No. DGET-2(6)2011-CD  
Government of India  
Ministry of Labour & Employment  
Directorate General of Employment & Training  
Shram Shakti Bhawan, Rajiv Marg,  
New Delhi, dated 16th December, 2012

To

1. All State Directors/UT Administrations dealing with Craftsmen Training Scheme (CTS).
2. Directors, ATIs at Chennai, Hyderabad, Kanpur, Kolkata, Ludhiana & Mumbai and FTIs at Bangalore & Jamshedpur ATI (EPI) at Dehradun & Hyderabad, NIMI Chennai & CSTARI Kolkata.

Subject: Implementation of the revised curricula of viz., 1) Data Entry Operator  
2) Network Technician and 3) Computer Operator and Programming Assistant under CTS.

Sir/Madam,

This is for information that the revised syllabi of the trades viz., 1) Data Entry Operator, 2) Computer Operator and Programming Assistant and 3) Network Technician have been revised under CTS with immediate effect. The revised syllabi of the trades have been developed by expert committee constituted for the purpose and approved by the members of NCVT for revision of training programme under CTS. The duration of training, entry qualification, batch size, space norms and power norms of the trade are as under:-

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the trade</th>
<th>Duration of Training</th>
<th>Entry Qualification</th>
<th>Space required</th>
<th>Batch Size</th>
<th>Power Norms</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Data Entry Operator</td>
<td>6 months</td>
<td>10th Class Pass examination or equivalent.</td>
<td>3.5 Sq. mtrs. per trainees</td>
<td>20</td>
<td>4 kW</td>
</tr>
<tr>
<td>2.</td>
<td>Computer Operator and Programming Assistant</td>
<td>One year</td>
<td>Passed 12th class under</td>
<td>70 Sq. mtrs per trainees</td>
<td>20</td>
<td>3.45 kW</td>
</tr>
<tr>
<td>3.</td>
<td>Network Technician</td>
<td>6 months</td>
<td>10th Class Pass examination or equivalent.</td>
<td>3.50 Sq. mtrs. per trainees</td>
<td>20</td>
<td>5 kW</td>
</tr>
</tbody>
</table>

One Copy each of these syllabi is enclosed for your ready reference. The above syllabi will also be available on the website of DGE&T at www.dget.nic.in. Institutes conducting training programme in the above trades are required to create

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necessary infrastructure as per norms prescribed in syllabi of the trade and conduct training programme after obtaining necessary affiliation from NCVT.

Yours faithfully,

(Deepankar Mallick)
Director (Training)/Secretary, NCVT

Copy for information and necessary action to:-

1. Director (AT) and Director I/C (Projects), DGET (HQ)
2. Principals, CTI Chennai, NVTI - Noida, All RVTIs & MITIs.
3. TC, AP (along with syllabus), TU, TA-I-II, PCT, WOT, AVTS Sections of DGE&T (HQ)
4. TT Cell (along with syllabus) with a request to supply question papers as per the syllabus under CTS Scheme.

(Amit Pal Singh)
Dy. Director of Training

Endorsement on C3/11144/2012(1)

Directorate of Training,
Thiruvananthapuram
Dtd: 06-02-2013

Copy communicated for information and necessary action.

For DIRECTOR OF TRAINING
B. SREEKUMAR
ADDL. DIRECTOR OF TRAINING

To

1. All the Principals of Govt: & Private ITIs (through Nodal Govt: ITI Principals)
2. All the Principals of Nodal Govt: ITI-With direction to forward the same in All the Govt: & Private ITIs within your jurisdiction and compliance should be reported at an early date.

Copy to:
(1) Director, SCDD, TVPM (With C/L) (2) Director, STDD, TVPM (With C/L)
(3) Special Officer, STI, Kazhakkuttom (4) ASPD-SPIU (5) JDT (6) JD Kannur
(7) JD (i/c SIC) (8) DD (P) (9) DD (T) (10) DySA (11) TTO (12) Technical Assistant
(13) SS (A) (14) SS (G) (15) SS (I) (16) JS (C) (17) JS (E) (18) C1 Seat (19) CA to DT
(20) CA to ADT (21) Website: www.det.kerala.gov.in (22) SF- C3
Corrigendum

1. All State Directors/UT Administrations dealing with Craftmen Training Scheme (CTS).
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Directors – RDATs at Faridabad, Kanpur, Hyderabad, Mumbai, Chennai & Kolkata.

Subject: Implementation of the revised curricula of Computer Operator and Programming Assistant under CTS, entry qualification-regarding.

Sir/Madam,

This is in continuation of this office’s letter of even number dated 18th December, 2012 forwarding therein the revised syllabus of COPA-trade for implementation from the session starting from February 2013. The entry qualification for the Computer Operator and Programming Assistant under CTS, which has been given as “Passed 12th class under” may be read as under:

“Passed 10th class”.

Yours faithfully

(Deepankar Mallick)
Director of Training

Copy for information and necessary action to:-

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4. TT Cell (along with syllabus) with a request to supply question papers as per the syllabus under CTS Scheme.

(DPS)
(Dy. Director of Training)
Endorsement on C3/11144/2012(2)

Directorate of Training,
Thycaud, Thiruvananthapuram
Dtd: 06-02-2013

Copy communicated for information and necessary action.

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For DIRECTOR OF TRAINING

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