

**GOVERNMENT OF ASSAM**  
**SKILL, EMPLOYMENT & ENTREPRENEURSHIP DEPARTMENT**  
**DIRECTORATE OF EMPLOYMENT AND CRAFTSMEN TRAINING, ASSAM**  
**REHABARI :: GUWAHATI-8**

**NOTIFICATION**

**ADMISSION INTO GOVT. ITIs OF ASSAM FOR THE SESSION JULY 2019**

**ONLINE** applications for admission into the Govt. ITIs of Assam for NCVT / CoE trades, SCVT trades, SCVT under IMC (SCVT trades run by IMC in some ITIs ) under Craftsmen Training Scheme for the session commencing from July 2019 are invited **from the intending candidates & who are Permanent Residents of Assam.**

The passed out candidates from NCVT trades, will be issued NCVT certificates & from SCVT trades, will be issued SCVT certificates.

To participate in the e - counseling the candidate shall fill all his particulars on the counseling website [www.itiassam.nic.in](http://www.itiassam.nic.in)

The age of candidates for admission must not be below **14 years as on 1<sup>st</sup> July 2019**. The details of trades' available, duration of courses, minimum entry qualifications, etc. are given below.

**Registration of candidates will be commenced from 30<sup>th</sup> May 2019.**

**After registration, all the candidates will have to report at their nearest Govt. ITI alongwith their all original documents, certificates etc. within the scheduled date & time, for verification of their registration particulars.**

**The online e - counseling schedule is as below:**

Sl. No.	Event	Date
1	Registration of candidates & Printing of Registration details by candidates	30 <sup>th</sup> May 2019 to 5PM of 14 <sup>th</sup> June 2019
2	Verification of particulars of candidates by the Govt. ITI	30 <sup>th</sup> May 2019 to 15 <sup>th</sup> June 2019 (On all working days during office hours)
3	Rank Generation of candidates & viewing Rank by candidates in their page of Registration details	24 <sup>th</sup> June 2019
4	Filling choices by the candidates after verification of particulars by the Govt. ITI for <b>1<sup>st</sup> e counseling</b>	25 <sup>th</sup> June 2019 to 28 <sup>th</sup> June 2019
5	Allotment of seats	04 <sup>th</sup> July 2019
6	Printing of allotment letter by candidates and Admission by the candidates by producing allotment letter to concerned ITI & deposit of fees	05 <sup>th</sup> July 2019 to 06 <sup>th</sup> July 2019 & 08 <sup>th</sup> July 2019
7	Filling choices by the candidates whose particulars are already verified by the Govt. ITI for <b>2<sup>nd</sup> e counseling</b>	09 <sup>th</sup> July 2019 to 11 <sup>th</sup> July 2019
8	Allotment of seats	16 <sup>th</sup> July 2019
9	Printing of allotment letter by candidates Admission by the candidates by producing allotment letter to concerned ITI & deposit of fees	17 <sup>th</sup> July 2019 to 19 <sup>th</sup> July 2019
10	Filling choices by the candidates whose particulars are already verified by the Govt. ITI for <b>3<sup>rd</sup> e counseling</b>	20 <sup>th</sup> July 2019 to 22 <sup>nd</sup> July 2019
11	Allotment of seats	25 <sup>th</sup> July 2019
12	Printing of allotment letter by candidates and Admission by the candidates by producing allotment letter to concerned ITI & deposit of fees	26 <sup>th</sup> July 2019 & 29 <sup>th</sup> July 2019
13	Filling choices by the candidates whose particulars are already verified by the Govt. ITI for <b>4<sup>th</sup> e counseling</b>	30 <sup>th</sup> July 2019 to 01 <sup>st</sup> August 2019
14	Allotment of seats	05 <sup>th</sup> August 2019

