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**MSDE(DGT)-19/07/2020-CD (E 34744)**  
**Government of India**  
**Ministry of Skill Development & Entrepreneurship**  
**Directorate General of Training**

Employment Exchange Building,  
PUSA Complex, IARI,  
New Delhi-110012,  
Dated: 30<sup>th</sup> June, 2023

**Office Memorandum**

To

- i. All the Principal Secretaries/ Secretaries/ Director(s)/ and Commissioners dealing with Vocational Training / Skill Development/ Craftsmen Training Scheme
- ii. All Regional Director(s), DGT, MSDE
- iii. All Principals/ HOOs of National Skill Training Institutes (NSTIs & NSTI(W)s) / Institute of Training of Trainers (ITOTs) (Government & Private)

**Subject:** Mandating National Craft Instructor Certificate (NCIC) under Craft Instructor Training Scheme (CITS) as an essential qualification for recruitment of Vocational Instructors in the Industrial Training Institutes (Government & Private) – regarding

Madam/Sir,

This is to revisit the instructions pertaining to mandating CITS as an essential qualification for the vocational instructors in Industrial Training Institutes (Government & Private).

2. The DGT vide its order no. MSDE(DGT)-19/01(01)/2019-CD dated 09.1.2020, had interalia communicated consolidation of changes in qualifications for recruitment of instructors of CTS and CITS scheme. According to this, CITS was mandated as an essential qualification for both Degree/Diploma as well as NTC/NAC categories of Instructors.
3. Since then, a number of representations have been received from State Governments/UTs and other stakeholders regarding non-availability of CITS courses and CITS trained candidates in several trades, specially for the New Age and Industry 4.0 related trades.

4. Subsequently, a working group was formed to deliberate on this matter and come up with actionable suggestions to implement the mandatory CITS qualification for the Vocational Instructors while ensuring availability of trainers across all trades.
5. The recommendations of the working group was examined in DGT and it was noted that most of the issues raised were due to non-availability of CITS courses/ CITS qualified trainers in many trades. It was noted that as on date there are 152 CTS trades. Out of these 152 CTS trades, there exist only 55 approved CITS courses. These CITS courses have been mapped to 82 CTS trades (Annexure 1). Therefore, the availability of CITS trained candidates for all the CTS trades is not there.
6. Accordingly, after thorough examination of all aspects, the following guidelines are being issued to States /UTs for recruitment of Vocational Instructors along with the stipulations given below:

S.No.	Category of Instructor	Qualifications for Instructor
a	Trade Instructor	<p>** B.Voc/Degree in appropriate branch of Engineering from AICTE/UGC recognized Engineering College/ university or equivalent with one-year experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>** 03 years Diploma in appropriate branch of Engineering from AICTE/recognized board of technical education with two years' experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>* NTC/NAC and CITS/NCIC passed in the relevant trade with three years' experience in the relevant field.</p> <p>Note: Out of two Instructors required for the units of 2(1+1), one must have Degree/Diploma and other must have NTC/NAC qualifications.</p>
<p>(i).</p> <p>* In case where CITS qualified candidates are not available either due to the non-existence of CITS course or non-receipt of application from any CITS qualified candidates or for any other reason, candidates with relevant Technical Qualification may be recruited.</p>		



\*\* If any candidate is having CITS qualification in addition to the Degree/Diploma in relevant stream, preference will be given to such candidates over the Degree/Diploma candidates not having CITS qualification.

(ii). Any selected candidate who has not done CITS or any other form of pedagogy training shall undergo Pedagogy training within one year from the date of appointment.

(iii). If a candidate (both Degree/Diploma and NTC/NAC) has been selected without possessing CITS qualification for the trades which are having CITS course, such candidates will have to undergo CITS training (Regular or RPL) within three years from the date of appointment.

(iv). For Candidate (both Degree/Diploma and NTC/NAC) selected in the trade in which CITS qualification does not currently exist, the selected candidates (both Degree/Diploma and NTC/NAC) will have to undergo CITS training under RPL, whenever such CITS qualifications are developed by DGT.

