



ABSTRACT

Department of Employment and Training – Training Wing - Tamil Nadu Employment and Training Subordinate Service – Direct Recruitment of Junior Training Officer in the Government Industrial Training Institutes – Fixing guidelines for selection - Orders - Issued.

LABOUR AND EMPLOYMENT (P2) DEPARTMENT

G.O.(Ms).No.156

Dated 28.09.2015

மன்மத, புரட்டாசி 11
திருவள்ளூர் ஆண்டு – 2046

Read :

- (1) G.O.Ms.No.44, Labour and Employment (T2) Department, dated 11.03.2015.
- (2) The Director of Employment and Training, Chennai, Letter Rc.No.44400/TP2/2014, dated 06.05.2015, 14.07.2015 and 03.08.2015.

ORDER:

In the state, 77 Government Industrial Training Institutes are functioning under the administrative control of the Training Wing of the Department of Employment and Training. The post of Junior Training Officer is the entry level instructor post created in the ITIs to imparting training. Direct Recruitment is the one of the methods of appointment to the post of Junior Training Officer. Under direct recruitment, so far this post was filled up by conducting practical cum teaching ability test followed by an oral interview with the list of candidates sponsored by the Employment Exchange as per the existing communal rotations.

2. In the Government Order first read above, orders were issued to fill up the posts by inviting applications from all eligible persons along with name sponsored by the Employment Exchange by advertising in 2 news papers to enable all the eligible persons to compete for the posts.

3. In the letter second read above, the Director of Employment and Training has stated that at present more than 350 vacancies of JTOs are available in the department which are the vacancies created due to promotions, retirement and sanctioning of new

posts in the newly started ITI's. This post carries a time scale of pay of Rs.9300-34800+GP Rs.4200. The following qualifications are prescribed for the appointment under direct recruitment :

- (1) 10th pass and NTC with 3 years industrial experience/10th and NAC pass with 2 years industrial experience

OR

- (2) Diploma in Engineering in the relevant field of engineering.

With the above qualifications it is expected that huge number of candidates will apply for this post than the normal ratio of 1:5 as followed in employment sponsorship. Under this status it may not be possible to conduct practical and interview for all the candidates. Hence, a first level screening is necessary to reduce the applications to the ratio of 1:5 according to the number of vacancies. Further, manual receipt of applications and processing them will be a big task and the present expert manpower is not adequate to handle the process. Hence, to avoid such huge number of applications manually and for error free receipt and processing of this huge volume of applications, receipt of applications through online system will be a better solution. After processing, screening test to be conducted as stated above statewide in many centres depending upon the number of applications received and to meet out the expenditure involved in processing the applications, conducting Screening Test, conducting Practical Test, etc., a nominal fee need to be collected from the candidates. In Education Department for the post of Lab Assistant Exam fee is fixed as Rs.100 and service charge is as Rs.50/- per candidate. For SC/ST candidates there is no examination fee. In the same way, Examination fee for the post of Junior Training Officer shall also be fixed as Rs.100 for each applicant and processing fee is as Rs.50. The SC/ST candidates shall be exempted from examination fee. The fee shall be paid by the candidates, through Demand Draft in favour of Assistant Accountants Officer, O/o Directorate of Employment and Training, Guindy, Chennai-32 drawn in any Nationalised Bank payable at Chennai. The candidates shall download the filled in application from the website and handover the hard copy attached with Demand Draft in the District Nodal ITI, designated for this purpose with proper acknowledgement. On receipt of applications within due date, the applications will be processed to check all the eligibility conditions. The eligible candidates will be intimated online and they can download the hall tickets online to appear for the screening test. Screening Test at state level shall be conducted to short list the candidates. As huge number of candidates with more than 35 trades in ITI courses and more than 10 Branches in diploma will appear for the screening test depending on the vacancies available in the trades taught in ITIs. It may not be possible to set up different question papers in different trades/branches of study of the candidates. Hence, a common question paper shall be set up in their common academic study, i.e 10th standard level. The question pattern for the Screening Test shall be objective type questions covering Science and Mathematics based on 10th standard syllabus and General Knowledge also be added. The Science and Mathematics subjects shall contain 60 questions each and 30 questions for General Knowledge and in total 150 questions shall be added in the test paper with 2 hours and 30 minutes of duration. The answer paper will be a OMR based and students are expected to dark the circle provided in the answer paper for each of the correct answer with black colour ball point pen. The OMR answer sheets shall be designed accordingly.

Based on the marks scored in the Screening Test the candidates shall be short listed to the ratio of 1:5 according to the number of vacancies in each category of communal turns. Practical Skill cum Teaching Ability Test and interview shall be conducted at state level to these candidates for final selection. The Committees constituted by the Director of Employment and Training shall conduct the practical Skill cum Teaching Ability Test and Interview to select the candidates.