15	Printing of allotment letter by candidates Admission by the candidates by producing allotment letter to concerned ITI & deposit of fees	06 <sup>th</sup> August 2019 & 08 <sup>th</sup> August 2019
16	Filling choices by the candidates whose particulars are already verified by the Govt. ITI for <b>5<sup>th</sup> e-counseling</b>	09 <sup>th</sup> August 2019 to 13 <sup>th</sup> August 2019
17	Allotment of seats	19 <sup>th</sup> August 2019
18	Printing of allotment letter by candidates Admission by the candidates by producing allotment letter to concerned ITI & deposit of fees	21 <sup>st</sup> August 2019 to 23 <sup>rd</sup> August 2019
19	Filling choices by the candidates whose particulars are already verified by the Govt. ITI for <b>6<sup>th</sup> e-counseling (SCVT under IMC seats)</b>	24 <sup>th</sup> August 2019 to 27 <sup>th</sup> August 2019
20	Allotment of seats	30 <sup>th</sup> August 2019
21	Printing of allotment letter by candidates and Admission by the candidates by producing allotment letter to concerned ITI & deposit of fees	31 <sup>st</sup> August 2019 & 2 <sup>nd</sup> September 19 & 03 <sup>rd</sup> September 2019
22	Allotment of seats 2 <sup>nd</sup> allotment of 6 <sup>th</sup> e-counseling	05 <sup>th</sup> September 2019
23	Printing of allotment letter by candidates and Admission by the candidates by producing allotment letter to concerned ITI & deposit of fees	06 <sup>th</sup> September 2019 to 07 <sup>th</sup> September 2019

**Seats reserved for different categories are as follows:-**

Sl. No.	Caste/Community	% of seats reserved in ITI's situated in the ITI's		
		General Areas	Tribal Areas	Hills Areas Sub- Plan
1	Schedule Caste	7%	7%	7%
2	Schedule Tribes(H)	5%	5%	18%
3	Schedule Tribes(P)	10%	23%	10%
4	Ex-Tea Garden	<b>2 seats each in each trade</b>		
5	OBC including MOBC	15%	15%	15%
6	Physically Handicapped (Dibyang)	4%	4%	4%
7	Economically Weaker Sections (EWSs) (Persons who are not covered by the existing scheme of reservations)	10%	10%	10%

In case all the seats reserved for EWSs are not filled up due to shortage of eligible candidates, the balance seats would be filled up from the candidates of unreserved category.

**30% seats** for women candidates shall be given preference in each ITIs. If the seats are not utilized fully, the same could be filled up by male candidates in the co-education ITIs.

**The candidates must be physically fit to undergo rigorous training and have to undergo medical check-up at the time of admission on payment of prescribed fees.**

**Physically Handicapped (Divyang) candidates will also be considered for admission on production of trade suitability certificate issued from the National Career Service Centre for Differently Aabled, at ITI Guwahati, campus, Gopinath Nagar, Guwahati- 16, at the time of verification of their registration particulars, at the nearest Govt. ITI.**

**SELECTION PROCEDURE:** Selection of candidates for admission will be made as per following procedure-

1. The candidate may choose the ITI as well as the courses from the course matrix table given in the website.
  - a. The seats will be allocated on merit, based on the basis of marks obtained by the candidate in the entry qualification examination & following reservation rules in force.

**The Physically Handicapped (Dibyang) candidates** will be considered only on production of trade suitability certificate issued from **the National Career Service Centre for Differently Aabled, ITI Guwahati campus, Gopinath Nagar, Guwahati-16, & on production of the same, during the time of verification of their registration particulars, at the Govt. ITI.**

**The Economically Weaker Sections (EWSs) candidates** will be considered on **the basis of their Family Income Certificate as EWSs, issued by the Competent Authority, & on production of the same, during the time of verification of their registration particulars at the Govt. ITI.**

- b. **For Post Matric trades-** in case of same percentage of marks obtained by the candidates in **HSLC or equivalent examination with Science & Mathematics**, the marks obtained in **Mathematics** will be considered, in case of similar marks in **Mathematics**, the marks obtained in **English** will be considered, at the time of preparation of merit list. If still the marks obtained by the Candidates are same, then seat will be allotted through randomization by the System.
- c. Similarly for trades with **HSLC pass or equivalent qualification**, in case of similar percentage of marks obtained by the candidates, then the marks obtained in **Mathematics** will be considered, in case of similar marks in **Mathematics** then **English** marks will be considered, at the time of preparation of merit list. If still the marks obtained by the Candidates are same, then seat will be allotted through randomization by the System.

