



NEW DELHI MUNICIPAL COUNCIL

PALIKA KENDRA, SANSAD MARG, NEW DELHI-110001

Website : www.ndmc.gov.in

Admission Centre

WOMEN TECHNICAL INSTITUTE

Netaji Nagar, New Delhi-110023

Tel.: 26881084

24105206

CONTENTS

Sr. No.	PARTICULARS	Page No.
1.	Introduction	3
2.	List of courses	3-4
3.	Age Limit	4
4.	Reservation of Seats	4
5.	Weightage	5
6.	Admission	5
7.	Registration, Caution Money, Tuition Fee	5-6
8.	Online application form	6
9.	General Instructions	7
10.	General Rules and information for the students	7-9



1. INTRODUCTION

New Delhi Municipal Council has started a number of Social Education Centers within its area for imparting literacy as well as Vocational Training to the Women. Opportunities for technical education for women, after secondary school, at all level needed to be increased. To accomplish such motive, NDMC has started Women Technical Institute at Netaji Nagar, New Delhi in the year 1990 introducing the trades.

The trade/course is affiliated to Directorate of Training and Technical Education and Music course is affiliated to Prayag Sangeet Samiti, Allahabad. The result of all trades had been praise worthy during past year. The Enrolment is about 300 trainees per year/session. All the trades are very popular and job-oriented.

Most of the pass out trainees of the WTI is employed at various organizations. During 9th Five Year Plan, more units in trade like Computer, Dress Designing, and Cookery Catering & Home Management have been introduced in W.T.I. for raising number of seats accommodating more of students to acquire professional skill, as per constant growing need of time.

2. LIST OF COURSES

S.No.	Trade*	Units	No. of Seats*	Qualification	Remarks
1.	Sewing Technology	2	32	Passed 10 th class under 10+2 system	Affiliated to NCVT
2.	Surface Ornamentation Technology/Embroidery and Needle Work	1	16		
3.	Stenographer & Secretarial Assistant (English)	1	16	Passed 10 th class under 10+2 system with English/Hindi as subject	
4.	Stenographer & Secretarial Assistant (Hindi)	1	16		

5.	Computer Operator and Programming Assistant.	2	40	Passed 10 th class under 10+2 system	
6.	Dress designing	1	16	NTC in Cutting & Sewing Technology Trade	Affiliated to SCVT
7.	Beauty and Hair Dressing	1	16	Passed 10 th class under 10+2 system	
8.	Cooking, Catering and Home management	1	16		
9.	Music (Vocal)		No Limit	No-Basic Academic qualification Required	Affiliated to Prayag Sangeet Samiti, Allahabad
10.	Music (Light)				
11.	Dance (Kathak)				





3. AGE LIMIT

(AS ON 01.08.2017) ABOVE 14 YEARS

For music and dance: No age Limit.

4. RESERVATION OF SEATS AT A GLANCE

		Quota
1.	Candidates passing out from Delhi Schools	90%
2.	Candidates passing out from other states	9%
3.	Wards of J & k Migrants	1%

Above categories are subject to following reservations

1.	SC	15%
2.	ST	7.5%
3.	OBC	15%
4.	Physically Handicapped cases	3%
5.	Ward of Ex servicemen/service Personnel/para Military Service Personnel	5%
6.	Sports personnel-International/National/State level***	1% of seats in WTI

7.	NCC Cadets (C, B & A level Certificate)***	1% of seats in WTI
8.	Education for all (Candidate itself)	1% of seats in WTI
9.	Staff wards of non transferable staff of ITI/WTI, BTC. Apprenticeship & Directorate HQ	1% of seats in WTI
10.	Direct Admission to inmates of social Welfare licensed institutes	1% of seats in WTI

5. WEIGHTAGE

1.	To Vocational Stream students desiring admission in same trade	10% Marks of Vocational Subject
2.	To rural area candidates	5% Marks
3.	Wards of Ex servicemen/service Personnel/Para Military service personnel	5% Marks

6. ADMISSION

The courses will be offered on the basis of availability of seats.