4. After careful examination, the Government have decided to accept the proposal of the Director of Employment and Training and to issue as the following orders:

- (1) To obtain the eligible list of candidates from the Employment Exchange as per the existing communal roaster.
- (2) To received applications for the recruitment of Junior Training Officer in the Department by making open advertisement in two dailies which shall contain the name of the post, time scale of pay of the post, No.of vacancies, educational qualifications, age limit, communal rotation, selection procedure etc., and to receive applications through on-line in the department website www.ititraining.nic.in or www.tnvelaivaaiippu.gov.in or in the website www.ictact.in.
- (3) To fix screening test examination fee @ Rs.100 and application processing fee @ Rs.50 for each candidate and for SC/ST/SCA and PH/DW of all community candidates, no examination fee.
- (4) To collect the fee through Bank Demand Drafts drawn in favour of Assistant Accounts Officer, O/o Director of Employment and Training, Guindy, Chennai-32 and to incur expenditure and then to remit the balance amount into the Government receipt head of account.
- (5) To receive the filled in application downloaded from the website from the candidates along with demand draft at the District Nodal ITI in each District, with proper acknowledgement.
- (6) To conduct the Screening Test at State level to all eligible candidates who applied through advertisement and sponsored by the Employment Exchange.
- (7) To conduct the Screening Test with objective type questions covering Science and Mathematics subjects at 10th Standard level including General Knowledge question with OMR based answer sheets evaluation method.
- (8) To conduct Practical Skill cum Teaching Ability Test and Interview for the candidates selected in the Screening Test in the ratio of 1:5 at State level by the Selection Committee constituted by the Director of Employment and Training.

- (9) To approve marks pattern in the Practical Skill cum Teaching Ability Test and Interview for final selection as proposed as follows ;

Total Marks : 100

I. Categories to be considered for awarding of Marks in the final selection

Sl.No.	Category
1.	Technical Qualification Marks
2.	Practical experience
3.	Period of wait after registration in the Employment Exchange
4.	Practical Skill cum Teaching Ability Test
5.	Interview

II. Allocation of Marks for each Category

Sl.No	Category	Marks to be allotted
1.	Technical Qualification Marks	30
2.	Practical experience	5
3.	Period of wait after registration in the Employment Exchange	5
4.	Practical Skill cum Teaching Ability Test	40
5.	Interview	20

III. Weightage for Technical Qualification Marks scored by the Candidate

Sl.No	Marks scored	Marks out of 30
1.	Above 75% (with First class)	30
2.	60-75% (with First class)	20
3.	Less than 60	10

IV. Weightage for Industries Experience

Sl.No	Years of experience	Marks to be awarded
1.	Above 10 years	5
2.	9-10	4
3.	7-9	3
4.	5-7	2
5.	3-5	1
6.	Below 3	0

The Certificate in Craft Instructor Training under Craft Instructor Training Scheme of NCVT shall be counted as 3 years experience.

V. Weightage for period of wait in Employment Exchange

Sl.No	Number of Years	Marks to be awarded
1.	Above 10 years	5
2.	9-10	4
3.	7-9	3
4.	5-7	2
5.	3-5	1
6.	Below 3	0

VI. Weightage for Practical Skill cum Teaching Ability Test (Single Grade to be awarded by the Committee)

Sl.No.	Type of Test	Max. Marks	Grading and Marks			
			A	B	C	D
1.	Practical Skill Test	20	20	15	10	0
2.	Teaching Skill Test	20	20	15	10	0

GRADE-D shall be given for failed candidates in practical skill and teaching skill. Failed candidates will not be considered for selection.

VII. For Personal Interview (Single scoring by the Committee)

Sl.No.	Skill Test	Five levels to be followed for awarding marks				
		Out Standing	V.good	'Good	Avg.	Below Avg.
1.	Knowledge	10	8	6	4	2
2.	Attitude	10	8	6	4	2

(By order of the Governor)

KUMAR JAYANT,
SECRETARY TO GOVERNMENT.

To

The Director of Employment and Training, Chennai-32.

Copy to:

The Tamil Nadu Public Service Commission, Chennai-3

The Personnel and Administrative Reforms (E) Department, Chennai – 9.

The Finance Department, Chennai - 9.

The Special Personal Assistant to the Hon'ble Minister
(Rural Industries and Labour), Chennai-9.

The Private Secretary to Secretary to Government, Labour and Employment
Department, Chennai-9.

The Personal Assistant to Additional Secretary to Government, Labour and Employment
Department, Chennai-9

SF / SC

// FORWARDED BY ORDER //


SECTION OFFICER. 28.9.15