**c. (1). For Under Matric trades-** in case of similar percentage of marks obtained by the candidates, in class VIII examination are same, the marks obtained in **Mathematics** will be considered, in case of similar marks in **Mathematics**, the marks obtained in **English** will be considered, at the time of preparation of merit list. If still the marks obtained by the Candidates are same, then seat will be allotted through randomization by the System.  
**If the seats in Under-Matric Trades remain vacant due to non availability of 8<sup>th</sup> pass Candidates, then from 4<sup>th</sup> Counseling onwards, those vacant seats will be opened for filling up by Post-Matric Candidates.**

- d. In case of Engineering Trades, the candidates must have passed the entry qualification examination with **Mathematics & English**.
- e. In case of Non-Engineering Trades, the candidates must have passed the entry qualification examination with **English**. If still the marks obtained by the Candidates are same, then seat will be allotted through randomization by the System.
- f. **If the candidate selects 8<sup>th</sup> class pass as entry qualification, he has to fill the marks of subjects of 8th class pass only for applying in the under matric trades having 8<sup>th</sup> pass entry qualification.**

**A copy of certificate which is to be obtained in format –I to be downloaded from the website & 8<sup>th</sup> pass mark sheet to be submitted during verification, with other original documents, if he has applied for the trades having 8<sup>th</sup> pass entry qualification.**

- g. **If the candidate selects 10<sup>th</sup> as entry qualification, he has to fill the marks of subjects of 10<sup>th</sup> class(HSLC) pass for applying in Post matric trades & if he also desires to apply for the trades having 8<sup>th</sup> class pass entry qualification then he has also to fill the marks of subjects of 8<sup>th</sup> for applying in under matric trades.**

**A copy of certificate which is to be obtained in format – I to be downloaded from the website & 8<sup>th</sup> pass mark sheet, to be submitted during verification, also for 10<sup>th</sup> pass entry qualification along with HSLC mark sheet , with other original**

documents, if he has applied for both the trades having 8<sup>th</sup> pass entry qualification & 10<sup>th</sup> pass entry qualification trades.

- h. The candidates of CBSE courses are to fill their marks of each subject by converting from CGPA (multiplying by 9.5). No grade is allowed to put in marks table.

**COMMENCEMENT OF SESSION > Regular classes of the newly admitted trainees will commence with effect from 29<sup>th</sup> JULY, 2019.**

**ADMISSION FEES > The fees for admission are as follows : (FOR NCVT & SCVT trades)**

- Tuition fees Rs. 50/- per month : Rs. 600/- (for 1 year)
- Caution Money (Refundable) : Rs. 250/
- Registration fees : Rs. 25/
- Medical Examination, Fees : Rs. 25/
- Trainees Union fees (a) 1 year : Rs. 175/
- (b) 2 years : Rs. 350/
- Hostel service charge : Rs. 50/ (where applicable)
- Hostel Caution Money (Refundable) :Rs. 250/ (do)

**For BPL Candidates, the payment of Tuition fees is waived off, except SCVT under IMC courses.**

**COURSE fee for SCVT under IMC courses (on payment of higher course fee):**

<b>For Non Engineering courses</b>	<b>Rs. 15,000/- per year</b>
<b>For Engineering courses</b>	<b>Rs.16,500/- (for one year) Rs. 33,000/- (for two years)</b>