In case of candidate having equal marks, the candidate who is elder in age will be given preference. At the admission center, the candidate has to produce all originals and others documents to the admission officer. If any of the documents is produced, or not found to be in order/satisfaction, the admission will be cancelled.

Candidate must preserve registration/admission slips till admission is made in Women Technical Institute, Netaji Nagar.

7. REGISTRATION, CAUTION MONEY, TUITION FEE

The following dues are payable (in cash) by the candidates:

(A) FOR ALL TRADES (OTHER THAN MUSIC)

Sr. No.	Particulars	Amount (Rs.)	
1.	Registration Fee	50.00	To be paid in cash alongwith form

2.	Caution money	500.00	Refundable on completion of training
3.	Pupil's Fund	200.00	Payable at the time of admission.

Note : 1. Amount Subject to Change without Prior notice.

(B) FEES FOR MUSIC TRADE

Sr. No.	Particulars	Amount (Rs.)	
1.	Registration Fee	15.00	To be paid in cash alongwith form
2.	Caution money	200.00	Refundable on completion of training
3.	Admission Fee	30.00	Payable in cash at the time of admission
4.	Tuition Fee		Payable in cash on 6 month basis
		75.00	1st & 2nd Year
	a) Light Music	75.00	3rd & 4th Year (Senior Diploma)
		60.00	1st & 2nd Year
	b) Vocal Music	75.00	3rd & 4th Year
		100.00	5th & 6th Year (Degree Course)
		75.00	1st to 3rd Year
	c) Kathak Dance	100.00	4th to 6th Year (Degree Course)

8. ONLINE APPLICATION FORMS

The application form must be filled online. After the online registration, the candidate must visit the office of WTI and bring original certificates and printout of registration form alongwith registration fees of Rs. 50.00, and Rs.700/- (in cash) for admission, at the admission centre, Women Technical Institute, Netaji Nagar, New Delhi, from 03.07.17 onwards (Time: 10.00A.M. to 3.30 P.M) till all seats are filled or last date of admission announced by DTTE.

IN NO CASE APPLICATION WILL BE RECEIVED /ENTERTAINED THROUGH POST.

SEATS REMAINING UNFILLED IN THE CATEGORIES OTHER THAN SC/ST WILL BE TRANSFERRED TO GENERAL CATEGORY.

CRITERIA FOR CALCULATING PERCENTAGE OF MARKS:

1.	For 10th class examination	The aggregate % age of marks of all subject including optional subject shall be taken into account provided the candidate fulfills the requisite subject conditions. Where the admission qualification is 10th, the higher % age of marks obtaining in 10th or any of the subsequent Board/Univ. examination shall be considered for preparing the Merit as under:	
		(A) Graduation / Prabhakar	
		I Division / I class Hons	15 marks
		II Division / II class Hons	13 marks
		III Division / Pass Course	11 marks
		(B) For post graduation	5 Marks (Extra to be added)
2.	FOR 12th class examination	FOR all TRADE : aggregate % age of marks of four best subjects including one language shall be taken into account.	

9. GENERAL INSTRUCTIONS

1. Candidates can fill up one application form for three trades.
2. Candidates are advised to ascertain their eligibility, before submission of application form. No charge would be considered at any stage.
3. The contents are likely to change without notice. This does not constitute legal document. For obtaining further information/details, the Principal, WTI may be contacted.
4. The decision with regard to affiliation of the course by the DTTE would be binding upon trainees admitted in WTI.
5. Trainee, who is privately studying from any school/college/institute will be sanctioned only exam dates leave. No leave will be sanctioned for study.
6. In case a trainee comes late 3 times in a month, one absent will be counted and after that on late coming disciplinary action will be taken.

10. GENERAL RULES AND INFORMATION FOR STUDENTS

1. **Medical Unfit:** In case of trainees of undoutful health or in case found medically unfit would be discharged forth with from the rolls of the institute.
2. **Working Hours:** WTI students are required to observe 42 hrs. per week, as under:-

	(a)	Practical Instructions	28 hrs. per week
	(b)	Theoretical	10 hrs. per week
Out of which :			
	1.	Trade theory	8 hrs. per week
	2.	Social Studies	2 hrs. per week
	3.	Extra curricular activities	4 hrs. per week

3. **Uniform:** Trainees shall get two sets of uniform within 10 days from date of admission and will have wear to the same.

