek	483	470	953	316	99	415
6	Tuensang/Longleng/Kipheri	261	252	513	Nil	Nil	Nil
7	Wokha	1855	1071	2926	Nil	Nil	Nil
8	Zunheboto	719	607	1326	12	37	49
<b>Total</b>		<b>10404</b>	<b>6895</b>	<b>17299</b>	<b>595</b>	<b>363</b>	<b>958</b>

**TABLE - IV**

**NUMBER OF PHYSICALLY HANDICAPPED APPLICANTS REMAINING ON THE LIVE REGISTER OF EMPLOYMENT EXCHANGES AS ON 31ST DECEMBER 2007**

Sl.No	Educational Qualification	Male	Female	Categories of physically Handicapped applicants				
				Blind	Deaf & Dumb	Orthopedic	Respiratory	Negative Leprosy
1	2	3	4	5	6	7	8	9
1	Graduates and above	17	2	1	-	18	-	-
2	Pre-University	21	3	1	2	21	-	-
3	Matriculates	41	22	3	2	58	-	-
4	Below Matric/illiterate	700	331	98	203	720	10	-
<b>Total</b>		<b>779</b>	<b>358</b>	<b>103</b>	<b>207</b>	<b>817</b>	<b>10</b>	<b>-</b>

**TABLE-V**

**ANNUAL STATISTICAL ACTIVITY OF THE COACHING-CUM-GUIDANCE CENTRE FOR SC/ST, KOHIMA DURING 2006**

Sl.No	Name of activity	No. of applicants				
		SC		ST		
		Male	Female	Male	Female	Total
1	2	3	4	5	6	7
1	Registration guidance of applicants given	-	-	267	162	429
2	Individual Guidance No.of Candidates given	-	-	55	32	87
3	Individual Information No. of Candidates	-	-	98	57	155
4	Pre-submission Interview Guidance	-	-	-	-	-
5	No.of Confidence Building Programme organized	-	-	-	-	-
6	No.of Candidates attended the confidence Building Programme	-	-	-	-	-
7	No. of Old cases Reviewed from the Live register	-	-	37	35	72
8	No. of Career Talk arranged	-	-	-	-	-
9	No.of Candidates attended Career Talk	-	-	-	-	-
10	No. of Pre-Recruitment Training Program organized	-	-	-	-	-
11	No.of Candidates attended the Pre-Recruitment Trg. Program	-	-	-	-	-
12	No. of Candidates trained under Typing & Shorthand	-	-	-	-	-
13	No.of Placement Effected:					
	a Educational	-	-	-	-	-
	b Training	-	-	-	-	-
	c Vocational	-	-	-	-	-
	d Self-Employment	-	-	-	-	-
14	No. of candidates admitted to Coaching/Training w.e.f under Special Coaching Scheme	-	-	-	-	-
15	No. of Candidates attended the class during the month under Special Coaching Scheme.	-	-	-	-	-
<b>Total</b>		-	-	<b>457</b>	<b>286</b>	<b>743</b>

**TABLE -VI**

**NUMBER OF TRAINEES PASSED OUT UNDER THE CRAFTSMEN TRAINING SCHEME DURING 2007-08**

Sl.No.	Name of Trades	ITI, Kohima		WITI, Dimapur		ITI, Mon		ITI, Phek		ITI, Wokha		ITI, Mokokchung		ITI, Zunheboto		Total
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	<b>Group - A (2 yrs.Course)</b>															
1	Draughtsman (Civil)	2	-	-	-	-	-	-	-	-	-	2	-	-	-	4
2	Electrician	12	-	-	-	5	-	-	-	-	-	-	-	8	-	25
3	Electronic Mechanic	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4	Fitter	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1
5	Machinist		-	-	-	-	-	-	-	-	-	-	-	-	-	-
6	Motor Mechanic	7	-	-	-	3	-	1	-	-	-	2	-	-	-	13
7	Radio & TV	6	-	-	-	-	-	-	-	-	-	-	-	-	-	6
8	Surveyor	3	-	-	-	-	-	-	-	-	-	-	-	-	-	3
9	Turner	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10	Wireman	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1
11	IT & ESM.	5	4	-	-	-	-	-	-	-	-	-	-	-	-	9
	<b>Total</b>	<b>37</b>	<b>4</b>	<b>-</b>	<b>-</b>	<b>8</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4</b>	<b>-</b>	<b>8</b>	<b>-</b>	<b>62</b>