**LIST OF THE ITIS WITH TRADES AVAILABLE FOR ADMISSION DURING THE JULY 2019-20 SESSION UNDER NCVT& CoE TRADES** →

Sl. No.	Name of ITI	Trades available for admission -NCVT
1	2	3
1	<b>GUWAHATI</b>	Draughtsman(Civil), Fitter, Mech. Motor Vehicle , Machinist, Turner, Wireman, Mech. Diesel Engine, Welder, Stenographer & Secretarial Asstt.(English), Sewing Technology, Electrician, Construction & Wood Working Sector (BBBT CoE)
2	<b>JORHAT</b>	Stenographer & Secretarial Assistant (E), Fitter, Electrician, Turner, Machinist, Mech. Motor Vehicle, Mech. Diesel Engine, Welder, Plumber, Mech. Tractor, Wireman, Sewing Technology, Mech. Refrigeration & Air Conditioning, Plastic Processing Operator (BBBT CoE)
3	<b>NAGAON</b>	Wireman, Welder, Sewing Technology, Fitter, Turner, Machinist, Mechanic Diesel Engine, Mechanic Motor Vehicle, Electrician, Draughtsman Civil, Information Technology Sector (BBBT CoE)
4	<b>TEZPUR</b>	Electrician, Turner, Mechanic Motor Vehicle, Wireman, Sewing Technology, Welder, Fitter, Machinist.
5	<b>DHANSIRI</b>	Fitter, Dress Making
6	<b>BARPETA</b>	Electrician, Fitter, Wireman, Sewing Technology.
7	<b>GOALPARA</b>	Electrician, Electronic Mechanic, Basic Cosmetology, Welder
8	<b>NALBARI</b>	Electrician, Fitter
9	<b>GARGAON</b>	Mech. Diesel Engine, Welder.

10	TINSUKIA	Fitter, Stenographer & Secretarial Assistant (E), Wireman, Welder.
11	TINSUKIA(W)	Dress Making, Surface Ornamentation Technique (Embroidery), Secretarial Practice.
12	HAFLONG	Mechanic Motor Vehicle, Pump Operator Cum Mechanic, Welder
13	KARIMGANJ	Dress Making, Mech. Refrigeration & Air Conditioning.
14	DIPHU	Fitter, Mech. Motor Vehicle, Wireman, Mech. Diesel Engine, Welder.
15	BONGAIGAON	Electrician, Fitter, Mechanic Motor Vehicle, Wireman, Mech. Diesel Engine, Welder, Sewing Technology, Stenographer & Secretarial Asstt.(English), Turner
16	KOKRAJHAR	Sewing Technology
17	MAZBAT(W)	Draughtsman Civil, Electronic Mechanic, COPA
18	SRIKONA	Draughtsman(Civil), Electronic Mechanic, Mechanic Motor Vehicle, Wireman, Welder, Mechanic Diesel Engine, Sewing Technology, Stenographer & Secretarial Asstt.(English) , Surface ornamentation Techniques(Embroidery) Electrician, Fitter, Fabrication (Fitting & Welding) BBBT-CoE.
19	GUWAHATI(W)	Secretarial Practice, Basic Cosmetology
20	DHEMAJI	Mechanic Motor Vehicle, Welder, Stenographer & Secretarial Asstt.(English).
21	MAJULI	Sewing Technology
22	DIBRUGARH	Basic Cosmetology, Plastic Processing Operator BBBT-CoE
23	BHERGAON	Electrician, Fitter.
24	MORIGAON	Electrician, Mechanic Motor Vehicle, Dress Making,
25	SILCHAR (W)	Basic Cosmetology
26	NORTH LAKHIMPUR	Sewing Technology
27	HAILAKANDI	Electrician