Navy Blue: Navy Blue pant and half jacket and full sleeves mustard shirt

In Winter: Above uniform with navy blue coat

Timings : 08:00 AM. to 04:30 PM.

Special Note: **STUDENTS SEEKING ADMISSION IN WTI HAVE TO ADHERE TO THE WTI TIMINGS NO PLEA FOR TIME RELAXATION ON NON-AVAILABILITY OF PUBLIC TRANSPORT FACILITY OR ANY OTHER REASON WOULD BE ENTERTAINED. D.T.C. BUS PASS FACILITY WILL BE GIVEN TO THE STUDENT EXCEPT MUSIC TRADE.**

Holidays/leave admissible to Trainees

Trainees are allowed the same holidays as fixed by Delhi Government for its ITI staff. There will be no summer winter holidays.

Casual Leave: In addition to usual holidays, trainees are admissible to avail casual leave for 8 days in a year, 6 days at any one time subject to the sanctioning of leave by competent authority. Casual leave can't be combined with another kind of leave.

Medical Leave: Medical leave upto 15 days subject to production of Medical Certificate from a registered Medical Practitioner may be granted.

Leave for further period or not exceeding 3 weeks for one year course can be granted in case of serious illness. This leave can be granted only once in the training period on recommendation of Registered Medical Officer acceptable to competent authority.

Special Leave: Special Leave upto 10 days on private affairs may be allowed only in extraordinary cases where head of institute is satisfied that the requirement is genuine.

Unauthorized absence: For unauthorized absence upto 10 consecutive days at a time, trainees will be issued a written warning of first occasion. If the offence is repeated , trainee will be discharged from the rolls.

Absconders: A trainee who is absent herself from training institute for 10 consecutive days without permission and without informing the reasons of her absence will be treated as an absconder and struck of the rolls.

SUSPENSIONS DISCHARGE:

- a. Trainees are liable for discharge on account of unsatisfactory progress in training.
- b. For act of indiscipline and misconduct.
- c. Poor attendance below 50%.
- d. The pending investigation of allegations against her.

MINIMUM ATTENDANCE COMPULSORY FOR A TRAINEE:

- a. Half-day is not allowed

- b. The minimum compulsory attendance in each subject for trainee in regard to their eligibility for final trade test is 80% of the actual number of working days.
- c. Where the trainee is absent herself for more than half the number of days, for whatsoever reasons, she is not allowed to continue her training and discharge from rolls.



UNDERTAKING

1. I am liable to be removed from the roll of the institute without notice in case am absent for 10 consecutive days without information/sanction of leave. Unsatisfactory progress in the training, short of attendance below 50%, failing in the aptitude test, committing breach of discipline in the institution.
2. I shall get two set of prescribed uniform stitched within ten days from the date of admission positively and shall wear the same daily right from my residence & till reach back to the residence.
3. I shall have no objection in attending institute as per the existing or changed timing by the institute.
4. I shall maintain at least 80% attendance in each subject for making my self eligible to appear in the final trade test.
5. In case the trade in which I have got admission is deaffiliated by NCVT, DGE&T, Ministry of labour at any stage/reason, I have no objection to appear under SCVT Examination.
6. I have not obtained admission:
 - a. In any other institute (Yes/No) If Yes,
 - b. I have obtained admission in ITI..... in trade of..... under Roll. No. I am hereby enclosing my application for cancellation of admission in that institute/trade prior to getting present admission.

In case, I fail to abide myself as stated above, the principal is empowered to take disciplinary action against me.

(Full signature of parent/guardian)	(Full signature)
Name (Block Letters).....	Name (Block Letters).....
Relation.....	Trade.....Roll No.....

N.B. : Parents are requested to please sign all the applications of their ward. Unsigned application are likely to rejected.