**TABLE-VI contd.....**

Sl.No.	Name of Trades	ITI, Kohima		WITI, Dimapur		ITI, Mon		ITI, Phek		ITI, Wokha		ITI, Mokokchung		ITI, Zunheboto		Total
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	<b>Group - B (1 yr.Course)</b>															
1	Carpentry	30	-	-	-	14	-	6	-	6	-	-	-	-	-	56
2	Cutting & Sewing	-	18	-	12	-	16	-	7	-	8	-	-	-	-	61
3	C.O.P.A.	9	5	-	4	-	-	-	-	-	-	-	5	-	-	23
4	Dress Making	-	-	-	-	-	-	-	-	-	-	-	-	-	3	3
5	Diesel Mechanic	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1
6	Hair & Skin Care	-	11	-	6	-	-	-	2	-	-	-	-	-	-	19
7	Knitting	-	31	-	11	-	20	-	-	-	-	-	-	-	-	62
8	Plumber	4	-	-	-	-	-	-	-	-	-	-	-	9	-	13
9	Secretarial Practice	-	-	-	2	-	-	-	-	-	-	-	3	-	-	5
10	Stenography	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11	Welder	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1
	<b>Total</b>	<b>45</b>	<b>65</b>	<b>-</b>	<b>35</b>	<b>14</b>	<b>36</b>	<b>6</b>	<b>9</b>	<b>6</b>	<b>8</b>	<b>-</b>	<b>8</b>	<b>9</b>	<b>3</b>	<b>244</b>
	<b>Grand Total (A &amp; B)</b>	<b>82</b>	<b>69</b>	<b>-</b>	<b>35</b>	<b>22</b>	<b>36</b>	<b>7</b>	<b>9</b>	<b>6</b>	<b>8</b>	<b>4</b>	<b>8</b>	<b>17</b>	<b>3</b>	<b>306</b>

**TABLE -VII**

**NUMBER OF TRAINEES UNDERGOING TRAINING IN ITIs DURING 2007**

Sl.No.	Name of Trades	Duration of course	ITI, Kohima		WITI, Dimapur		ITI, Mon		ITI, Phek		ITI, Wokha		ITI, Mokokchung		ITI, Zunheboto		Total
			M	F	M	F	M	F	M	F	M	F	M	F	M	F	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	<b>Group - A</b>																
1	Draughtsman (Civil) 1st.yr.	2 yrs.	-	-	-	-	-	-	-	-	-	-	13	4	-	-	17
	Draughtsman (Civil) 2nd.yr.	"	12	6	-	-	-	-	-	-	-	-	-	-	-	-	18
2	Electrician 1st.yr.	"	12	1	-	-	-	-	-	-	-	-	-	-	1	-	14
	Electrician 2nd.yr.	"	10	-	-	-	1	-	-	-	-	-	6	-	-	-	17
3	Electronic Mechanic 2nd.yr.	"	-	-	-	-	-	-	-	-	-	-	6	-	-	-	6
4	Fitter -	"	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5	Machinist -	"	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6	Motor Mechanic 1st.yr.	"	13	-	-	-	9	-	-	-	5	-	10	-	-	-	37
	Motor Mechanic 2nd.yr.	"	8	-	-	-	-	-	-	-	-	-	-	-	-	-	8
7	Radio & TV 1st.yr.	"	7	-	-	-	-	-	-	-	-	-	-	-	-	-	7
8	Surveyor 2nd.yr.	"	14	1	-	-	-	-	-	-	-	-	-	-	-	-	15
9	Turner -	"	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10	Wireman 1st.yr.	"	-	-	-	-	-	-	-	-	-	-	-	-	16	-	16
11	IT & ESM. 1st.yr.	"	13	3	-	-	-	-	-	-	-	-	-	-	-	-	16
	IT & ESM. 2nd.yr.	"	-	-	-	-	-	-	-	-	1	8	-	-	-	-	9
	<b>Total</b>	<b>"</b>	<b>89</b>	<b>11</b>	<b>-</b>	<b>-</b>	<b>10</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6</b>	<b>8</b>	<b>35</b>	<b>4</b>	<b>17</b>	<b>-</b>	<b>180</b>