**LIST OF THE ITIS WITH TRADES AVAILABLE FOR ADMISSION DURING THE JULY 2019-20 SESSION UNDER SCVT TRADES** →

Sl. No.	Name of ITI	Trades available for admission- SCVT
1	2	3
1	GUWAHATI	Information & Communication Technology System Maintenance, Computer Operator & Programming Assistant.
2	JORHAT	Basic Cosmetology, Computer Operator & Programming Assistant, Information & Communication Technology System Maintenance.
3	TEZPUR	Information & Communication Technology System Maintenance, Computer Operator & Programming Assistant
4	DHANSIRI	Information & Communication Technology System Maintenance, Basic Cosmetology,
5	DIBRUGARH	Secretarial Practice, Electronic Mechanic.
6	MAJULI	Mechanic Diesel Engine, Electronic Mechanic, Computer Operator & Programming Assistant
7	MAZBAT(W)	Dress Making
8	BARPETA	Mech. Refrigeration & Air Conditioning, Electronic Mechanic, Computer Operator & Programming Assistant, Basic Cosmetology.
9	MORIGAON	Computer Operator & Programming Assistant
10	NAGAON	Information & Communication Technology System Maintenance
11	NALBARI	Mechanic Motor Vehicle , Computer Operator & Programming Assistant, Electronic Mechanic
12	HAILAKANDI	Computer Operator & Programming Assistant,

13	GARGAON	Computer Operator & Programming Assistant.
14	SILCHAR(W)	Electronic Mechanic
15	TINSUKIA	Mech. Refrigeration & Air Conditioning, Computer Operator & Programming Assistant.
16	TINSUKIA(W)	Draughtsman Civil, Basic Cosmetology.
17	DIPHU	Welder, Draughtsman Civil.
18	BONGAIGAON	Information & Communication Technology System Maintenance, Computer Operator & Programming Assistant, Basic Cosmetology, Plastic Processing Operator.
19	KOKRAJHAR	Welder, Computer Operator & Programming Assistant, Basic Cosmetology, BLTT( Bodo Type writing),
20	SOUTH SALMARA	Computer Operator & Programming Assistant, Information & Communication Technology System Maintenance.
21	GUWAHATI (W)	Draughtsman Civil
22	BHERGAON	Computer Operator & Programming Assistant
23	HAFLONG	Electronic Mechanic
24	SRIKONA	Information & Communication Technology System Maintenance

**LIST OF THE ITIS WITH TRADES AVAILABLE FOR ADMISSION DURING THE JULY 2019-20 SESSION UNDER SCVT TRADES UNDER IMC ON PAYMENT OF HIGHER COURSE FEE** —————>

Sl. No.	Name of ITI	Trades available for admission -SCVT
1	2	3
1.	GUWAHATI	Multi Media Animation and Special Effect , Mechanic Diesel Engine, Electrician, Mech. Refrigeration & Air-Conditioning, Fitter, Turner, Machinist, Stenographer & Secretarial Asstt.(English),Plumber,Welder, DressMaking
2.	JORHAT	Fitter, Electrician, Mechanic Diesel Engine, Welder, Soil Testing and Crop Technician, Mech. Motor Vehicle, Stenographer & Secretarial Asstt.(English), Computer Operator & Programming Assistant
3.	TEZPUR	Mechanic Diesel Engine, Welder, Wireman, Machinist, Fitter, Electrician
4.	DHANSIRI	Electrician, Computer Operator & Programming Assistant, Mechanic Diesel Engine, Welder
5.	GARGAON	Mechanic Diesel Engine ,Electrician, Welder, Machinist
6.	TINSUKIA	Fitter, Mech. Motor Vehicle, Instrument Mechanic, Mechanic Diesel Engine, Welder, Electrician
7.	ITI WOMEN, GUWAHATI	Basic Cosmetology, Secretarial Practice, Fashion Design & Technology, Computer Operator & Programming Assistant, Front Office Assistant
8.	NAGAON	Fitter, Mechanic Diesel Engine, Mechanic Motor Vehicle, Wireman, Welder, Digital Photographer, Electrician, Stenographer & Secretarial Asstt.(English), Basic Cosmetology, Computer Operator & Programming Assistant
9.	NALBARI	Computer Operator & Programming Assistant, Electrician, Fitter, Mechanic Motor Vehicle, Mechanic Auto Body Repair, Mechanic Auto Body Painting
10.	SRIKONA	Mechanic Diesel Engine, Fitter, Electrician.
11.	HAFLONG	Computer Operator & Programming Assistant
12.	SOUTH SALMARA	Electrician, Computer Operator & Programming Assistant, Mechanic Refrigeration & Air Conditioner, Plumber, Information & Communication Technology System Maintenance.
13.	MORIGAON	Desk Top Publishing Operator (DTPO), Mechanic Diesel Engine, Electronic Mechanic, Welder
14.	BORPETA	Electrician, Mechanic Refrigeration & Air Conditioner, Computer Operator & Programming Assistant, Basic Cosmetology, Sewing Technology
15.	GOLAGHAT	Fitter , Welder, Basic Cosmetology, Computer Operator & Programming Assistant, Wireman