b	Workshop Calculation & Science	<p>B.Voc/Degree in Engineering from AICTE/UGC recognized Engineering College/ university or equivalent with one-year experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>03 years Diploma in Engineering from AICTE/recognized board of technical education with two years' experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>NTC/NAC in any of the engineering trades with three years' experience in the relevant field.</p> <p><b>Essential Qualification:</b></p> <p>National Craft Instructor Certificate (NCIC) in relevant trade.</p> <p style="text-align: center;">OR</p> <p>NCIC in Reading of Drawing &amp; Arithmetic (RoDA) in Regular / RPL mode under DGT.</p>
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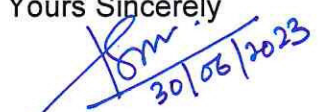


c	Engineering Drawing	<p>B.Voc/Degree in Engineering from AICTE/UGC recognized Engineering College/ university or equivalent with one-year experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>03 years Diploma in Engineering from AICTE/recognized board of technical education with two years' experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>NTC/NAC in trade Draughtsman Mechanical/ Draughtsman Civil or any relevant trade with three years' experience in relevant field.</p> <p><b>Essential Qualification:</b></p> <p>National Craft Instructor Certificate (NCIC) in relevant trade.</p> <p style="text-align: center;">OR</p> <p>NCIC in Reading of Drawing &amp; Arithmetic (RoDA) or Draughtsman (Mech/Civil) in Regular / RPL mode under DGT</p>
d	Employability Skills	<p>MBA/ BBA/any Graduate/Diploma in any discipline with Two years' experience with short term Training of Trainer (ToT) course in Employability Skills from DGT Institutes. (Must have studied English/Communication Skills and Basic Computer at 12<sup>th</sup> / Diploma level and above)</p> <p style="text-align: center;">OR</p> <p>Existing Social Studies Instructors in ITIs with short term Training of Trainer (ToT) course in Employability Skills from DGT institutes.</p>



7. It may be noted that DGT letter no. MSDE (DGT)-19/01(01)/2019-CD, dated 09.01.2020 would continue to remain valid for other instructions except for Instructor qualifications which have been provided in detail above (Para 6). The above guidelines for qualification of instructors are comprehensive guidelines for the purpose of recruitment of Instructors for CTS.
8. We look forward for your continuous support in implementation of the above.

This issues with the approval of competent authority.

Yours Sincerely  
  
(Sanjay Kumar)  
Director, DGT

Enclosure: As above.

Copy to:

- I. Sr. PPS to Secretary, MSDE
- II. Sr. PPS to DG(T)/AS, DGT
- III. DDG, DGT, PUSA, New Delhi.
- IV. DDG (South Zone), Chennai.
- V. DDG (East Zone), Kolkata.
- VI. All Directors, DGT (HQ), New Delhi.
- VII. Executive Director, NIMI, Chennai
- VIII. Director, CSTARI, Kolkata.

  
(Rahul Priyadarshi)  
Assistant Director-CD

## CTS-CITS Mapping List

Sl. No.	Name of the CITS Trade	Sector	Applicable CTS Trades	No. of CTS trades mapped
(1)	(2)	(3)	(4)	(5)
1	Agro Processing	Food Industry	1. Agro Processing	1
2.	Bamboo Works	Construction	2. Bamboo Works	1
3.	Carpenter	Construction	3. Carpenter (renamed as Wood Work Technician)	1
4.	Catering & Hospitality	Tourism and Hospitality	4. Catering & Hospitality 5. Food Production (General) 6. Food Beverage & Service Assistant 7. Housekeeper 8. Front Office Assistant 9. Baker & Confectioner	6
5.	Computer Hardware & Network Maintenance	IT and ITeS	10. Computer Hardware & Network Maintenance 11. ICTSM	2
6.	Computer Software Applications	IT and ITeS	12. COPA 13. Database System Assistant	2
7.	Desktop Publishing Operator	IT and ITeS	14. Desktop Publishing Operator	1

8.	Architectural Draughtsman	Construction	15. Architectural Draughtsman	1
9.	Draughtsman Civil	Construction	16. Draughtsman Civil	1
10.	Draughtsman (Mechanical)	Capital Goods & Manufacturing	17. Draughtsman (Mechanical)	1
11.	Dress Making	Apparel	18. Dress Making	1
12.	Electrician	Power	19. Electrician 20. Wireman	2
13.	Electronics Mechanic	Electronics and Hardware	21. Electronics Mechanic 22. Technician Power Electronics System 23. Mechanic Consumer Electronic Appliances 24. Smartphone Technician Cum App Tester	4
14.	Fashion Design and Technology	Apparel	25. Fashion Design and Technology	1
15.	Fitter	Capital Goods & Manufacturing	26. Fitter	1
16.	Food Beverage	Food Industry	27. Food Beverage	1
17.	Fruits & Vegetables Processing	Food Industry	28. Fruits & Vegetables Processing	1
18.	Foundryman	Capital Goods & Manufacturing	29. Foundryman	1
19.	Cosmetology	Beauty and Wellness	30. Cosmetology	1
20.	Instrument Mechanic	Electronics and Hardware	31. Instrument Mechanic 32. Instrument	2