**TABLE-VII contd.....**

**NUMBER OF TRAINEES UNDERGOING TRAINING IN ITIs DURING 2007**

Sl.No.	Name of Trades	Duration of course	ITI, Kohima		WITI, Dimapur		ITI, Mon		ITI, Phek		ITI, Wokha		ITI, Mokokchung		ITI, Zunheboto		Total
			M	F	M	F	M	F	M	F	M	F	M	F			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	<b>Group - B</b>																
1	Carpentry Unit-I&II	"	32	-	-	-	16	-	6	-	16	-	-	-	-	-	70
2	Cutting & Sewing Unit-I&II	"	-	30	-	10	-	17	-	5	-	15	-	-	-	-	77
3	C.O.P.A. Unit-I	"	13	3	-	4	-	-	-	-	-	-	8	4	-	-	32
4	Dress Making Unit-II	"	-	-	-	-	-	-	-	-	-	-	-	-	-	9	9
5	Diesel Mechanic	"	12		-	-	-	-	-	-	-	-	-	-	-		12
6	Hair & Skin Care	"	-	13	-	8	-	-	-	-	-	-	-	-	-	-	21
7	Knitting	"	-	33	-	8	-	17	-	-	-	-	-	-	-	-	58
8	Plumber Unit-I	"	-	-	-	-	-	-	-	-	-	-	-	-	8	-	8
9	Secretarial Practice Unit-II	"	-	-	-	2	-	-	-	-	-	-	5	4	-	-	11
10	Stenography	"	-	-	-	3	-	-	-	-	-	-	-	-	-	-	3
11	Welder	"	6	-	-	-	-	-	-	-	-	-	-	-	-	-	6
	<b>Total</b>	"	<b>63</b>	<b>79</b>	<b>-</b>	<b>35</b>	<b>16</b>	<b>35</b>	<b>6</b>	<b>5</b>	<b>16</b>	<b>15</b>	<b>13</b>	<b>8</b>	<b>8</b>	<b>9</b>	<b>307</b>
	<b>Grand Total(A&amp;B)</b>	"	<b>152</b>	<b>90</b>	<b>-</b>	<b>35</b>	<b>26</b>	<b>34</b>	<b>6</b>	<b>5</b>	<b>22</b>	<b>23</b>	<b>48</b>	<b>12</b>	<b>25</b>	<b>9</b>	<b>487</b>

**2. CRAFTSMEN TRAINING WING (ITI): -**

Under the Craftsmen Training Schemes, the Department imparts training in 22 Trades in 8 ITIs out of which, 15 are engineering and 7 are Non Engineering Trades. The qualification require for undergoing the various courses in ITI varied from trade to trade where minimum qualification as prescribed are Class VIII passed and above under the age group of 14 to 22 years. The duration of training is 1 to 2 years and the session commenced from the month of August every year.

The Trades available in the various ITIs are as under:

**1. ITI, KOHIMA**

Sl.NO.	Trade	Duration
1.	Knitting	1 year
2.	Cutting & Sewing	1 year
3.	Hair & Skin Care	1 year
4.	COPA	1 year
5.	Carpentry	1 year
6.	Plumber	1 year
7.	Welder	1 year
8.	Diesel Mechanic	1 year
9.	Motor Mechanic	2 years
10	IT & ESM	2 years
11.	Electrician	2 years
12	Radio & TV	2 years
13	Draughtsman Civil	2 years
14.	Surveyor	2 years
15.	Fitter	2 years
16.	Turner	2 years
17.	Machinist	2 years

**2. ITI MON**

<b>Sl.NO.</b>	<b>Trade</b>	<b>Duration</b>
1.	Carpentry	1 year
2.	Knitting	1 year
3.	Cutting & Sewing	1 year
4.	Motor Mechanic	2 year
5.	Electrician	2 year
6.	Turner	2 year

**3. W.ITI DIMAPUR**

<b>Sl.NO.</b>	<b>Trade</b>	<b>Duration</b>
1.	Stenography	1 year
2.	Cutting & Sewing	1 year
3.	Knitting	1 year
4.	COPA	1 year
5.	Hair & Skin Care	1 year
6.	Secretarial Practice	1 year
7.	Electronics Mechanic	2 year

**4. ITI MOKOKCHUNG**

<b>Sl.NO.</b>	<b>Trade</b>	<b>Duration</b>
1.	COPA	1 year
2.	Secretarial Practice	1 year
3.	Electronics Mechanic	2 year
4.	Draughtsman	2 year
5.	Motor Mechanic	2 year
6.	Electrician	2 year