16.	<b>TITABAR (New ITI)</b>	Fitter, Electrician, Mechanic Diesel Engine, Basic Cosmetology, Computer Operator & Programming Assistant
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***Duration & Entry qualification for trades:***

Sl no.	Name of trades	Duration	Qualification required
1	Dress Making, Sewing Technology, Stenographer & Secretarial Assistant (English), Fashion Design & Technology, Desk Top Publishing (DTP) Operator, Multi Media Animation and Special Effect, Photographer, Digital Photographer	1 year	Passed 10 <sup>th</sup> class under 10+ 2 system of education
2	Computer Operator & Programming Assistant, Secretarial Practice (English), Basic Cosmetology, Plumber, Welder, Surface Ornamentation Techniques (Embroidery), Front Office Assistant	1 year	Passed 10 <sup>th</sup> class examination
3	BLTT (Bodo Language Transcription Trade)	6 months	Passed 10 <sup>th</sup> class examination
3	Mechanic Diesel Engine, Pump Operator cum Mechanic, Plastic Processing Operator, Surveyor, Mechanic Tractor, Soil Testing and Crop Technician	1 year	Passed 10 <sup>th</sup> class under 10+ 2 system of education with Science & Mathematics or its equivalent
4	COE sector(BBBT modules): Plastic processing sector, Fabrication(Fitting & Welding) sector, Construction & Wood Working sector, Information Technology sector	01 year	Passed 10 <sup>th</sup> class examination
5	Fitter, Turner, Machinist, Electrician, Mechanic Motor Vehicle, Information & Communication Technology System Maintenance, Mechanic Refrigeration & Air conditioner, Electronics Mechanic, Instrument Mechanic, Draughtsman Civil, Draughtsman Mechanical, Mechanic Agricultural Machinery , Maintenance Mechanic Chemical Plant, Mechanic Auto Body Painting, Mechanic Auto Body Repair	2 years	Passed 10 <sup>th</sup> class under 10+ 2 system of education with Science & Mathematics or its equivalent
6	Wireman	2 years	Passed in 8 <sup>th</sup> class

**The Director of Employment & Craftsmen Training, Assam reserves the right to withdraw seat(s) or cancel admission in the seats, if situation so demands.**