			Mechanic (Chemical Plant)	
21.	Machinist & Operator Advance Machine Tool	Capital Goods & Manufacturing	33. Machinist 34. Operator Advance Machine Tool	2
22.	Machinist Grinder	Capital Goods & Manufacturing	35. Machinist Grinder	1
23.	Mechanic Agricultural Machinery	Automotive	36. Mechanic Agricultural Machinery	1
24.	Mechanic Diesel	Automotive	37. Mechanic Diesel	1
25.	Mechanic Machine Tool Maintenance	Capital Goods & Manufacturing	38. Mechanic Machine Tool Maintenance	1
26.	Mechanic Motor Vehicle	Automotive	39. Mechanic Motor Vehicle 40. Mechanic Auto Electrical & Electronics 41. Mechanic Two & Three-Wheeler 42. Driver cum Mechanic (LMV)	4
27.	Mechanic Refrigeration & Air- conditioning	Construction	43. Mechanic Refrigeration & Air-conditioning 44. Central Air condition Plant Mechanic	2
28.	Mechanic Tractor	Automotive	45. Mechanic Tractor	1
29.	Milk and Milk Product Technician	Food Industry	46. Milk and Milk Product Technician	1
30.	Office Management	Office Administration & Facility Management	47. Stenographer Secretarial Assistant (English) 48. Secretarial	2



			Practice (English)	
31.	Secretarial Practice (Hindi)	Office Administration & Facility Management	49. Secretarial Practice (Hindi)	1
32.	Plumber	Plumbing	50. Plumber	1
33.	Sewing Technology	Apparel	51. Sewing Technology	1
34.	Sheet Metal Worker	Capital Goods & Manufacturing	52. Sheet Metal Worker	1
35.	Surface Ornamentation Techniques	Apparel	53. Surface Ornamentation Techniques	1
36.	Surveyor	Construction	54. Surveyor	1
37.	Tool and Die Maker	Capital Goods & Manufacturing	55. Tool & Die Maker (Dies & Moulds) 56. Tool and Die Maker (Press tools, Jigs & Fixtures)	2
38.	Turner	Capital Goods & Manufacturing	57. Turner	1
39.	Welder	Capital Goods & Manufacturing	58. Welder 59. Welder (GMAW & GTAW) 60. Welder (Pipe) 61. Welder (Structural) 62. Welder (Fabrication & Fitting) 63. Welder (Welding & Inspection)	6
40.	Interior Design & Decoration	Construction	64. Interior Design & Decoration	1

41.	Painting Technology	Construction	65. Domestic Painter 66. Industrial Painter 67. Painter (General)	3
42.	Chemical Plant Technology	Chemicals & Petrochemicals	68. Maintenance Mechanic (Chemical Plant) 69. Attendant Operator (Chemical Plant)	2
43.	Electrician - Power Distribution	Power	70. Electrician - Power Distribution	1
44.	Electroplater	Chemicals & Petrochemicals	71. Electroplater	1
45.	Information Technology	IT & ITeS	72. Information Technology	1
46.	Computer Aided Embroidery and Designing	Apparel	73. Computer Aided Embroidery and Designing	1
47.	Fire Technology & Industrial safety Management	Safety and Security	74. Fire Technology & Industrial safety Management 75. Fireman	2
48.	Multimedia Animation & Special effect	IT & ITeS	76. Multimedia Animation & Special effect	1
49.	Plastic Processing Operator	Chemicals & Petrochemicals	77. Plastic Processing Operator	1
50.	Pump Operator cum Mechanic	Automotive	78. Pump Operator cum Mechanic	1
51.	Spinning Technician	Textile & Handloom	79. Spinning Technician	1
52.	Laboratory Assistant (Chemical Plant)	Chemicals & Petrochemicals	80. Laboratory Assistant (Chemical Plant)	1
53.	Lift and Escalator	Capital Goods &	81. Lift and Escalator Mechanic	1

	Mechanic	Manufacturing		
54.	Aeronautical Structure And Equipment Fitter	Capital Goods and Manufacturing	82. Aeronautical Structure and Equipment Fitter	1
55.	Reading of drawing and Arithmetic	Education, Training & Research	83. All Engineering group of trades	0
<b>Total CTS Trades Mapped with 55 CITS Trades</b>				<b>82</b>

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