**5. ITI PHEK**

<b>Sl.NO.</b>	<b>Trade</b>	<b>Duration</b>
1.	Carpentry	1 year
2.	Plumber	1 year
3.	Hair & Skin Care	1 year
4.	Cutting & Sewing	1 year
5.	Motor Mechanic	2 year
6.	Machinist	2 year

**6. ITI WOKHA**

<b>Sl.NO.</b>	<b>Trade</b>	<b>Duration</b>
1.	Cutting & Sewing	1 year
2.	Carpentry	1 year
3.	Machinist	2 year
4.	Motor Mechanic	2 year
5.	IT & ESM	2 year

**7. ITI TUENSANG**

<b>Sl.NO.</b>	<b>Trade</b>	<b>Duration</b>
1.	Carpentry	1 year
2.	Cutting & Sewing	1 year
3.	Diesel Mechanic	1 year
4.	Electrician	2 year
5.	Motor Mechanic	2 year
6.	Machinist	2 year

## 8. ITI ZUNHEBOTO

Sl.NO.	Trade	Duration
1.	Dress Making	1 year
2.	Plumber	1 year
3.	Electrician	2 year
4.	Wireman	2 year

### Admission:

Every year the Directorate of Employment & Craftsmen Training Nagaland issues advertisement inviting application for admission into ITIs in the month of May/June in the news/ media agencies i.e, local dailies, Doordarshan Kendra Kohima and AIR Kohima for admission to various Trades in ITIs. Selections are made through constituted Selection Board for each Institution merit basis of the admission test conducted. Candidates for post matric are selected pure on merit base on the marks secure by the candidate in the HSLC/HSSLC examination on the minimum qualification prescribed for the respective trades. For under matric trades, candidates are selected on the basis of marks obtained on the written examination conducted for the purpose.

### Eligibility:

Permanent residence of Nagaland is eligible for Admission in to the ITIs of the State. Candidates must be within the age group of 14 to 40 years. Physically Handicapped applicants are allowed to join various training programmes under Craftsmen Training Scheme.

### Stipend:

Selected candidates are awarded stipend of Rs.200/0 P.M during the training period.

### Examination:

The Department conducts All India Trade Test Final under Craftsmen Training Scheme every year in the month of July in each ITIs. Further the Department also conducts ALL India Trade Test Supplementary every year in the month of January/February for the failed candidates to clear their back papers.

**TRAINING UNDER CENTRALLY SPONSORED SCHEME AND MINISTRY OF DONER**

The Department also sponsored educated unemployed youth to the various Central Institutes such as RVTI, NVTI, ATI outside the State under Centrally sponsored scheme and Ministry of DONER.

In this regard, so far 47 candidates have successfully completed the course as follows: -

Sl. No.	Duration of the course	No. of candidates		
		Male	Female	Total
1	2	3	4	5
1.	2005-2006	2	6	8
2.	2006 short term under Ministry of DONER	-	6	6
3.	2006-2007	14	19	33
<b>Total: -</b>		<b>16</b>	<b>31</b>	<b>47</b>

Reservations of seats are with the Ministry and Institutes authority for sponsoring more candidates in the near future.

## **SKILL DEVELOPMENT INITIATIVE:**

### **1. Objective:**

#### **The objectives of the scheme are:**

- I. to provide vocational training to school leavers, existing workers, ITI graduates, etc. to improve their employability by optimally utilizing the infrastructure available in Govt., private institutions and the Industry. Existing skills of the persons can also be tested and certified under this scheme.
- II. To build capacity in the area of development of competency standards, course curricula, learning material and assessment standards in the country.

### **2. Key Features:**

- I. The demands driven short term training courses based on Modular Employable Skills (MES) decided in consultation with Industry to the levels of programmes. Training to be provided by Vocational Training Providers (VTP) in the Government Sectors and Industry establishments, any Institution/Industry may become VTP.
- II. Testing of Skills of trainees, independent assessing bodies which would not be involved and conduct training of the programme to ensure that it is done impartially.  
Under the scheme Director of Employment & Craftsmen Training, Nagaland, Kohima has Registered 4(four) ITIs namely Kohima, Mokokchung, Mon & Wokha as institutions for VTP.

### **Project Output:**

Approximately 2000 persons would be trained or skilled tested and certify over a period of 5(five) years.