Director,  
Employment and Craftsmen Training,  
Assam, Rehabari , Guwahati-8

Copy to:-

1. The Commissioner & Secretary to the Govt. of Assam, Skill Employment & Entrepreneurship Department, Dispur, Guwahati-6. for favour of information.
2. The Director General Training, Employment Exchange Building, Pusa Campus, Near ITI Pusa, New Delhi-110012-- for favour of information.
3. The Development Commissioner for Hill Areas of Assam, Dispur, Guwahati-6 for favour of information & necessary action for wide publicity.
4. The Secretary to the Govt. of Assam, Department of Welfare/ Plain Tribes and backward classes, Assam, Dispur, Guwahati-6 for favour of information & necessary action for wide publicity.
5. The Commissioner of Industries, Assam, Guwahati-21. for favour of information & necessary action for wide publicity.
6. The Deputy Commissioner, Kamrup Metro/ Kamrup / Karbi Anglong East / Karbi Anglong West/ Dima Hasao/ Dhubri/ Kokrajhar/ Bongaigaon/ Goalpara/ South Salmara/ Nalbari/ Barpeta/ Baksa/ Chirang/ Cachar/ Karimganj/ Hailakandi/ Lakhimpur/ Dhemaji/ Dibrugarh/ Tinsukia/ Sivasagar/ Golaghat/ Jorhat/ Charaideo/ Nagaoan/ Hojai/ Sonitpur/ Majuli/ Morigaon/ Biswanath/ Udalguri/ Darang -- for favour of information with a request to publish the admission programme through the publicity under his control. They are also requested to guide the Principal/ Superintendent of ITI in all matters of the admission exercise.
7. The Director of Welfare of Plain and other Backward classes R.G. Baruah Road, Guwahati-5. for favour of information & necessary action for wide publicity.
8. The Director of Welfare of S/C, Sarumataria, Guwahati-6. for favour of information & necessary action for wide publicity.
9. The Principal Secretary, District Council, Karbi Anglong, Diphu, N.C. Hills, Haflong, Bodoland Territorial Council- for favour of information & necessary action for wide publicity.
10. The Director of Panchayat & Rural Development, Assam, Guwahati-5. for favour of information & necessary action for wide publicity.
11. The Director of Secondary Education, Assam- for favour of information & necessary action for wide publicity.
12. The Director of Elementary Education, Kahilipara, Assam- for favour of information & necessary action for wide publicity.
13. The Sr. Principal/ Principal/ Superintendent of all Govt ITI s, Assam- They are requested to give wide publicity of the admission programme within their jurisdiction & complete the admission process as per e-counseling schedule. **The admitted candidate details must be uploaded in the MIS portal within scheduled time period & the statement of admission as per prescribed format must be sent to the Directorate in time. They are also requested to send a copy of the notification along with the copy of Format-I to the Inspector of Schools & District Elementary Education Officer of their respective district.**
14. The Asstt. Director of Employment/ Employment Officer/ Asstt. Employment Officer of Employment of Employment Exchanges for information. They are requested to publish this notice and take necessary action.
15. The Chair Person, The Assam State Commission for Women, Bal Bhawan, M.C. Road, Guwahati-1 - for favour of information with request to arrange wide publicity of the information relating to women training for maximum participation educated women of this State.
16. The Chairman, Institute Management Committee attached to ITI \_\_\_\_\_ --- with a request to take necessary action for completion of the admission process and to start the regular training in time.
17. The Station Director, All India Radio Guwahati/ Dibrugarh/ Silchar for information with a request to broadcast the admission programme to ensure widest coverage.
18. The Director of Doordarshan Kendra, Guwahati- for information with a request to telecast the admission programme for at least 3(three) consecutive days for widest publicity.
19. The Deputy Director of Employment, Lower Assam Zone/ Upper Assam Zone/ Central Assam Zone/ Southern Assam Zone – for information with a request to ensure wide publicity of this admission programme.
20. The Assistant Director (Rehabilitation)  
National Career Service Centre for Differently Abled, at ITI Guwahati campus,  
A. K. Azad Road, P.O. Gopinath Nagar, Guwahati-781016 - for information with a request to ensure wide publicity of this admission programme. He is also requested to issue trade suitability certificate to concerned eligible dibyang candidates, as required, within the scheduled time, for verification of their registration particulars for online admission process.

Director,  
Employment and Craftsmen Training,  
Assam, Rehabari, Guwahati-8



## FORMAT— I

### To Whom It May Concern

Certified that Sri / Smt / Kumari \_\_\_\_\_

S/o./D/o/W/o \_\_\_\_\_

passed class Eight(VIII) Examination from this institution and under \_\_\_\_\_ board

in the year \_\_\_\_\_ and obtained \_\_\_\_\_ Marks out of

Total \_\_\_\_\_marks.

Sl no.	Subjects	Marks Secured	Out of total marks
1			
2			
3			
4			
5			
6			
7			

As per our office record his / her date of birth is \_\_\_\_\_and residential address is

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of the Head of the Institution  
With full name, date and seal

**Attested by:**

**The Inspector of schools / District Elementary Education officer  
of the district where the school is situated  
with date & seal**