**Age of Participants:** The minimum age limit for person to take part is 14 years, but there is no upper age limit.

### **Benefit of the scheme:**

- Better employability & mobility
- Higher productivity, wages and less exploitation.
- Identity, improved Social status & Pride.
- Easier to get loans for Self-Employment.
- Reimbursement of prescribed tuition fee & assessment fees if successfully passes through 3<sup>rd</sup> party assessment.

**For the Employers:**

- Improved quality & Productivity.
- Less downtime.
- Compliance with quality Assurance System like ISO.
- Availability of skills workforce helps in getting export orders.

**For the Society & the Country:**

- \* Reduced Poverty.
- \* Social harmony & Peace.
- \* Higher GDP.

**Admission/Registration of Candidates:**

**The State Government:**

The Department will issue Admission Notice information to leading Newspapers or any other media which will reach out to the largest number of peoples. The Advertisement may contain various information as required under the schemes.

**Training Fees:**

The fee which includes cost of materials, honorarium, etc., will be charges according to Modules and duration of the training with the relaxation of 25% in fees for SC/ST candidates.

**Re-imburement of Training Course:**

Training course at the rate of Rs.15/- per person per hour will be re-imburse to VTP in respect of those successful persons who got training from the VTPs approved by the Director General of Employment & Training (DGE&T).

The above scheme as Centrally Sponsored Scheme (CSS) implemented by Ministry of Labour, Director General of Employment & Training through the Registration of VTP of the State Government.

**Vocational Training Initiative Project (VTIP) with World Bank Assistance Government of India Scheme for Upgradation of ITI into Centers of Excellence (COE).**

**Background:**

Globalization and Technological Advancement have increased the importance of skills and knowledge, production and services, with significance effects on employment. However, the effective use of these Technologies depends largely on the skills that workers possess. What is crucially important for skills and training to be effective for employment is skill and training as a strategies and programmes must be integral part of economic and employment strategies and programmes. Knowing fully well, the importance of skill development, the Government of India has started 2(two) schemes for up gradation of ITI's into Centers of Excellence, 1(one) under World Bank Project Vocational Improvement Project and another under Centrally Sponsored Scheme for up gradation of 1396 ITI's through Interest Free Loan of Rs.2.5 Cores per upgraded ITI. Accordingly, the Director of Employment & Craftsmen Training, Nagaland, Kohima has selected ITI, Kohima under World Bank Assistance in the Trade of Automobile Sector and women ITI, Dimapur under 1396 Schemes (CSS) in the Trade of Apparel Sector.

In both Sectors, training will be provided for producing Multi-Skill Workforce of World Standard.

The highlights of the scheme are introduction of Multi-Skill Course Broad Base Basic Training (BBBT) of 1(one) year duration, follow by Advanced/Specialized Modular Course. Subsequently, adopting Industry-wise cluster approach, Multi-Entry with Multi-Exit provisions under Public-Private-Partnerships in the form of Institute Management Committee (IMC) to ensure greater and active involvement of Industry in all aspects of training.

The Government of Nagaland has already signed Memorandum of Understanding (MoU) with the Government of India under World Bank Project and Memorandum of Agreement (MoA) under 1396. The constitution of State Steering Committee (SSC) and Institute Management Committee (IMC) has already been formed under Public-Private-Partnerships Mode. The training will be commencing from 1<sup>st</sup> August'2009.

### **SCHEME FOR TRAINING OF ITI INSTRUCTORS:**

Instructors are sponsored by the Department to undergo various trainings in CTI, ATI for one Year, 3 months and 2 weeks etc. The training is designed to upgrade their skill of teaching.

### **CONSTITUTION OF NCVT & SCVT:**

1. National Council for Vocational training (NCVT).

In pursuance of the recommendation of the All India Council for Technical Education, the Government of India in the Ministry of Labour Resolution No.RTA-428(5) dated the 22<sup>nd</sup> May, 1951, appointed a committee called the National Trade Certification Investigation Committee with instructions to prepare a scheme for the establishment of an All India Trades Board which would award certificates of proficiency to craftsmen in the various engineering and building trades.

The structure of the National Council for Vocational Training is given below:

- (a) **Name:** The name of the Council shall be “The National Council for Vocational Training”.
  - (b) **Headquarters:** The headquarters of the Council shall be in New Delhi.
  - (c) **Objects:** The Council shall function as a central agency to advise the Government of India in framing the training policy and co-ordinating vocational training throughout India.
2. State Council for Vocational Training (SCVT).

There are State Council corresponding to the National Council to deal all matters relating to vocational training at the level of the State.

**Objectives:** The State Council which is affiliated to the National Council for Vocational Training functions as a state agency to advise the State Government in carrying out the training policy laid down by the National Council and to coordinate the Vocational Training Programme throughout the State.

**ACTIVITIES UNDER APPRENTICESHIP CELL IN THE DIRECTORATE OF EMPLOYMENT & CRAFTSMEN TRAINING, NAGALAND, KOHIMA.**

The Department of Employment & Craftsmen Training enforces the following Acts of Parliament of India under the Indian Constitution.

- (i) The Employment Exchange (Compulsory Notification of Vacancies) Act 1959.
- (ii) The Apprentices Act 1961.

**1.** Under relevant section of the Apprentices Act 1961, there is a provision for Central/State level statutory council as the highest policy making body of the Central/State concerned. Accordingly, the State of Nagaland has constituting the council presently for 3 years terms.

(a) The detail State Apprenticeship Council is given as under: -

- |  |                       |
|--|-----------------------|
| 1. Minister-in-Charge of (L&E)                           | : - Chairman.         |
| 2. Secretary, (L&E)                                      | : - Vice Chairman.    |
| 3. Director of Industries                                | : - Member.           |
| 4. Director, Higher & Technical Education                | : - Member.           |
| 5. General Manager, N.S.T. Dimapur                       | : - Member.           |
| 6. Managing Director NIDC, Dimapur.                      | : - Member.           |
| 7. Managing Director, NSMDC, Kohima.                     | : - Member            |
| 8. Managing Director, NKVIC, Kohima                      | : - Member            |
| 9. Joint Labour Commissioner.                            | : - Member.           |
| 10. Director of Employment & Craftsmen Training, Kohima. | : - Member Secy.      |
| 11. Deputy Director (Training)                           | : - Co-Opted Members. |

(b) Under relevant section of the Apprentices Act, the Department of Employment & Craftsmen Training under Training Wing plays the Advisory part. The under mentioned appointment have been made by the Government, Shri.N.Panger Jamir, Director E&CT, Advisor, Shri.Y.Vandanshan Lotha, Deputy Director E&CT, Deputy Advisor and Shri.K.Wati, Principal, ITI Kohima Assistant Advisor respectively.

The cell at present, is being manned in the Directorate by the Superintendent (Technical) as the Supervising Officer and is assisted by 2 (two) Senior Trade Instructor from the ITI, at present as there is no specific appointments effected against the cell so far.

2. The Act provides for the following: -

(a) Fresh Apprentices: -

Under the Act the Department has so far established 8 (eight) ITIs which include 1(one) ITI exclusively for Women at Dimapur. The said 8 (eight) ITIs are providing training in 23 different Trades.

This fresh Apprentices training as stated above provides one and two years course at the end of which the trainees are to appeared National Trade Test Exam and on qualification they are treated as Semi skilled work force.

(b) Apprenticeship course: -

Under the relevant section of the act, the Apprenticeship courses are being provided to the ex-ITI (ITI passed). The duration of the course varies from 1 year to 2 years. After completion and passing out with flying colours they considered are treated as skilled in the labour market.

(c) There is provision in the said Act for providing Apprenticeship to technical and Engineering Degree holder. However, so far the Department has not taken up the functions at the moment.

(d) The Ministry of Labour, Government of India under DGE&T provides annual quotas for under going fresh Apprentices course out side the State and ex-ITI in central establishment... The whole exercise of the above being channelised through this Department under Apprenticeship cell.

The activity under Apprenticeship was regrettably remained dormant for quite sometime due to man power shortage which has been re-activated for the last 3 years during which time 30 ex-ITI candidates has been trained under Apprenticeship and 15 are on training during the current session and it is expected to sponsor 10 to 14 no. of candidates during the next session. Details as above shown in the table: -

**Seats located, sponsored and passed out during 2005-2006**

Sl.No	Trade	Seats located	Sponsored	Passed
1	2	3	4	5
1	Motor Mechanic	7	7	7
2	Diesel Mechanic	3	1	1
3	Welder	2	2	2
<b>Total: -</b>		<b>10</b>	<b>10</b>	<b>10</b>

**Seats located, sponsored and passed out during 2007**

Sl.No	Trade	Seats located	Sponsored	Passed
1	2	3	4	5
1	Motor Mechanic	5	5	
2	Diesel Mechanic	3	3	
3	Welder	2	2	
4	Carpentry	5	5	
<b>Total: -</b>		<b>15</b>	<b>15</b>	

**Seats located, sponsored and passed out during 2008**

Sl.No	Trade	Seats located	Sponsored	Passed
1	2	3	4	5
1	Motor Mechanic	8	-	
2	Diesel Mechanic	5	-	
3	Welder	5	-	
4	Carpentry	10	-	
<b>Total: -</b>		<b>30</b>	<b>-</b>	

**IMPLEMENTATION OF DONER SCHEME (NLCPR):**

The department of Employment & Craftsmen Training, Nagaland, Kohima has implemented a project under DONER with a total project cost of Rs.219.33 lakhs with the objectives of modernization and upgradation of three existing ITI s at Kohima, Dimapur and Mon. So that the Institutes are in a position to provide skilled craftsmen training qualitatively and quantitatively to meet specific demands of the present and future Industries.

In this regard, the Ministry of DONER has sanctioned a sum of Rs.197.40 lakhs only being the 90% of the project cost amounting to Rs.219.33 lakhs. The remaining 10% loan component of the State share amounting to Rs.21,93,000/- also has been released during the month of March, 2008 and the work has already been completed. Utilization certificate for Rs.197.40 lakhs has been submitted to the Ministry.

The break-up of amount sanctioned and expenditure incurred as on 28.5.08 are as follows:

**(Rs. In lakhs)**

Sl.No	Name of Project	Approved Cost	Total amount released & utilized			Total
			2006-07 (1 <sup>st</sup> Installment	2007-08 (2nd & final Installment	2007-08 (10% loan Component	
1	2	3	4	5	6	7
1	Upgradation and Modernization of 3(three ITI s at Kohima, Dimapur and Mon.	219.33	69.09	128.31	21.93	219.33

APPROVED OUTLAY AND EXPENDITURE IN RESPECT OF CENTRAL PLAN (NLCPR & CSS).

**(Rs. in lakhs)**

Sl. No.	Name of Scheme	Approved Outlay	Amount released and expenditure incurred upto 2007-08	Proposed Outlay during 2008-09.
1	2	3	4	5
1	Upgradation and Modernization Of 3(three) existing ITI s at Kohima, Dimapur and Mon (NLCPR)	219.33	219.33	-
2.	Establishment of 4(four) New ITI s (Phek, Wokha, Mokokchung and Tuensang) and strengthening and Upgradation of 3(three) existing ITI s (Kohima, Dimapur and Mon) (CSS).	1695.01	1743.28	15.73
3.	Technical Assistance Component (CSS).	4.55	4.55	3.00
4.	Vocational Training, Improvement With World Bank (CSS)	250.00	-	250.00
5.	Upgradation of ITI into Centre of Excellence (CSS).	250.00	-	250.00
6.	Skill Development Initiative (SDI) Scheme (CSS).	40.00	-	40.00
Total: -		2458.89	1967.16	558.73

## **6. ORGANIZATIONAL STRUCTURE:**

### **1. State Level**

The Directorate of Employment & Craftsmen Training has become one of the full fledged State Directorate at the State level . There are all together 8 (eight) Employment Exchanges, 2 (two) Employment Bureau and 1 (one) Sub-Regional Employment Office in the Employment Wing and 8 (eight) Industrial Training Institutes (ITI) functioning under the State Directorate.

The Directorate functions under a Director, assisted by one Additional Director, one Joint Director, five Deputy Directors and other 8 (eight ) officers and 60 Ministerial Staff. The main function of the Directorate is general administration and direction of the Department activities.

### **2. District level**

Under Employment Wing: The following establishments are functioning in the Districts: -

1. The Regional Employment Exchange, Kohima.
2. The District Employment Exchange, Wokha.
3. The District Employment Exchange, Mokokchung.
4. The District Employment Exchange, Zunheboto.
5. The District Employment Exchange, Tuensang
6. The District Employment Exchange, Mon.
7. The District Employment Exchange, Phek.
8. The District Employment Exchange, Dimapur.
9. The Rural Employment Bureau, Kipheri.
10. The Rural Employment Bureau, Peren.
11. The Sub-Regional Employment Officer under (CSS) attached to R.E.Ex Kohima.

Under Craftsmen Training Wing

1. ITI Kohima
2. ITI Mon
3. ITI Dimapur
4. ITI, Wokha
5. ITI Mokokchung
6. ITI Tuensang
7. ITI Phek
8. ITI Zunheboto